

**City of Condon
Regular Council Meeting Minutes
February 6, 2013
7 p.m.**

Present:	Staff Present:
Mayor N. Dale Thompson Councilor Dallas Harsin Councilor Donald Jamieson Councilor Boyd Harris Councilor Thomas Fatland Councilor Jan Stinchfield Councilor Terri Carnine	Kathryn Greiner, City Administrator Larry Durfey, Public Works Supt.

Absent:
None

CALL TO ORDER

Mayor N. Dale Thompson Fatland called the council meeting to order at 7 p.m.

OATH OF OFFICE

Council President Thomas Fatland gave the oath of office to Mayor Thompson.

MOMENT OF SILENCE

A moment of silence was requested by Councilor Fatland to remember US military personnel killed and wounded in Iraq and Afghanistan.

ROLL CALL

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

ADDITIONS TO THE AGENDA

Additions included a discussion on the City Park project and setting the Council retreat in March.

PUBLIC COMMENT

None

CONSENT AGENDA

The councilors reviewed the January 2, 2013 regular minutes; and the January 2013 financial statements. Councilor Boyd Harris asked about the cost of the copier purchased. **After a review of the consent agenda Councilor Fatland made a motion to accept the consent agenda, and financial report subject to audit and verification. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.**

NEW BUSINESS

David Riney requested that the water be turned on at the restrooms of the golf course for the annual Burning Barrel Open Golf Tournament March 9. **A motion was made by Councilor Harris to approve the request to turn the water on at the golf course by March 9. The motion was seconded by Councilor Donald Jamieson and approved unanimously.**

Chris Mahr, CPA presented the audit for the 2011-12 year. Mahr went through the document and explained that the city received an unqualified opinion meaning that the financial were fairly stated. He explained that the audits check to see if the city if following the General Accepting Accounting Principles and tested the internal controls. Mahr stated that due to the size of the City of Condon that the internal controls were weak. He proceeded to walk the council through the financial statement and stating that nothing came to their attention as being non-compliant. He also discussed the process to evaluation the city's property on South Main Street. Mahr presented the council with the audit and management letters as required by law. The management letter suggested that to set a new password on the computers and to look at changing the safe combination when staff changes are made. Two other items was to have all job descriptions signed by the employee and complete annual evaluations. A discussion was held regarding adding that a council member would review not only the bank statements but also the bank reconciliations. Councilor Dallas Harsin will continue to pick up the statements and review, and Councilor Stinchfield will review the bank reconciliations.

OLD BUSINESS

Mac Stinchfield reported that the Condon Chamber of Commerce has moved to the Anderson Building on South Main Street and that Canda Rattray is the 2013 president of that organization. Stinchfield also suggested that the city reiterate the proclamation of February as Nobel Laureate Month. Mayor Thompson stated that he would sign the proclamation.

The council was updated that the plan they approved at the January meeting was approved by the Historic Review Committee and will be presented to the Planning Commission February 20.

The Mayor stated that his annual report was included in the packets and appointed Kathryn Greiner as Budget Officer; Bill Berray, Dennis Bruneau and Stephanie Carter to the budget committee; appointed councilors to committees as presented; and appointed Councilor Jamieson to the Gilliam County Fire Services Board. They heard that budget committee member Dan Boyer has moved from the community and that another member must be appointed along with another Planning Commission member.

The Council received a draft of an intergovernmental agreement between the City of Condon and South Gilliam Rural Fire Protection District regarding the land exchange that has been discussed

in length. **The motion was made by Councilor Fatland to approve the Intergovernmental Agreement as presented. The motion was seconded by Councilor Stinchfield. Yay votes – Councilors Harris, Harsin, Carnine, Stinchfield and Fatland; Nay vote – Councilor Jamieson – motioned passed.**

NEW BUSINESS

After a brief discussion the council set March 15 for the annual retreat.

CA Greiner stated that the councilors received an email forwarded from the landscape architect showing a proposal of materials for the plaza, pathways and fountain. **A motion was made by councilor Harsin to approve the City Park plan as presented. The motion was seconded by Councilor Stinchfield and approved unanimously.** CA Greiner stated that this plan will have to be sent out to three companies as a Request for Proposals, but expects the plans to be available to mail by February 20.

STAFF REPORTS

PW Superintendent Durfey stated that his crew has spent considerable time at the City Park readying it for the irrigation and other renovations. He has updated the safety manuals.

Officer Gubser provided a written report.

CA Greiner reported the city has received the first State of Oregon grant funds for completing the Brownfield assessment for the full amount. She has submitted a grant of approximately \$82,000 for the clean-up of the property on South Main Street which will also include a project manager. She is unsure of the timeline if successful when those grant funds will be available. She also stated that Mike Cronk submitted his letter from the Planning Commission and another member is needed. CA Greiner said that the contract to resurface the swimming pool was given to the only submission – Genesis Pools. The cost is approximately \$36,000 and they will be in Condon March 15 to meeting with pool manager Molly Fatland. Other items included that Liz Farrar is working on revamping the city’s website and that she will be asking for budget clarification at the retreat on several of the city’s proposed projects.

COUNCILOR INFORMATION

Council information included the Park & Recreation and Finance Committees notes; training opportunity in Dufur April 3; thank you note to Gilliam County Court for infrastructure grant; taxing district letter that was received explaining the decrease in tax revenue.

NEXT REGULAR MEETING

The next regularly scheduled city council meeting set for Wednesday, March 6, 2013, 7 p.m. The meeting was adjourned at 8:29 p.m.

_____ Date _____

N. Dale Thompson, Mayor

ATTEST:

_____ Date _____

Kathryn Greiner, City Administrator