



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, DECEMBER 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 and Hanna Bass; Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Administrative Assistant Jessica Isley; Gilliam County Corporal Mike Walker.

Absent: Councilors Dawn Parm and Michael Durfey

3. ADDITIONS TO AGENDA

3.1. **** Review & Approve the E-Waste Service Agreement with URT**

3.2. **** Accept Councilor Dawn Parm's Resignation & Declare Position Open**

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 November 5, 2025 Regular Condon City Council Meeting Minutes**

CA Greiner stated that all the minutes could be combined into one motion.

A motion was made by Councilor Tom Fatland to approve the November 5, 2025 regular Condon City Council meeting minutes, the November 12, 2025 and November 24 special meeting minutes and executive session meeting minutes. The motion was seconded by Councilor Jan Stinchfield. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None

5.2. **Review & Approve the November 12, 2025 Special Meeting & Executive Session Meeting Minutes**

5.3. **Review & Approve November 24, 2025 Special Meeting & Executive Session Minutes**

5.4. **Review Accounts Payable and VISA Statements**

Councilor Fatland asked about the check to Lane COG and Lancaster Fending. CA Greiner replied that it was for the city administrator recruiter and down payment of the golf course fence project, respectively.

6. OLD BUSINESS

6.1. Condon Grade School Update

PW Wilkins reported that Environmental Sentry Corporation must hold public meetings in accordance with their federal grant, and they anticipate those to be held in the next two months. He stated that once the actual work starts, it should only take a month to complete. PW Wilkins stated that he anticipates the property being returned to the city in June or July 2026.

6.2. Fairway Housing Subdivision Update

CA Greiner reached out to the engineer and surveying company and the final grading and engineering plans should be available by the end of next week. Once the costs are tallied to apply toward the \$100,000 state grant, there may be funds left to do more engineering of the water, sewer or streets. Council will be updated in January.

6.3. Condon Community Swimming Pool Update

Waiting for final plans that are scheduled to be delivered by end of this month. The grant from the county has been extended until March 31, 2026 to allow for the final bills to be submitted.

6.4. City Administrator Recruitment Update

City determined to seek an interim solution and it was the consensus of the Council to appoint a Personnel Committee consisting of Mayor Hall, Councilor Bass & Councilor Kirby. The Committee will meet Monday, December 15 to determine interim job descriptions for current staff.

7. NEW BUSINESS**7.1. Review & Approve the 2024-25 Audit Correction Action Plan — Oregon Secretary of State**

State of Oregon requires an action plan of for findings in the 2025 audit and this letter addresses that issue.

A motion was made by Councilor Jan Stinchfield to approve the 2024-25 Audit Correction Action plan. The motion was seconded by Councilor Jeremy Kirby. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None

7.2. Add & Remove Signers to Bank of Eastern Oregon and Oregon Local Government Investment Pool Accounts

A motion was made by Councilor Tom Fatland to remove Kathryn Greiner as signer and administrator of the following accounts:

- **Bank of Eastern Oregon Checking Account Ending in 3673**
- **Bank of Eastern Oregon Municipal Account Ending in 1330**
- **Oregon Government Investment Pool Account 4821**

Remove Dawn Parm as check signer from Bank of Eastern Oregon Checking Account Ending in 3673.

Add Gibb Wilkins to the following accounts as a signer and administrator and add Jeremy Kirby as check signer for the following accounts:

- **Bank of Eastern Oregon Checking Account Ending in 3673**
 - **Bank of Eastern Oregon Municipal Account Ending in 1330**
 - **Oregon Government Investment Pool Account 4821**
 - **The motion was seconded by Councilor Jan Stinchfield. Motion carried.**
- Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None**

7.3. Review & Discuss Contracts for S. Main Street Sidewalk Project - Anderson, Perry & Associates & Gilliam County Grant

PW Wilkins stated that the city was successful in the Gilliam County grant request for phase 2 of this project, but this contract is for phase 1. Dave Wildman, Engineer of Record and Grant Banister from Anderson, Perry & Associates were presented and stated that they had done a walk-through of the project with PW Wilkins that afternoon. Wildman said that he was working on this project in 2004 and was glad to see that the city was trying to get it completed now.

City attorney Wyatt Baum had a conflict as he works with Anderson, Perry & Associates, so CA Greiner had Anna Cavaleri, who does work for the Port of Arlington and Frontier TeleNet, review the agreement. She asked that the council approve the agreement with the contingency that the items listed in Cavaleri's email are addressed prior to signing the agreement. Dave Wildman, Engineer of Record for the city was present and stated that they would address the items in the attorney's email.

