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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, AUGUST 6, 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 Dawn Parm, Jan Stinchfield & Jeremy Kirby; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Condon Community Pool Manager Shellie Johnson; Gilliam County Sheriff Gary Bettencourt.

Absent: Councilors Tom Fatland, Michael Durfey and Hanna Bass.

3. ADDITIONS TO AGENDA

3.1. **** Approve Change Order on Oregon & Church Street ODOT SCA Grant Project**

3.2. **** Approve Payments of over \$50,000 to Crestline Construction for ODOT SCA Oregon & Church Streets Project**

3.3. **** Review Condon Early Learning Center Request to Change Donation**

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 July 2, 2025 Regular Condon City Council Meeting Minutes & July 11, 2025 Council Work Session Minutes**

A motion was made by Councilor Stinchfield to approve the July 2, 2025 regular council meeting minutes and the July 11, 2025 council work session minutes.. The motion was seconded by Councilor Parm. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, No- None, Abstain- None

5.2. **Review the Accounts Payable & VISA Statements**

No VISA statements due to them being paid at the end of June to finish out the 2024-25 fiscal year. There were not questions on the accounts payable.

5.3. **** Approve Payments of over \$50,000 to Crestline Construction for ODOT SCA Oregon & Church Streets Project**

CA Greiner asked that the council give Mayor Hall the authorization to approve Crestline Construction payments over \$50,000. She explained that the first payment request may come prior to the September meeting, and she needs approval for payments of that size.

A motion was made by Councilor Stinchfield to give Mayor Hall authorization to approve invoices of \$50,000 or more to Crestline Construction if necessary. The motion was seconded by Councilor Parm. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, No- None, Abstain- None

6. OLD BUSINESS

6.1. Condon Grade School Update

PW Wilkins, stated that Port of Arlington Environmental Sentry Corporation has awarded the contract to abate Condon Grade School to Maul Foster & Alongi, Inc. (MFA). The project is expected to start in September and be completed early in 2026. He said that the Port is moving slowly to assure they are in compliance with federal grant requirements.

6.2. Condon Community Swimming Pool Update

The Condon Community Swimming Pool Committee met July 23 to begin the visioning process. Notes of the work session are attached to the agenda. CA Greiner asked about the role the city will play in the pool project once the master plan has been completed. She stated that when the city made the decision to participate in the pool's operations in 2012, the discussion was that the city would operate it, the county would pay for operations and repairs/maintenance and the school would maintain ownership, but the city would not take on the ownership of the pool. If the pool project is to start working towards a new pool, there are going to be issues with funding, especially if the committee suggests a bond, as the city can only bond with its constituents, not rural Gilliam County residents. The Committee is looking at two city-owned properties, and that land can be donated to the group if the city does not want to own it. CA Greiner stated that Condon School District has made it clear they do not want to take a role in the pool operations, nor have they indicated they would continue to own it if it was not on their property. CA Greiner asked for clarification on what the city's role would be in the new pool. Councilor Kirby asked what the expenses are to operate the pool. CA Greiner stated that she can compile the reimbursement requests, but city staff time and water/sewer costs are not included in the reimbursement. Councilor Stinchfield asked that the city costs, including estimates of not reimbursed items, be brought back to the council in September.

6.3. Condon Administrator Job Search Update

The position description/advertisement has been published on LinkedIn and several other sites by the end of this week. The same timeline will apply that was given to the council at the last recruitment meeting. Councilor Stinchfield asked if a deadline for the applications could be added to the advertisements. CA Greiner will contact the recruiter to see if a deadline can be added.

6.4. Fairway Housing Update

The Fairway Housing subdivision tentative plan is going before the Planning Commission on August 19, 5:30 p.m. Planner Jaime Crawford of Bell Design Company will have the staff report ready to be distributed with the agenda next week. Todd Catterson will do the top survey in the next several weeks and, once approved by the Planning Commission, he will move toward the survey of the lots. Also, at this time, the engineer Eric Klann of Divergent Engineering will begin his part of the process to designing infrastructure for the property. Due to the new floodplain rules, Crawford is working to include pre-approval in accordance with the affected lots.

7. NEW BUSINESS

7.1. Discuss Request of Golf Cart Use on City Streets

City received a request and a petition to the council to consider an ordinance that would allow golf carts on city streets by Brad Standiford. Sheriff Bettencourt stated that it is illegal to drive on the state highways and that he has had issues with just two people that continue to drive their carts downtown. The council discussed what type of ordinance or policy might be needed, with Sheriff Bettencourt stating that he could not enforce the policies, but can the ordinance. Council directed CA Greiner to bring back a simple ordinance that would allow golf carts from storage, which may be home, to the golf course.

