

**City of Condon
Regular Council Meeting Minutes
December 6, 2017
7 p.m.**

Present:	Staff Present:
Councilor Jan Stinchfield Councilor Boyd Harris Councilor Donald Jamieson Councilor Michael Cronk Councilor Carol Harrison	Kathryn Greiner, City Administrator Chief Dale Scobert PW Gibb Wilkins

Absent:
Mayor Jim Hassing Councilor Tom Fatland

CALL TO ORDER

Councilor Donald Jamieson called the meeting to order at 7 p.m.

ROLL CALL

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

ADDITIONS TO THE AGENDA

Added that the executive session was on November 1 and regular session minutes on November 8

PUBLIC COMMENT

None

CONSENT AGENDA

A motion was made by Councilor Jan Stinchfield to approve the regular minutes of the November 1, 2017 regular and executive session council meeting minutes. The motion was seconded by Councilor Boyd Harris and approved unanimously.

Several councilors inquired of the cost of a shredder purchased from the Condon Child Care for \$1,000. CA Greiner said that the shredder had a piece broken off of it, so Condon Child Care got another one for free and sold one. She said that research showed that it was worth approximately \$1,600, and would remove the need to burn piles of papers. Councilor Jamieson commented on the high consultant and attorney bills due to the fiber project, and also asked Chief Scobert what

was purchased at Extreme Products. The purchase included handcuffs and other police gear. Councilor Harris asked about the balance of the Bennett bills which PW Wilkins responded that it was for tires.

OLD BUSINESS

CA Greiner reported that the Oregon Solutions Housing group had made another presentation to the Gilliam County Court that day, and changed their request for funds from \$2.1 million to \$1.25 million over two years. The Pioneer Community Development Corporation will administer the funds and formula the programs. The county agreed to sign the ‘declaration of cooperation’ regarding housing solution, and made a tentative agreement to fund the PCDC \$500,000 in the current fiscal year and \$750,000 in the 2018-19 fiscal year. An agreement will be drawn up by county counsel and be put on the county’s December 20 meeting agenda. The city may also be asked to sign a declaration of cooperation at their January meeting. Mac Stinchfield, board member of PCDC said that there is a lot of work to get the programs established and functioning.

CA Greiner said that two mandatory meetings have been held regarding companies that have responded to the RFP for the dark fiber services. Deadline for questions is the end of this week and release of addendums is December 15. Final submission of RFP is December 29, 4 p.m.. CA Greiner is scheduled to accept, date and time stamp RFPs brought to City Hall then her and Gilliam County court administrator Leanne Durfey will open the RFPs Tuesday, January 2, 2018 at 10 a.m. It was mentioned that a selection committee has been generally discussed but not set up to who is going to review. Councilor Stinchfield suggested that the city write a letter to Gilliam County recommending that the selection committee be Adam Haas and Joe Franell – the broadband consultants. It was the consensus of the council to direct CA Greiner to write the letter to the county regarding the selection committee for the RFP.

The Council received the November 8 special meeting minutes and reviewed them. **A motion was made by Councilor Stinchfield to approve the November 8, 2017 special meeting minutes. The motion was seconded by Councilor Carol Harrison and approved unanimously.**

The recycling depot has been reconfigured to allow for glass, tin cans and corrugated cardboard to be separated from other materials as they can still be recycled by Waste Connections.

NEW BUSINESS

Kori Sarrett, CPA of Acuity, LLC was available by speaker phone to review the 2016-17 audited financial statements with the council. Sarrett stated that the audit went well with no major audit adjustments and monthly information is accurate that the council receives. She said that the fund balance is positive and that the pension (PERS) liability is just over \$300,000 which indicates that the PERS rates are fairly accurate to what is owed to future and present retirees. Sarrett noted the General Fund balance of \$795,000 that is a “healthy balance and good planning by management and staff.” There was an operating loss in both the water and sewer funds, but Sarrett pointed out that is was due to depreciation expense. She ended that the management letter will hold the same issue of no segregation of duties, which will not change with a small staff.

A motion was made by Councilor Stinchfield to approve the Intergovernmental Agreement between the City of Condon and Gilliam County for the Request For Proposals for the fiber project. The motion was seconded by Councilor Harris and approved unanimously.

CA Greiner noted that the public contracting rules were in need of updating since the last time they were done was 2005. This does not mean the city has been out of compliance, as they continue to follow state law for contracting. She suggested that council form a committee to

review the changes with CA Greiner and city attorney Wyatt Baum and bring back to the council for discussion. The council appointed Councilors Michael Cronk and Harrison and Mayor Jim Hassing to the committee. CA Greiner will schedule a meeting after the first of the year.

Councilors reviewed the draft letter to Metro in support of Waste Management's proposal for solid waste contract. Elizabeth Farrar, contractor for Gilliam County, stated that the RFP is currently out but with prequalification standards only four companies are eligible to submit applications. Waste Management at Arlington is one of the four. Farrar said that the full proposals are due back to Metro at the end of January and they anticipate awarding the contract early summer. This will allow the winning company approximately 18 months to bring the appropriate technology online. **A motion was made by Councilor Stinchfield to approve the letter as written to Metro in support of Waste Management's application. The motion was seconded by Councilor Cronk and approved unanimously.**

STAFF REPORTS

PW Wilkins reported that 1.9 million gallons of drinking water were pumped last month and the #2 well was fixed and put online. The headworks generator needed repairs and due to age the cost was more than anticipated. The crew is working on vehicle maintenance, repairing a storm drain on Spring and Potter and has fixed six stop signs.

Chief Scobert reported that he attended a trial in Prineville for a 2015 case and has created a Condon Police Facebook page. Mac Stinchfield asked Chief Scobert to supply police reports to *The-Times-Journal*.

CA Greiner stated that she is working with John Johnson on the 2018 farming contract that will be replanted to alfalfa and is researching paperless packets and video recording the council meetings. She also said that the planning commission approved an 18,000-gallon propane tank to be installed by Morrow County Grain Growers and Gilliam County SWCD new building will be reviewed at the December 19 meeting.

COUNCILOR INFORMATION

Received the Gilliam County recycling report and Portland State University population report showing a 10 person decline to 685 residents.

NEXT REGULAR MEETING

The next regularly scheduled city council meeting set for Wednesday, January 3, 2018, 7 p.m. The meeting was adjourned at 7:44 p.m.

_____ Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator