

**City of Condon
Regular Council Meeting Minutes
May 7, 2014
7 p.m.**

| Present: | Staff Present: |
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| Mayor N. Dale Thompson Councilor Jan Stinchfield Councilor Dallas Harsin Councilor Donald Jamieson Councilor Thomas Fatland | Kathryn Greiner, City Administrator William Gubser, Senior Police Officer Larry Durfey, Public Works Superintendent |

| Absent: |
|--------------------------------------------------|
| Councilor Terri Carnine Councilor Boyd Harris |

CALL TO ORDER

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

MOMENT OF SILENCE

A moment of silence was requested by Mayor Thompson for military personnel.

ROLL CALL

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

PUBLIC HEARING – 2013-14 SUPPLEMENTAL BUDGET HEARING

Mayor Thompson opened the 2013-14 Supplemental Budget hearing at 7:01 p.m. There was no public comment. CA Greiner stated that the supplemental budget was needed for swimming pool repairs that are being completed prior to the end of the fiscal year that were unanticipated and the acceptance of the Oregon Business Now grant for the Brownfield clean-up at the city owned property on South Main Street. Mayor Thompson closed the hearing at 7:03 p.m.

ADDITIONS TO THE AGENDA

None

PUBLIC COMMENT

None

CONSENT AGENDA

Councilor Tom Fatland asked for a correction of the moment of silence for the landslide victims in Washington. Councilor Donald Jamieson asked when the library electric bill was no longer going to be paid, but CA Greiner stated it was for the new library and the agreement was to continue paying for that service. **A motion was made by Councilor Dallas Harsin to approve the April 2, 2014 Regular Meeting Minutes with correction, and the April 2014 financial statements subject to audit and verification. The motion was seconded by Councilor Fatland and approved unanimously.**

OLD BUSINESS

Gilliam County Sheriff Gary Bettencourt was present and offered to answer questions on his proposal to contract police services for the City of Condon. Councilor Fatland asked the deadline that the sheriff would need to know to contract police services by January 1, 2015, with Bettencourt replying no later than October 1. Councilor Harsin asked about how much time would be given to the City in the contract and Bettencourt replied “as much as you need,” but anticipated at least 40 hours a week plus a deputy would be hired that would be dedicated to Condon. Councilor Jan Stinchfield asked if the Sheriff’s office would cover ordinance enforcement, and Bettencourt responded that they would if there was a contract in place. Bettencourt stated that the contracting police services works for the City of Arlington and that they anticipate hiring an experienced officer. He added that there are five other on staff to patrol if there is need of assistance and it relieves the City of liability.

PUBLIC HEARING – TRADE OF REAL PROPERTY WITH GILLIAM COUNTY

Mayor Thompson opened the hearing to discuss a trade of real property with Gilliam County at 7:15 p.m. Councilor Jamieson inquired of the city’s property that it was outlined on the maps of inside and outside of city limits. CA Greiner said that the portion in the trade is for only the property outside of city limits, north of Cottonwood Road. Councilors reviewed the maps. There was no public comment. The hearing was closed at 7:18 p.m.

NEW BUSINESS

A motion was made by Councilor Jamieson to adopt Resolution 2014-03 – A Resolution to adopt the 2013-14 Supplemental Budget. The motion was seconded by Councilor Fatland and approved unanimously.

A motion was made by Councilor Jamieson to have Will Carey draw up the deed agreements to trade the city owned property for Gilliam County property. The motion was seconded by Councilor Stinchfield and approved unanimously.

A motion was made by Councilor Harsin to approve the OLCC application for Nana’s Kitchen. The motion was seconded by Councilor Jamieson and approved unanimously.

CA Greiner stated that Maria Barrera had purchased property that was on an undeveloped street and according to Dan Meader the street must be developed prior to installing water and sewer services. CA Greiner stated that the recommendation from talking to Meader is half a street for 150 feet and if further development occurs, Barrera must pay to have a full street. She stated that this type of agreement has been done with two other residents and have successfully been repaid. PW Durfey stated that the water will be looped down the undeveloped street and all utilities will

be in city right-of-way. Barrerra will be responsible for water and sewer connection fees of approximately \$1,700 and will sign an agreement with interest to be paid monthly with their utility bill. It was the consensus of the council to proceed with the agreement providing the Barrera's meet their financial obligations of the water and sewer services.

A nepotism policy was presented to the council with CA Greiner stating that after the recent training it is necessary to allow the city to hire family members when other qualified staff is not available. **A motion was made by Councilor Harsin to approve Resolution 2014-04 – A Resolution to Adopt a Nepotism Policy. The motion was seconded by Councilor Stinchfield and approved unanimously.**

A policy to allow the city manager to make budgeted purchases up to \$50,000 was presented. A short discussion of whether the amount should be modified. **A motion was made by Councilor Jamieson to approve Resolution 2014-05 – A Resolution to Adopt Purchasing Authority for the City Administrator. The motion was seconded by Councilor Fatland and approved unanimously.**

A resolution was presented to designate Gilliam County's Enterprise Zone for electronic commerce. A short discussion was held regarding the current uses of the Enterprise zone and what this change would allow. **A motion was made by Councilor Jamieson to approve Resolution 2014-06 – A Resolution Requesting that the Gilliam County Enterprise Zone be Designated for Electronic Commerce. The motion was seconded by Councilor Fatland and approved unanimously.**

A motion was made by Councilor Fatland to approve the Condon Chamber of Commerce's request to close Gilliam Street between Main and Oregon Streets from 8 a.m. – 4 p.m. on July 4. The motion was seconded by Councilor Jamieson and approved unanimously.

The Personnel Committee recommended a 3.2% raise for all employees for the 2014-15 year and use the insurance savings to pay for the raises. Mayor Thompson clarified in the committee notes that he asked to raise the councilor stipends after he completes his Mayoral term. Councilor Harsin asked CA Greiner if she had found out if the insurance savings could be a reserve in the budget, and she replied that she has received an answer from the auditors but needs to do some more research. Councilor Fatland declared a conflict of interest due to being related to several of the employees. **A motion was made by Councilor Harsin to approve a 3.2% raise for employees 2014-15 year. The motion was seconded by Councilor Stinchfield and "yes" votes from Councilor Harsin, Stinchfield and Jamieson. Councilor Fatland abstained and the motion was approved.**

CA Greiner stated that Jay LaRue has brought in a quote for his approved Main Street Project, but recommended to the council that instead of writing a deferred contract that would not be eligible for funding until July 1, 2015 that she hold the requests in order that they arrive and wait for the funds to become available. She said that some of the funds may be available in 2014-15 but will not know for certain until the Memorial Hall project is underway. It was the consensus of the council to approve CA Greiner's recommendation on the LaRue project and others that will come in to the city in the next year.

Mayor Thompson declared the Month of May as historic preservation month for the City of Condon. He read the proclamation that was prepared by Mac Stinchfield.

The council discussed the extending city water to Linus Pauling Field (airport) and requesting that the Port of Arlington proceed with the project with the assistance of laying the pipe from City

of Condon staff. PW Durfey stated that the telephone lines may be an issue and that the water line must a minimum 8-inch line for fire protection. He added that the water rights did not include the airport in the city's permit and may have to amend. CA Greiner said that discussions several months ago with city planner and attorney indicated that this project would require more legal work than she was able to complete. The council directed CA Greiner write a letter to the Arlington Port to ask that they take on this project so it will move forward and get water to the airport.

Condon High School class of 2015 asked the City Council to waive the fee for the Memorial Hall where they recently hosted prom. Councilor Harsin asked if it has been cleaned and CA Greiner stated that it wasn't completed but would be by this week. **A motion was made by Councilor Fatland to waive the rental fee of Memorial Hall to the CHS Class of 2015. The motion was seconded by Councilor Harsin and approved unanimously.**

STAFF REPORTS

PW Durfey stated that the reason for the land exchange with Gilliam County was to eliminate several necessary easements from private property owners during the upcoming wastewater construction project. The lines would be run on the property that would be traded and eliminate shared sewers in that area. He said that the Public Works crew has completed 600 feet of water line on Fall Street and has approximately 600-700 more feet to complete this summer. A portion of this water project is on state highway property and required a permit instead of an easement. They have scheduled July 7 to pave in the city with the assistance of Gilliam County Road Department.

Officer Gubser provided a written report.

CA Greiner said that a free day at the transfer station with the hazardous collection event will be held at the city's transfer station on Brown Lane Friday, May 16, 9 a.m. – noon. Updated the council on the brownfield project at the city's property on South Main Street and said that it is in full swing this week and was to take 2-3 days of work on site. She also said that the swimming pool is scheduled to be open June 15 for the season and that the repairs will be completed to the floor and walls within the next week. CA Greiner stated that Dennis Gronquist had secured free paint for the pool house, and if they have time to paint the trim they will purchase paint locally to complete that task. Councilor Fatland asked about the recent correspondence from resident Ron Blomgren of intent to sue the city due to flooding near his home. CA Greiner stated that the information has been sent to CIS pre-loss attorney and Will Carey.

COUNCILOR INFORMATION

Councilors received copies of letters to Bart Danielson to fix a portion of the sidewalk adjacent to his building on Summit Street and a follow-up letter to David Drinkwine regarding the fix on his grain elevators. CA Greiner said that she had talked to Drinkwine and he was waiting for the ground to dry to bring in the crane to fix it. He said that he would have the project completed by the end of May. Councilors also received draft budget committee meeting minutes from April 21, 2014.

NEXT REGULAR MEETING

The next regularly scheduled city council meeting set for Wednesday, June 4, 2014, 7 p.m. The meeting was adjourned at 8:07 p.m.

_____ Date _____
N. Dale Thompson, Mayor

ATTEST:

_____ Date _____
Kathryn Greiner, City Administrator