

**City of Condon  
Regular Council Meeting Minutes  
February 4, 2015  
7 p.m.**

Present:	Staff Present:
Mayor Jim Hassing Councilor Tom Fatland Councilor Donald Jamieson Councilor Boyd Harris Councilor Jan Stinchfield Councilor Michael Cronk	Kathryn Greiner, City Administrator Larry Durfey, Public Works Superintendent Dale Scobert, Police Chief Dave Wildman, Engineer of Record - Anderson, Perry & Associates

Absent:
Councilor Terri Carnine

**CALL TO ORDER**

Mayor Jim Hassing called the meeting to order at 7 p.m.

**MOMENT OF SILENCE**

A moment of silence was observed for PA David Jones and his family.

**ROLL CALL**

City Administrator Kathryn Greiner took roll call and noted that a quorum was present.

**ADDITIONS TO THE AGENDA**

None

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

**A motion was made by Councilor Donald Jamieson to approve the January 7, 2015 regular council minutes and the January 15, 2015 work session minutes. The motion was seconded by Councilor Michael Cronk and approved unanimously. Council reviewed the financials and Councilor Thomas Fatland questioned the revenues of the water and sewer at 30% and**

and it should have been at 50%, plus the transient tax appears to have been spent what was collected. CA Greiner will check into the figures and send out an email to the council on the water and sewer. She also stated that the way the transient tax is collected and distributed only one quarter of revenue was in the six month financial and the payment to the chamber was made during the same period which is 60% of what is collected throughout the whole year. Councilor Jamieson inquired of a payment to Cabelas with CA Greiner stating it was for police equipment.

## **OLD BUSINESS**

CA Greiner reported that the water line extension process to the airport has hit a “snag” as a representative of Oregon’s DLCD has requested several requirements that may cost in excess of \$10,000 to produce. The city is working with Gilliam County and the Port of Arlington to extend the water line to the airport and due to the city’s comprehensive plan it must expand the Urban Growth Boundary to include the airport. CA Greiner said that city planning consultant Dan Meader will contact another state representative from the DLCD and see if there can be some resolution without the extra costs. Councilor Jamieson and Fatland suggested the city contact our state legislatures to rectify the issue. It was the consensus to wait until Meader contacts the state to determine how to move forward.

**A motion was made by Councilor Jamieson to enter into a scrap metal contract with RS Davis Recycling. The motion was seconded by Councilor Boyd Harris and approved unanimously.**

## **NEW BUSINESS**

Engineer of Record Dave Wildman of Anderson, Perry & Associates brought to the council three documents in relation to the Phase II wastewater project that will be completed in May 2015. The first document was the Certificate of Substantial Completion. He explained that a walkthrough of the project was completed in January and a punch list of approximately 30 items was noted to be done by M.L. Houck Construction. Most of the items related to restoration of ground but he noted the project was “generally in good shape.” Wildman stated that the contractor may request the final retainage or will wait until they return in March. The second document was Change Order No. 3 that added approximately 750 feet of sewer line on North Main Street at a cost of \$84,000. From the original contract, almost 3,000 feet of sewer line has been added, or an estimated 40% additional pipe, that has included three change orders. Change Order No. 3 is for an additional \$84,000 to ML Houk. Wildman also presented Amendment No. 2 to the Agreement for Engineering services with an estimated cost of \$68,500 that covers the remainder of the winter work that was completed and the additional spring work of the sewer contract. Wildman assured the council that they were still within the original budget amount of \$1.6 million. **A motion was made by Councilor Fatland to approve Change Order No. 3 for construction services and Amendment No. 2 to the Agreement for Engineering Services. The motion was seconded by Councilor Jamieson and approved unanimously.**

Wildman stated that through city staff and council retreat discussions he had brought estimates of the to update the city’s water and wastewater public works master plan. He stated that the water master plan must be completed every 20 years as required by law, and and it was a council decision to either update the plan now for future projects or wait until the deadline in 2020. He stated that Condon has accomplished a lot in the water plan but a review of the updates may change some of the pipe sizes in the remaining projects. If the full update was completed now the 20 year “clock” would start when completed. Wildman estimated that it would take