7.2. Review Traffic & Parking Issues on Summit & Main Streets & Approve Parking Design

PW Wilkins brought to the council a parking plan for Summit and Main Streets, adjacent to Two Boys Meat & Grocery for council consideration. The plans were either 8.5 foot parking lanes that would create 7 spaces and allow for 19 feet of travel lane, or 8-foot lanes that would create 9 spaces and a 21-foot parking lane. The design also included delineation posts near the corner, so people had to park further from the curb. Council asked that the city release information on social media and other forms over the next couple of weeks to alert the public of this parking change. This project is anticipated to be completed by October 1, 2025.

A motion was made by Councilor Stinchfield to approve the parking plan with 8.5 foot parking lane for 7 parking spaces and delineation posts. The motion was seconded by Councilor Kirby. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, No- None, Abstain- None

7.3. Approve Resolution 2026-02 - A Resolution to Apply for an Oregon Department of Energy Community Renewable Energy Grant Program

CA Greiner is working with a company that will assist with writing an Oregon Department of Energy grant for the construction of solar panels on or near City Hall for battery storage in the event the power goes out for an extended period of time. This company has assisted the City of Pendleton with their renewable projects. This grant requires council approval to apply.

A motion was made by Councilor Stinchfield to approve Resolution 2026-02 - A Resolution to Apply for an Oregon Department of Energy Community Renewable Energy Grant. The motion was seconded by Councilor Parm. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, No- None, Abstain- None

7.4. Discuss Gilliam County Economic Development Grant Project

Gilliam County is offering a \$200,000 grant for economic development to the City of Condon that must be requested by June 30, 2026. This grant does not have a deadline to have the funds spent and the definition of economic development is broad and not uniquely defined. CA Greiner stated that in Gilliam County Court meetings and work sessions where this was discussed that there is also a line item for housing and asked the council to determine what other projects would fit under economic development. In the Council Goals & Priorities, several projects could be used with these funds, which include public art, water conservation programs, sidewalks or portions of the water and wastewater projects. Discussion was tabled until the full council was present.

7.5. ** Approve Change Order to Oregon & Church Streets ODOT SCA Project

PW Wilkins stated that once the asphalt was removed off Oregon & Church Streets, there was pooling water and wet soil that made it necessary to do more excavating to make the streets stable. This requires a change order with Crestline Construction for geotech fabric and additional excavation and backfill materials. He stated that he was working closely with the construction team to lessen the cost of the change order, but at this time was not sure how much it would be in total.

A motion was made by Councilor Stinchfield to approve the change order of Crestline Construction for the ODOT SCA program on Oregon and Church Streets. The motion was seconded by Councilor Kirby. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, No- None, Abstain- None

7.6. ** Review Condon Early Learning Center Request to Change Donation

Condon Early Learning Center (CELC) submitted a request to reclassify the city's donation to their summer food program for their building expansion. The request was made to pair with a capital grant program with The Ford Family Foundation. Councilor Kirby declared an actual conflict of interest as his wife is fiscal staff at CELC and abstained from voting and discussion.

A motion was made by Councilor Stinchfield to approve the request of the CELC to be for match funds for the building expansion. The motion was seconded by Councilor Parm. Motion carried.

Yes- Jan Stinchfield, Dawn Parm, No- None, Abstain- Jeremy Kirby

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 11.7 million gallons were pumped at City Farm in July and that the production of the wells was holding. The crew has finished the water line on the 300 block of Ward Street and will start on the 200 block next week. He reported that the Senior Blues Golf Club held a tournament at the city's course in July with over 90 golfers. The paving of Oregon and Church Streets is scheduled for the week of the fair and he has been supporting contractors on non-city projects. PW Wilkins discussed briefly that there are several entities that are using excessive amounts of water instead of what they may actually need for effective irrigation. The Public Works crew has also fixed a water leak at the county's bus barn on Oregon Street.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that several lots have been mowed to alleviate fire hazards and that there are "three less roosters in town." He asked councilors if they had any concerns or comments, which there were none.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner asked if any councilors were interested in the LOC fundamentals class in Boardman in August, and if so, she would sign them up. Councilor Kirby stated he is interested. An open house of the new golf course clubhouse is scheduled for Friday, September 26, 4-6 p.m. with the event to be advertised over the next month. She is also working on clubhouse rules and rental options and will bring it back to the council in September. The clubhouse is open during the golf attendant's work hours, and other times must be rented. CA Greiner noted that Main Street WiFi has been installed and is "live" as of Monday this week. This was an item on the council's 2025 "Goals & Priorities" list and was installed by Windwave.

9. COUNCIL INFORMATION

9.1. Oregon Public Resources Coordination Assistance Agreement

9.2. Condon Community Pool Inspection Report

9.3. City Administrator Advertisement

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is Wednesday, September 3, 2025, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 7:54 p.m.

_____Date _____
Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator