

**City of Condon  
Regular Council Meeting Minutes  
August 3, 2016  
7 p.m.**

Present:	Staff Present:
Mayor Jim Hassing Councilor Donald Jamieson Councilor Jan Stinchfield Councilor Boyd Harris Councilor Tom Fatland	Kathryn Greiner, City Administrator Larry Durfey, PW Superintendent Dale Scobert, Police Chief

Absent:
Councilor Terri Carnine Councilor Michael Cronk

**CALL TO ORDER**

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

**MOMENT OF SILENCE**

Mayor Hassing called for a moment of silence in memory of Kaela Reser who recently died of injuries sustained in an automobile accident.

**ROLL CALL**

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

**ADDITIONS TO THE AGENDA**

Mayor Hassing added the discussion of website contract with Elizabeth Farrar.

**PUBLIC COMMENT**

John Kusky, owner of JN Cable of Goldendale, Washington noted that he understood that the city of Condon was discussing building a fiber plant and he currently has a cable plant that can deliver broadband services to residents. Kusky stated that he is purchasing 100 meg circuit in Goldendale for \$300 less a month than what he purchases 20 meg circuit in Condon.

## CONSENT AGENDA

**A motion was made by Councilor Donald Jamieson to approve the regular minutes of the July 6, 2016 Council meeting. The motion was seconded by Councilor Boyd Harris and approved unanimously.**

Financial statements were reviewed and additional financial statements were given for the 2015-16 fiscal year. Councilor Tom Fatland asked what the invoice was to John Deere Financial and it was for repair of a piece of the golf course equipment. PW Durfey will get the invoice for more detail.

## OLD BUSINESS

Fiber Committee update will be given during the discussion of the broadband RFP.

## NEW BUSINESS

The council had received the city's employee handbook for review and approval. CA Greiner said that this a new handbook made from a template from City County Insurance and has been reviewed by their attorney. It has also been reviewed by Chief Scobert and PW Durfey with appropriate changes. Councilor Harris asked about personal email and CA Greiner stated that if the council had issue with city business on their personal email, she could set up one for city business. She reminded them that all city business was public information. **A motion was made by Councilor Fatland to adopt the City of Condon Employee Handbook. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.**

Councilors received a draft of the City of Condon Broadband Partnership Request for Proposals (RFP) with CA Greiner suggesting that the due dates may need to be adjusted. The council determined the due date would be Monday, September 26, 2016, 4 p.m. and questions must be asked by September 16, 2016. No other changes were made to the document. CA Greiner stated that the telecom attorney Nancy Werner was to respond of where the RFP will be distributed. CA Greiner stated that she will email a copy to all parties that have been a part of the process on Monday, August 8, 2016. Councilor Stinchfield stated that the Fiber Committee met two times with Frontier Telenet and other potential partners and decided it was best to move forward with RFP. CA Greiner noted that Werner reviewed all telecom meeting notes and correspondence and recommended the city proceed with RFP. **A motion was made by Councilor Fatland to approve the City of Condon Broadband Partnership Request for Proposals with the due date changes of September 26, 2016 and questions by September 16, 2016. The motion was seconded by Councilor Jamieson and approved unanimously.** Committee member Elizabeth Farrar was in attendance and stated that she attended the Frontier Telenet meeting the previous week and urged them to submit a response to the RFP and reiterated to that group that they would like to see them at the table.

Kusky asked for changes to the JN Cable franchise agreement with the most notable changes to be a 20-year term instead of 10 years and the franchise fee dropped from 5% to 2%. He stated that possibly between the 8<sup>th</sup> and 9<sup>th</sup> year of the agreement there could be a clause for automatic renewal of 10 additional years. The council heard that the franchise fee for electric and telephone were at 4%. Councilor Stinchfield stated that it may be reasonable to offer a reduction to 4%. The council discussed that it was a pass through charge that although Kusky noted he had to treat it as revenue it was also an expense for his company. Other changes to the agreement were to Section IV to change the date of the contract to the September council meeting (Sept. 7, 2016) *City of Condon Regular Meeting Minutes, 08/03/2016 Page 3*

provided all agree on the changes; definitions of removing "q" since it was a continuation of "p"; Section V (e) to request five days' notice instead of 48 hours if a house is moved; Section XII – take our "and free off air broadcasting signal"; Sections XXIII- XXV are redundant and should be voided. Kusky also said that he has sold his business to Home Telephone and needs to transfer the

franchise. There was a discussion of how the sale would affect the franchise agreement. CA Greiner will contact city attorney Wyatt Baum to see how to proceed and to make the necessary changes to the agreement. The agreement was tabled to the September 7, 2016 council meeting.

Council was presented with swimming pool agreement with Gilliam County. CA Greiner stated that the terms all remained the same and was a one-year agreement. **A motion was made by Councilor Jamieson to approve the swimming pool agreement with Gilliam County from October 1 to September 30, 2017. The motion was seconded by Councilor Stinchfield and approved unanimously.**

The council also received the swimming pool lease agreement with Condon School District with some changes in the insurance portion of the agreement. Added to the agreement was that the school will need to carry property and liability insurance. CA Greiner will attend the school board meeting August 10 when it will be discussed. Councilor Fatland stated that pool manager Shelli Johnson is doing a great job at the pool this year. It was the consensus of the council to donate in memory of Kaela Reser to one of the charities as she was an employee of the city at the swimming pool.

The council held a short discussion on putting a tax on marijuana sales within the City of Condon. CA Greiner stated that according to legal counsel the tax would have to be put on the ballot in the General Election in even years. Therefore, it would have to meet the deadline of August 19, 2016 with the Gilliam County clerk requiring a special meeting of the council for approval or wait until 2018. After a short discussion it was the consensus of the council to move forward and have a special meeting and place it on the November 2016 ballot. CA Greiner will have legal counsel draft the ballot measure and prepare a time and date for a special meeting.

The council was presented with a new contract for web services from Elizabeth Farrar for a rate increase from \$60 an hour to \$100 an hour and a three-year contract. CA Greiner stated that she does not have the time or expertise to keep the website current and recommended that the council renew the contract. Farrar was present and stated that due to the activity of meetings with the Fiber Committee she works about 2-3 hours a month for the city, but if usually runs about an hour a month. **A motion was made by Councilor Stinchfield to approve the website maintenance agreement with Elizabeth Farrar. The motion was seconded by Councilor Harris and approved unanimously.**

## **STAFF REPORTS**

PW Durfey reported that the generator at City Farm is still not in use and he has not heard back from Coburn Electric who was to do the job. He was to call them and if they cannot complete the work he will try and find another company. Sonic pipe testing was done on the transmission line from City Farm to the reservoir with the test showing that the pipe was in in good condition. PW Durfey said that he is scheduled to attend the South Gilliam County Cemetery board meeting next week as there are still issues with the pressure of the water in the city's lines from their pumps. He has discussed the issue with the city's engineers and it was recommended that if it was not fixed the city may have to shut off the water to the cemetery. The city crew has finished the paving this week and used approximately 190-200 ton of hot mix. The paving of Summit Street from Main to Oregon Streets was to be completed Aug. 3 but has been moved to August 22.

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Councilor Jamieson asked the progress of moving the recycle depot to town and PW Durfey said that he has not had time to pursue but he would follow up.

Chief Scobert said that he was dealing with the last of the weeds and dry grass issues. He also noted that he was called to deal with a recent door-to-door vacuum sales team that was operating without a solicitor's permit. It ended up with one of the members having an outstanding warrant which had the chief taking one person to NORCOR. He is also wrapping up a \$13,000 telephone scam with a local resident.

CA Greiner reported the city has been asked to join the Local Government Personnel Institute and she is looking to see if these services are covered by LOC and CIS. If not, then it would be less expensive than retaining legal counsel. Projects would include position descriptions and other personnel matters. She reminded the council of the concert in the park this Friday.

**COUNCILOR INFORMATION**

Council received Frontier Telenet minutes.

**NEXT REGULAR MEETING**

The next regularly scheduled city council meeting set for Wednesday, September 7, 2016, 7 p.m. The meeting was adjourned at 8:14 p.m.

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

ATTEST:

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