A motion was made by Councilor Jeremy Kirby to move forward with the contract with Anderson, Perry & Associates for Phase 1 of the sidewalk project contingent on resolving the points made in Cavaleri's review. The motion was

seconded by Councilor Hanna Bass. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None

7.4. Oregon Frontier Chamber of Commerce Update & Fund Request

Brittany Dark, Executive Director of the Oregon Frontier Chamber of Commerce went through the activities, programs, events and promotional activities of the chamber. She noted that Condon's July 4 event costs approximately \$25,000 and asked for \$10,000 for the fireworks. She stated that the ticket sales last year were approximately \$5,000 that went towards that event and that the city gave \$22,000 in TLT in 2025. She also asked the council if they would donate \$5,800-\$8,200 for a light pole Christmas garland, park holiday lighting and new pole banners. CA Greiner stated that the city had approximately \$45,000 in the TLT fund, and it would be reasonable to donate at least \$10,000. A discussion was held that the garland would only get here with two weeks left of the Christmas season and that these items might be on sale after the holidays. Dark suggested that the Christmas season decorations could be on a reimbursement basis, and CA Greiner suggested that the city reimburse the chamber up to \$2,500 for seasonal lights or decorations purchased after the holidays. Dark was asked to come back for the banner request when she had a cost.

A motion was made by Councilor Hanna Bass to donate \$10,000 to the Oregon Frontier Chamber of Commerce for fireworks and reimburse the chamber up to \$2,500 for decor for Main Street. The motion was seconded by Councilor Jeremy Kirby. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None

7.5. ** Review & Approve the E-Waste Service Agreement with URT

This agreement has been reviewed and approved by city attorney Wyatt Baum with no corrections.

A motion was made by Councilor Jan Stinchfield to approve the E-Waste Service Agreement with URT. The motion was seconded by Councilor Tom Fatland. Motion carried.

Yes- Jan Stinchfield, Jeremy Kirby, Tom Fatland, Hanna Bass, No- None, Abstain- None

7.6. ** Accept Councilor Dawn Parm's Resignation & Declare Position Open

The council received Councilor Dawn Parm's resignation earlier in the day effective December 3, 2025. The council acknowledged her time on council and consensus was to accept the resignation and declare the position open. CA Greiner will put a vacancy notice in The Times-Journal and notify the Gilliam County Clerk that the position is vacant.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins that 2.8 million gallons of drinking water in November which is approximately 500,000 gallons more than previous years. He asked the council to prioritize which streets to put in the application for the ODOT Small City Allotment (SCA) grant in early 2026. He stated that the top priority is Ward Street from Walnut to Frazier Street (next to the mini-mart) and the second street to choose would be Oregon Street From Summit to Spring Streets, or near the first priority near the Condon Motel on Frazer Street. He noted that it may be more cost-effective to do the two streets together. Wildman stated that it may cut costs to do the Ward and Frazer Streets as they are close together and would save issues of mobilization and surveying costs. Wildman stated it could be a \$10,000-\$20,000 savings. It was the consensus of the council for PW Wilkins to apply for Ward and Frazer Streets for the SCA grant.

PW Wilkins reported that the crew had completed installation of the new propane system at City Farm, which was the last deficiency on the city's OHA Drinking Water report. The crew has put fungicide on the greens at the golf course, and he is meeting with CBEC on December 16 to discuss switching the streetlights to dark skylights. He noted that if CBEC were not able to assist with getting it done, the city would reallocate those funds to another area. Dark stated that the Dark Sky Initiative has been completed in other regions of the Oregon Frontier Chamber of Commerce areas and proven to attract visitors. She asked to be kept informed of the outcome.

PW Wilkins also gave the council a list of equipment that would assist the city in its operation that included a Hopper Broom, LD-16 Leak Detector, PL-VF10R Line Locator, Wacker Neason 35" Drum (roller) and a Pavijet Mini Paver. The total cost of the items was \$106,532.50 new and \$89,817.50 used. CA Greiner noted that the money was budgeted in the Water and Wastewater Reserve funds with cash available in those funds just over \$205,000. PW Wilkins stated that the three items would be his priority for a total of \$19,475. It was discussed that the roller would be an asset for utility cuts and potholes and would bring the amount to \$43,817.50. Since this was in the budget, it was the consensus of the council for PW Wilkins to purchase 4 of the 5 items for a cost of \$43,817.50.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Gilliam County Sheriff Gary Bettencourt introduced Col. Mike Walker of the Sheriff's Office. Col. Walker stated that he has been with the Gilliam County Sheriff's Office for 16 years. Written reports were submitted and attached to the council packet.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner stated that a majority of the staff will use vacation for Wednesday, December 24 afternoon and Friday, December 26, so City Hall will be closed December 24 at noon and reopen on Monday, December 29. She asked the council and staff to make sure they RSVP'd to the city dinner on December 16 no later than next Tuesday, December 9. CA Greiner stated that she received an email from Mayor Hall addressed to her and an employee regarding a perceived employment issue. CA Greiner

reminded the council they have oversight of the City Administrator position, not employees. All questions and concerns must go through the proper channels, which is the City Administrator position.

9. COUNCIL INFORMATION

9.1. Gilliam County Special Transportation Release of City Shop Lease

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting will be held Wednesday, January 7, 2026, 7 p.m. at City Hall

11. ADJOURN REGULAR MEETING

Mayor Hall adjourned the meeting at 8:09 p.m.

_____ Date _____
Dustan Hall, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator