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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, SEPTEMBER 3, 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, Tom Fatland, Jeremy Kirby, Michael Durfey, Hanna Bass, Dawn Parm; Staff - City Administrator Kathryn Greiner, PW Superintendent Gibb Wilkins; Condon Community Swimming Pool Manager Shellie Johnson and Gilliam County Sheriff Gary Bettencourt(left at 7:15 p.m.).

Absent: None

3. ADDITIONS TO AGENDA

3.1. ** OLCC Application for Dino Mart

3.2. ** Planning Commission Resignation - Rachel Weinstein

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 August 6, 2025 Regular Condon City Council Meeting Minutes

A motion was made by Councilor Jan Stinchfield to approve the August 6, 2025 regular Condon City Council meeting minutes. The motion was seconded by Councilor Dawn Parm. Motion carried.

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

5.2. Review Accounts Payable & VISA Statements

Councilor Fatland inquired about the signage purchased with PW Wilkins stating that they were for the golf course for new rates.

6. OLD BUSINESS

6.1. Condon Community Swimming Pool Master Plan Update

CA Greiner explained that the Swimming Pool Master Plan Committee met in person August 15 at the golf course clubhouse and went over pool options, demographics of users, historical operating costs. The minutes from that meeting were attached to the council packet. There are still some concerns about the pool being at a different location, but CA Greiner asked that the committee and council stay focused on the task of completing the master plan of new pool, and re-evaluate the costs of the old pool after this project is completed. The master plan will allow the council to have cost estimates of construction and operation, which they could then compare to rehabbing the existing pool. The next meeting will be in-person with Opsi group Tuesday,

September 16 and CA Greiner asked what time would work for Mayor Hall and Councilor Durfey.

CA Greiner asked the council for guidance for a bonus for lifeguards at the pool that was discussed in the Park and Recreation Committee earlier in the year. After a discussion between the council and Pool Manager Johnson, it was the consensus of the council to give the lifeguards up to \$100 gift certificates to the guards that worked during the 2025 pool season.

6.2. Fairway Housing Project Update

CA Greiner stated that Fairway Housing subdivision plan approved at the last council meeting was approved as a tentative plan by the planning commission and is moving forward. She asked the council to look at the questions attached to the agenda by the engineer that requested moving the walking path on the plan from its position on the subdivision to the golf course, or shifting all lots 10 feet south. This shift would accommodate the property inside the subdivision that is privately owned where a sidewalk would be absent. It was the consensus of the council to keep the existing plan, but to work with the private landowner to plan for a sidewalk along the south side of their property or at least curb along the property to assist with storm run-off.

Once the engineering and surveying have been completed, the plan will go back to the Planning Commission as a final plan to be approved. The city has one year to complete this plan, but due to grant timelines, it is expected to be completed by early 2026.

6.3. City Administrator Recruitment Update

The council were given an email from Jennifer Stapleton, a recruiter, with an update and a request to see if there is a lower-cost/short-term housing option and/or relocation stipend for the successful applicant. The email did state that 17 applications were received with 8 having follow-up screening invitations. The council said that there was not an option to assist with housing, but they would be open to negotiating a relocation stipend if necessary. CA Greiner asked if the council would like to include staff on the interview committee, and it was decided that CA Greiner and PW Wilkins would participate in the interview process. CA Greiner said that she received a list of applicants that she would forward to the council, but due to it not being public information, asked the councilors not to share. CA Greiner will coordinate the interviews with the recruiter and set up a time that is agreeable with the council.

7. NEW BUSINESS

7.1. Flatt Request to Vacate Alley

Cassandra Flatt has requested that the alley between Highway 206/Bayard Street and Spring Street be vacated for a housing development that she is planning on her property with partner Mark Griffith. Griffith stated that the alley "leads to nowhere", starting at the highway and goes through to Spring Street. He noted that he had talked with several of the adjacent landowners that are in favor of the alley vacation. Griffith said that they are planning to divide the property and bring in more affordable housing. Councilor Fatland asked if there are any issues with city utilities in this alley, with PW Wilkins stating that there are none at this time. Councilor Bass asked what the process in to vacate, and CA Greiner stated that it would take 2-3 months to go through it with the attorney, hold public meetings and contact adjacent landowners.

It was the consensus of the council to begin the process to vacate the alley as requested.

7.2. OLCC License Renewals - BPOE #1869, Hattenhauer Distributing Company/Condon Food Mart, Murray's Drugs, Inc./Murray's Condon Pharmacy, Two Boys Meat & Groceries, Inc, and WSC, LLC/Wild Sage Restaurant

CA Greiner explained that she received a request for the Hattenhauer location from Condon Dino Mart, as they are scheduled to purchase that property next month. To allow for Hattenhauer to keep their license until sale, council would need to approve them and the next agenda item approve the OLCC permit for potential new owners.

A motion was made by Councilor Michael Durfey to approve the OLCC license renewals for BPOE #1869, Hattenhauer Distributing Company/Condon Food Mart, Murray's Drugs, Inc./Murray's Condon Pharmacy, Two Boys Meat & Groceries, Inc. and WSC, LLC/Wild Sage Restaurant. The motion was seconded by Councilor Jeremy Kirby. Motion carried.

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

7.3. ** Review & Approve OLCC License for Condon Dino Mart LLC

A motion was made by Councilor Jan Stinchfield to approve the OLCC license for Condon Dino Mart LLC. The motion was seconded by Councilor Dawn Parm. Motion carried.

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

7.4. First Reading Ordinance 2026-02 - An Ordinance Providing for the Regulations of Parking; All Amending Ordinances; and All Other Ordinances or Parts of Ordinances in Conflict Herewith; An Ordinance to Chapter 70: General Provisions to Include Golf Carts; Correction of Chapter 51.10(D)3 - Disconnection for Late Payments; Repealing Chapter Fiber Council; Child Care Changes in Zoning and Declaring an Effective Date

CA Greiner explained that this ordinance was to put in the new parking rules near Two Boys Meat & Grocery, golf cart use, and to clean up several issues in the code that are either not applicable any more or outdated. One item is that the Fiber Council, which was a partnership with Gilliam County, was dissolved in 2022 and will be removed. The specific dollar amount for water disconnection has been changed to have that charge reflected in the General Fee Resolution and change in zoning for

new state child care rules will be reflected in the code of ordinances. She stated that attorney Wyatt Baum had reviewed the ordinance, plus PW Wilkins and Sheriff Bettencourt. CA Greiner stated that she felt that this ordinance, with so many changes, needed to have the full two readings, but if the council wanted to wait to start the process in October, it could still be completed by first of December.

A motion was made by Councilor Hanna Bass to approve the first reading of Ordinance 2026-02- An Ordinance Providing for the Regulations of Parking; all Amending Ordinances; and all other Ordinances or Parts of Ordinances in Conflict Herewith; an Ordinance to Chapter 70: General Provisions to Include Golf Carts; Correction of Chapter 51.10(D)3-Disconnection for Late Payments; Repealing Chapter Fiber Council; Child Care Changes in Zoning and Declaring an Effective Date by TITLE ONLY. The motion was seconded by Councilor Jan Stinchfield. Motion carried. ROLL CALL VOTE - Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, Tom Fatland, Hanna Bass, Michael Durfey, No- None, Abstain- None

CA Greiner read the ordinance by title only - Ordinance 2026-02- An Ordinance Providing for the Regulations of Parking; all Amending Ordinances; and all other Ordinances or Parts of Ordinances in Conflict Herewith; an Ordinance to Chapter 70: General Provisions to Include Golf Carts; Correction of Chapter 51.10(D)3-Disconnection for Late Payments; Repealing Chapter Fiber Council; Child Care Changes in Zoning and Declaring an Effective Date.

A motion was made by Councilor Hanna Bass to approve the first reading of Ordinance 2026-02- An Ordinance Providing for the Regulations of Parking; all Amending Ordinances; and all other Ordinances or Parts of Ordinances in Conflict Herewith; an Ordinance to Chapter 70: General Provisions to Include Golf Carts; Correction of Chapter 51.10(D)3-Disconnection for Late Payments; Repealing Chapter Fiber Council; Child Care Changes in Zoning and Declaring an Effective Date. The motion was seconded by Councilor Jan Stinchfield. Motion carried. ROLL CALL VOTE - Yes- Jan Stinchfield, Dawn Parm, Jeremy Kirby, Tom Fatland, Hanna Bass, Michael Durfey, No- None, Abstain- None

The second reading of this ordinance will be at the October 1, 2025 council meeting.

7.5. Discuss Gilliam County Economic Development Grant

CA Greiner shared with the council at the August meeting that Gilliam County has offered a \$200,000 economic development grant to Condon and shared that after reviewing the Condon Can! visioning document and the city's 2025 Goals & Priorities, that there may be several options to complete some of the tasks in those documents. Some of the options were sidewalks, pickleball courts, dog park, murals/public art, a commercial kitchen, fence at golf course, Wi-Fi at the park/golf course, water conservation plan or other items that are not available to receive grant funding. She asked the council if they wanted to send it to one of the city's committees, or come back in October with ideas of how to utilize these funds. Although housing is a goal and economic driver, there are grants available for these types of projects, or can pair with a park and recreation grant. It was noted that sidewalks on south Main Street from bus company to Drive In, or near Columbia Basin Cooperative, or connect clinic to Little League fields.

Mark Griffith asked to speak about the grant and stated that his understanding was that it was to be used for workforce housing. CA Greiner stated that in the Gilliam County Court meeting where this was discussed, she specifically asked the court for reporting requirements and their definition of economic development to determine use of the funds and was told by Commissioner Grant Wilkins that there were no specific requirements on whether this grant was to be used. She added that by using the city's Condon Can! report and the 2025 Goals & Priorities to determine the project, it could be classified as an economic development project.

PW Wilkins stated that the water conservation program could combat high water users by allowing programs for low-flow toilets/faucets or partnering with low-water landscaping for private landowners. Councilor Durfey asked if the city could purchase a piece of equipment to fix potholes, and PW Wilkins stated that the cost of such equipment is over \$50,000 and may not be used enough to warrant the use of these grant funds. Councilor Kirby stated that possibly it should be used to complete the landscape plan on the CGS property that was completed by the landscape architect from University of Oregon several years ago. Councilor Fatland stated that he would like to see a sidewalk or path along the highway to the fairgrounds. Councilor Stinchfield supported water conservation efforts. Also discussed were disc golf, pickleball courts located by the Little League field or potential activities or recreational opportunities in town.

The council tabled the discussion to give more time to think about uses for this grant, but have asked CA Greiner and PW Wilkins to gather some estimates for sidewalks, pickleball courts or public art.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 10.6 million gallons of water were pumped at City Farm in July, which is slightly less than July's use. He said that the cemetery used approximately 14% of the water pumped in August and continues to use their sprinklers during midday hours. PW Wilkins will continue to monitor their water usage and communicate with their board. The ODOT Small City Allotment grant project has been completed at a total cost of \$282,298 of which \$250,000 is paid for by grant funds and remains within budget. The Ward Street water line project is in progress, and there has been a request to lease the city's pivot to grow Christmas trees. PW Wilkins stated that the city was approached by a resident to keep the clubhouse unlocked at

all times or allow people with golf passes access after hours use. The council agreed that leaving the clubhouse unlocked was not an option and PW Wilkins stated that he is having a meeting with a company to discuss key card entry. Discussion was held regarding a fee increase for access to the clubhouse, open longer in the evening with auto-locking at certain time. He said that the city has received reimbursement for the equipment purchased through the CWDG. PW Wilkins said he had a request from Gordan Smith to put a "dead end" sign on Fifth and A Streets. It was the consensus of the council to allow the "dead end" sign to be installed.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Written reports were submitted. Sheriff Bettencourt was not present for this report.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that the audit field work will be completed next week, that Main Street Wi-Fi is operational and the golf course clubhouse open house is scheduled for Friday, September 26, 4-6 p.m. She asked if any of the council might be interested in attending LOC's annual conference in Portland in early October as registration is due at this time and lodging may be an issue if not done soon. She said that they city will not apply for the Oregon Department of Energy grant because the company that was going to assist no longer has the staff and this is a specialized grant that will need that type of assistance. CA Greiner stated that he had received a survey for the Gilliam County Energy Resilience Plan from Michelle Colby of MCEDD and will email to council to complete.

9. COUNCIL INFORMATION

9.1. Apology Letter

9.2. Golf Course Clubhouse Open House

9.3. ** Planning Commission Resignation - Rachel Weinstein

10. NEXT REGULAR MEETING DATE

10.1. The next regularly scheduled Condon City Council meeting is Wednesday, October 1, 2025, 7 p.m. at City Hall

11. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 8:31 p.m.

Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator