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MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, NOVEMBER 5, 2025, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Council President Jan Stinchfield called the meeting to order at 7 p.m.

2. ROLL CALL

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

Absent: Mayor Dustan Hall

3. ADDITIONS TO AGENDA

3.1. **** Review & Approve October 1, 2025 Special Meeting and Executive Session Meeting Minutes**

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.**

Sheriff Gary Bettencourt introduced Lt. Rick Brown as Gilliam County Sheriff Office second in command. Lt. Brown worked for the GCSO 2012-16 and returned recently to GCSO.

5. CONSENT AGENDA

5.1. **Review & Approve the October 1, 2025 Condon Regular City Council Meeting Minutes**

A motion was made by Councilor Durfey to approve the regular and special Condon City Council meeting minutes of October 1, 2025. The motion was seconded by Councilor Fatland. Motion carried.

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

5.2. **Review October Accounts Payable and VISA Statements**

Councilor Durfey asked about the expenditure of \$500 for a dump truck tire and PW Wilkins stated it was for one tire. Councilor Fatland inquired of the Anderson, Perry & Associates charge of "Griffith Subdivion" with CA Greiner stating that the AP engineer came to discuss the subdivision project and other planning issues when the planning consultant was in Condon for a meeting. She stated that if Griffith continues with project, they will be billed for any of the expenditures associated with that project.

5.3. **** Review & Approve October 1, 2025 Special & Executive Session Meeting Minutes**

A motion was made by Councilor Bass to approve the October 1, 2025 executive session meeting minutes of the Condon City Council. 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

6. OLD BUSINESS

6.1. **Condon Community Swimming Pool Master Plan Update**

The council received the most recent swimming pool minutes and renderings of the pool. CA Greiner said that they are to get the final report that will include preliminary costs of operations and construction by the end of December.

6.2. Condon Grade School Update

PW Wilkins, who is also the president of Environmental Sentry Corporation of the Port of Arlington, reported that due to the federal government shutdown, the process has come to a standstill. The company hired to abate and work through the federal grant requirements has been hired and will start the required community meetings as soon they are able.

6.3. City Administrator Recruitment Update

CA Greiner stated that she had put together an agenda that will be distributed for the interviews scheduled for Wednesday, November 12, 12:30 p.m.

7. NEW BUSINESS

7.1. 2024-25 Audit Presentation - Accuity CPAs LLC - Kori Sarrett, CPA

Kori Sarrett, CPA of Accuity CPAs reported that the audit went great and that there were no minimum issues with budgeting, insurance, contracting or grant requirements. The city will have a finding of lack of segregation of duties, which has been the finding for many years. Sarrett stated that without hiring additional employees to break up CA Greiner doing the majority of the financial tasks, this finding would continue to be in the city's audit. She reminded the council with CA Greiner upcoming retirement, that they are tasked with oversight of the finances. Sarrett stated that the Governmental fund carryover decreased approximately \$200,000 due to the remote meter project that cost approximately \$750,000. She noted that both proprietary funds — water and sewer — lost \$55,000 and \$24,000, respectively. She noted that the council had raised rates to cut into those losses in the current fiscal year. Sarrett noted that there were no concerns with the procedures of the city. There were no questions from the council about the audit.

7.2. Review & Discuss Parking & Traffic at Summit & Main Streets Per New Parking Ordinance

Council briefly discussed PW Wilkins parking plan for Two Boys Meat & Grocery. It was determined that there would be a press release generated regarding the plan noting that it would take effect January 1, 2026. Sheriff Bettencourt will work with city staff to communicate the changes to the public. He noted that this was a safety issue in that area.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 4 million gallons of water was pumped at City Farm in October which is average. The crew has finished the water line improvement on Ward and Summit Streets and they are waiting for the Kirby Nagelhaug to pour the concrete sidewalks that were torn up in the project. The golf course and park has been winterized and the punch list from the water evaluation is being worked on with city crew. One item is transferring from oil to propane hit at City Farm pumphouse due to a potential oil leak that is close to water. PW Wilkins stated that he went to the Lower John Day Area Commission on Transportation (LJDACT) and reported that once the transportation bill is signed by Governor Kotek, it is anticipated that signatures are going to be gathered to put it on the ballot. Approximately \$80,000 signatures are needed for this process. Also at the LJDACT meeting, discussed the issues with the sidewalk ramps recently installed having broken pieces, but due to being out of warranty, the contractor is no longer liable to fix them. He also stated that the local Transportation System Plan (TSP) is almost out of date, and there is a grant to do this work with an application due in February. The last TSP was done jointly with Gilliam County, Arlington and Lonerock, and he recommended that the new one be Condon specific. He asked the council for priorities for the next ODOT Small City Allotment grant (application due next spring) of streets near mini-mart, Bayard from Main to Oregon Streets and Oregon Street from Court to Spring Streets. The grant funds would only cover 2-3 of those projects and asked for the council's priority. It was tabled and will be discussed next month. He also noted that the cold mix ordered for utility cuts and potholes has not been received, but will work on those issues when it arrives.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt noted that he would not be at the council meeting in February, that he has been working on surveying streetlight issues and that the Shaw property may be up for sale once again. Councilor Fatland inquired about the streetlight issues and PW Wilkins noted that the ones on North Main Street near the intersection with Walnut are being repaired by Columbia Basin Electric Cooperative. CA Greiner stated that if the Shaw property is for sale once again, the council may need to discuss price and terms in executive session at the December meeting if they have changed from original offer.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that Gilliam County approved the \$200,000 Gilliam County Economic Incentive grant for Phase 1 of sidewalks on lower Main Street. The engineers have been alerted that the funds were approved and to start the engineering and bid packet information for that phase. The city will receive the grant agreement next week and will know about Phase 2 funding by the first of December which was applied to Gilliam County under the Capital Investment Grant. She stated that she had attended the Oregon Connections Telecommunications conference last week in Hood River with Councilors Fatland and Stinchfield and former councilor Donald Jamieson. Discussed having an open house for CA Greiner's retirement Wednesday, December 3 after council meeting, and scheduled the holiday dinner for Tuesday, December 16.

9. COUNCIL INFORMATION

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting will be held Wednesday, December 3, 2025, 7 p.m. at Condon City Hall.

11. ADJOURN REGULAR MEETING

Councilor Sitnchfield adjourned the meeting at 7:35 p.m.

_____ Date _____
Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator