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**CITY OF CONDON
WORK SESSION AGENDA
DECEMBER 15 2025 PERSONNEL
Monday, December 15, 2025, 4:00 PM
CONDON CITY HALL**

1. CALL THE MEETING TO ORDER

The meeting was called to order by Mayor Dustan Hall at 4 p.m.

Present: Mayor Dustan Hall; Councilors Jeremy Kirby and Hanna Bass (Zoom); Staff - City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Administrative Assistant Jessica Isley.

Absent: None

2. DISCUSS INTERIM CITY OPERATIONS

At the December 3, 2025, Condon City Council meeting, it was decided that the city would look to appoint a Personnel Committee to go with an interim solution of the city administrator position that would use existing staff. Assigned to the committee were Mayor Hall, Councilors Bass & Kirby. The council discussed a six-month interim solution as they look for a new city administrator. CA Greiner was to bring position descriptions for Interim Public Works/City Administrator and Interim Administrative Assistant/City Recorder to this meeting per council direction. She had a draft that was currently with the CIS staff that assist with Human Resources (HR), and was waiting back for final changes. She had gone over the drafts with Administrative Assistant Isley and PW Wilkins to capture the job duties.

PW Wilkins gave the Committee copies of the city charter for reference when it comes to the existing positions, and added that the City Recorder position has been combined with the City Administrator position currently held by CA Greiner. It was discussed that there is an option for outside HR sources as used by the S. Gilliam County Health District in the past to assist with the interim staffing needs.

Isley stated that the hours may vary while the interim positions are in place and discussed closing at noon on Fridays while adding extra hours on Tuesdays or Wednesdays. PW Wilkins stated that there are going to be times that he cannot be in the office due to duties required by Public Works that include plowing or an emergency situation that may require more flexible City Hall hours.

Councilor Bass asked if the staff were comfortable with the interim job descriptions and heard that both were comfortable with tasks in the drafts. PW Wilkins stated that he is the Operator of Record for the water and wastewater system, but that employee, Aaron Fitzsimmons, also has certification of both systems.

CA Greiner recommended that the staff give brief bi-weekly updates to the council during the interim period to keep everyone informed of what is going on and if there are issues. Mayor Hall stated that he has years of HR experience and if they need assistance, contact him. Councilor Kirby clarified that these positions are interim and within six months, the council may go out again for the administrative positions.

Compensation was discussed briefly and both PW Wilkins and Isley stated that their "asks" were negotiable. Isley asked for an additional \$12,000 for the 6-month period and PW Wilkins asked for \$20,000. Consensus of the Committee was that compensation would be discussed and negotiated in the council meeting when all councilors are present. Isley and PW Wilkins were asked to put their requests in writing to bring to the council.

2.1. Draft Interim Position Descriptions

3. OTHER

No other items were discussed.

4. ADJOURN

Mayor Hall adjourned the committee meeting at 4:42 p.m.