approximately a year to complete the plan as they would have to get information on water flows and other data over a period of time. The council discussed the testing of the transmission line from City Farm to the reservoirs, and if there is a way to test the integrity of the 90 year line. Wildman stated that the best option would be to pothole several areas to determine the condition of the line and some of that work had been completed and was in the current master plan. A conversation ensued of putting funds aside for transmission line replacement and the need to have this engineered to prepare for replacement. PW Durfey stated that in the next four years his crew has some large water replacement projects that will take up time and funding that is currently being paid by the grant from Gilliam County. CA Greiner stated that her and PW Durfey gave an update to the Gilliam County Court earlier that day with the discussion that the fund must be used within six year and to review the progress at the end of year four (2016-17 fiscal year) to determine if the county will allow them to extend the contract period if the funds have not been spent or to hire a contractor to do water projects. Wildman also mentioned that there are \$20,000 technical assistance grants for master plans that may help with the funding issue, but that CA Greiner had contacted the funding source without much assistance in moving forward. PW Durfey distributed material that showed that water pumped at City Farm has been cut by 50% from 2004 to present which can be attributed to water line replacement and less leakage. He also provided a document showing how many feet would be required to be laid each year for a 50, 75 and 100 year replacement schedule.

Councilor Stinchfield said she still had concerns regarding the transmission line and if that was a project that needed to be completed sooner, rather than later as discussed in the council retreat last month. Discussion led to possibly completing engineering the project within the next year, and starting on the replacement fund build up with the next budget. CA Greiner stated that on average the city's public works department spends approximately \$100,000 a year on their water improvements but there is still significant county grant funds that may be used for the project. A discussion was held regarding SIP, Gilliam County and other infrastructure funds. CA Greiner stated that she will be starting on the budget within the next couple of weeks and will have a clearer picture of the fund availability once it is completed.

**A motion was made by Councilor Jamieson to approve 2015 City of Condon Goals & Priorities as presented. The motion was seconded by Councilor Cronk and approved unanimously.**

A resolution for a park fee was presented but CA Greiner asked that they table this resolution until she can discuss the recreation immunity with the insurance company.

**A motion was made by Councilor Fatland to accept the resignation of Michelle Colby from the Planning Commission. The motion was seconded by Councilor Stinchfield and approved unanimously.** CA Greiner asked that the council inquire of interested members for the planning commission as they need two members and she has had to success in securing new members.

CA Greiner presented the bid tabulation document for the Memorial Hall façade project with Jim Doherty Construction at \$94,577.55 and Alegis Construction at \$167,238.00. She said that a copy of the contract has been reviewed by City Attorney Will Carey for changes and approval and she is waiting for the original contract from engineer Malcolm Randall to give to Doherty next week. **A motion was made by Councilor Harris to approve Jim Doherty Construction for the Memorial Hall faced project. The motion was seconded by Councilor Fatland and approved unanimously.**

**STAFF REPORTS**

CA Greiner stated that she is starting to work the budget and asked if the council wanted to continue donating \$8,000 to Condon School District for their art program. She stated she will put it in the budget but requested if the council wanted any changes to this request to let her know at that time. She said that John Johnson had a question on the farming contract and she is in contact with Carey for an answer and will let the council know when it is signed and returned. She stated that the concert series posters are done and will soon be distributed and that she will set a city committee schedule in the next week.

PW Dufey stated that he gave most of his information to the council during Wildman's presentation regarding project updates and water flows. He did state that the public works crew continues to work on taking the corner arm off the pivot, working on the telemetry and repaired trans fuser at City Farm. With the telemetry they have put timers on the pumps at City Farm and will be able to get data of length they are on especially during peak summer months. He stated that they should not run any longer than 18 hours per day.

Police Chief Scobert reported that he has been working getting the new computer set up and meeting residents. He is working with the Gilliam County sheriff's office and 911 director to obtain a report writing system that could be accessed from all between agencies and easier to access information. He will have a proposal for the council's consideration at the March meeting. He reported that he had attended training in January that discussed school violence and marijuana issues. He is working with the local agencies to update the school crisis plan and hopes to meet within the next month with school and police agencies. Chief Scobert has also met with the regional OLCC representative and discussed rules on alcohol in the park for weddings and other social functions. He stated that events with alcohol must be approved by the city council, and if it is a function that sells alcohol then they will have to work with OLCC and gain approval from his department prior to the function. Chief Scobert also stated that he is working to get his own Law Enforcement Data System terminal so he does not have to go to the Sheriff's office or 911 for data.

**COUNCILOR INFORMATION**

Council received a notice of City Hall Day at the Oregon State Capitol on February 26, 2015.

**NEXT REGULAR MEETING**

The next regularly scheduled city council meeting set for Wednesday, March 4, 2015, 7 p.m. The meeting was adjourned at 8:46 p.m.

\_\_\_\_\_ Date \_\_\_\_\_  
Jim Hassing, Mayor

ATTEST:

\_\_\_\_\_ Date \_\_\_\_\_  
Kathryn Greiner, City Administrator