128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

AGENDA
CITY OF CONDON
REGULAR MEETING
128 SOUTH MAIN STREET, CITY HALL, CONDON, OREGON
Wednesday, May 1, 2019, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

2. ROLL CALL

3. ADDITIONS TO AGENDA

3.1. ** 7.1 - Review & Approve Gilliam County SWCD Park Plan
** 9.2 - Condon School District Final Report on 2018-19 Music & Art Grant**

4. PUBLIC COMMENT

4.1. The Council will hear unannounced matters from the floor and comments on the agenda items. Comments are limited to five (5) minutes.

5. CONSENT AGENDA

5.1. Review & Approve the April 3, 2019 City Council Regular Meeting Minutes

5.2. Review April 10 Accounts Payable

5.3. Review VISA Statements

5.4. Approve for Payment to Kerr Construction for Paving Project

6. OLD BUSINESS

6.1. Update on Fiber Project - Adam Haas

6.2. Memorial Hall Acoustic Project Update

6.3. Update on Broadband Strategic Plan Group

7. NEW BUSINESS

7.1. ** Addition - Review & Approve Gilliam County SWCD Park Plan

7.2. Discuss CBEC Fiber Project Options

7.3. Rescind Memorandum of Understanding with Columbia Basin Electric Cooperative for Fiber Project

7.4. Appoint Cody Bettencourt to City of Condon Planning Commission

7.5. Discuss and Approve Bike Racks from Condon Chamber of Commerce

7.6. Review & Approve Right of Way Application of Inland Development

8. STAFF REPORTS

8.1. Public Works - Gibb Wilkins, PW Superintendent

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8.2. Administration - Kathryn Greiner, ,City Administrator

8.3. Police - Gary Bettencourt, Gilliam County Sheriff

9. COUNCIL INFORMATION

9.1. Draft Budget Committee Meeting Minutes - April 22, 2019

9.2. **Addition -- Condon School District Final Report on 2018-19 Music & Art Grant

10. NEXT REGULAR MEETING DATE

10.1. Next regular Condon City Council and Budget Hearing is June 5, 2019.

11. ADJOURN REGULAR MEETING

If necessary, Executive Session may be held in accordance with ORS 192.660(2)() As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled for council meetings three working days prior to the Council meeting. The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823

Agenda prepared and distributed April 25, 2019

128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

City of Condon
Regular Council Meeting Minutes
Wednesday, April 3, 2019
7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Dawn Parm, Michael Cronk, Brian Barnett, Jan Stinchfield, Tom Fatland and Donald Jamieson. Staff: CA Kathryn Greiner, PW Gibb Wilkins and Gilliam County Sheriff Gary Bettencourt

3. ADDITIONS TO AGENDA

None

4. PUBLIC COMMENT

4.1. The council will hear unannounced matters from the floor and comments on the agenda items. Comments are limited to five (5) minutes.

None

5. CONSENT AGENDA

5.1. Approve the March 6, 2019 Regular Condon City Council minutes

Motion by Councilor Stinchfield to approve the March 6, 2019 regular City Council meeting minutes. The motion was seconded by Councilor Cronk and approved unanimously.

5.2. Review Accounts Payable for March 2019

Councilor Jamieson asked about a $10,000 and $200 check for golf and was told by PW Wilkins that it was for repairs the golf course mowers and smaller check for flags and tee markers. He added that it was backlog maintenance and he does not anticipate next year having such a large cost.

5.3. Review VISA Statements

No questions on the VISA statements.

6. OLD BUSINESS

6.1. CBEC Agreement & Fiber Committee Update

CA Greiner noted that the minutes from the Fiber Committee had been attached to the agenda. Councilor Jamieson stated that the city is still in negotiations with Columbia Basin Electric Cooperative (CBEC). Councilor Stinchfield said that the city consultant Adam Haas was to meet with CBEC to discuss "iron out the final points." CA Greiner noted that they are scheduled to meet this Friday over the internet. Councilor Jamieson stated that if an agreement could not be reached with CBEC that another possibility is to partner with Gilliam County to build a shelter but added that it would not be efficient to have to huts in Condon. It was noted that the fiber project should be completed by July 1, 2019.

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6.2. Memorial Hall Acoustic Project Update

CA Greiner reported that all of the lights have been received and are waiting for the electrician to install. The project is anticipated to be completed by no later than June 1, 2019.

7. NEW BUSINESS

7.1. Ordinance 2019-03 - An Ordinance Amending the Transient Tax for Clarification of Intermediary Companies

CA Greiner stated that due to the recent conversation regarding the transient tax and third party intermediaries doing the bookings, she received information from League of Oregon Cities that required a modification to the transient tax ordinance. The draft amendment to the ordinance was written by city attorney Wyatt Baum and CA Greiner recommended that they council declare an emergency and have both readings this evening. The only changes were to add definitions to include intermediaries (such as Airbnb and VBRO) and make it 30 days instead of 45 days as the length of time before the transient tax was waived.

A motion was made by Councilor Fatland to have first reading of Ordinance 2019-03 by title only. The motion was seconded by Councilor Stinchfield. Roll call vote - Yes - Councilors Parm, Cronk, Barnett, Stinchfield, Fatland and Jamieson - motion passed.

CA Greiner reads City of Condon Ordinance number 2019-03 - An Ordinance of the City of Condon Amending Chapters 112 The Condon Municipal Code.

A motion was made by Councilor Fatland to approve the first reading of Ordinance 2019-03 by title only. The motion was seconded by Councilor Stinchfield. Roll call vote - Yes - Councilors Parm, Cronk, Barnett, Stinchfield, Fatland and Jamieson - motion passed.

A motion was made by Councilor Fatland to have second reading of Ordinance 2019-03 by title only. The motion was seconded by Councilor Stinchfield. Roll call vote - Yes - Councilors Parm, Cronk, Barnett, Stinchfield, Fatland and Jamieson - motion passed.

CA Greiner reads City of Condon Ordinance number 2019-03 - An Ordinance of the City of Condon Amending Chapters 112 The Condon Municipal Code.

A motion was made by Councilor Fatland to approve the second reading of Ordinance 2019-03 by title only. The motion was seconded by Councilor Jamieson. Roll call vote - Yes - Councilors Parm, Cronk, Barnett, Stinchfield, Fatland and Jamieson - motion passed.

Ordinance 2019-03 will take effect in 30 days.

7.2. Approve Response Letter to the Oregon Division of Audits

The council was presented with a letter that is now required by the Oregon State Division of Audits to address any deficiencies noted in the audit. City of Condon was noted to lack segregation of duties so a plan must be submitted how you will address the issue.

A motion was made by Councilor Stinchfield to approve the letter to Amy Dale, Oregon Secretary of State Audits Division. The motion was seconded by Councilor Parm and approved unanimously

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7.3. Discuss and Plan for Review & Revision of the Broadband Strategic Plan

CA Greiner stated that at the Fiber Committee meeting they discussed moving forward with the review of the city's strategic broadband plan and who is being asked to participate. The committee has asked and received confirmation to participate from NCESD Superintendent Penny Grotting for education, Rita Rattray of rural and business, Judge Elizabeth Farrar of Gilliam County, Lori Anderson for business and will continue with Councilors Stinchfield and Jamieson. CA Greiner will ask for representation from Condon Schools and South Gilliam County Health clinic to join the review committee. The first meeting will be scheduled in May after budget cycle for the local organizations.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.2 million gallons of drinking water was pumped in March and with the snow melt some of the residents have noted some cloudiness to the water. Booster pump #2 had an electrical event that caused it to have mechanical failure so it is currently in the shop being diagnosed. The new Variable Frequency Drive (VFD) has been installed. The first draft of the new wastewater permit has been received which expired in 2016. The permit expands the testing requirements that will double during the month for BOD solids and during irrigation E.coli must be tested every week. PW Wilkins is going to ask what triggered the extra tests. Public comment will be open on this and it may be a time to explain the hardship of additional testing when the lab is a 2-hour drive from Condon. PW Wilkins is also looking to draft the reclaimed water plan as it does not need an engineer's stamp and may get assistance from DEQ personnel. Kerr Contractors were going to do the paving of the streets that were put out to bid in mid-summer but schedule change has them wanting to do the work near the end of April. Kerr is going to supply an estimate if they do the prep work and make this a change order since the crew does not have the time to get it prepared for paving. The excavator is in the shop to repair a broken seal and public works staff will complete their continuing education hours after this week. Staff hired for the park season is Rick Shaffer and golf course attendant is Chuck Ackerman who started this week. Councilor Cronk noticed that some streets were falling apart, especially on Second Street. PW Wilkins stated that he noticed some issues and was looking into purchasing a small roller so the crew could make minor street repairs.

8.2. Administration - City Administrator Kathryn Greiner

CA Greiner said that she has asked that PW Wilkins be appointed and attend the Lower John Day Area Commission on Transportation instead of her and pointed out that she will now be a board member of the Greater Eastern Oregon Development Corporation. She feels that it is important to be have representation on these boards for funding and other connections. She said that she was shown a video by Lori Anderson regarding downtown revitalization and housing and hoped to have some of the council watch it as it was encouraging for small towns. She recently attended a public meeting regarding the city/county grand of Economic Opportunity Anylsis that focuses on commercial and industrial land in and near Condon. The consultants for the grant have stated that there appears to be adequate land available and the potential employment opportunities could be in value added agriculture, value added waste (recycling), tourism and specialty construction (ie plumbing). CA Greiner said that Carrie Pipinich of Mid Columbia Economic Development Department has contacted her and several others about hosting a broadband forum that shows entities what broadband can do for their businesses. She said that it will be similar to what the city hosted last May and it coincides with the city's strategic broadband plan of education the use of broadband. Beginning stages, but is tentatively scheduled for the end of September.

8.3. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt stated that it had been a slow month with nothing unusual being reported and that with the growing season approaching his crew will begin looking at the lots that need to be mowed. Mayor Hassing asked if they had any success with apprehending the people that broke in to Country Flowers last month. Sheriff Bettencourt responded that they had some information of who may have done it but no evidence for an arrest.

9. COUNCIL INFORMATION

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9.1. DEQ Recycling Letter

9.2. Budget Committee Meeting April 22, 2019

9.3. Thank you letter from Cindy Osterlund for Children's Missoula Theatre Support

9.4. Letter of Support of Frontier Regional 911

9.5. Barbara Anderson Transient Tax Letter

10. NEXT REGULAR MEETING DATE

10.1. Next regular Condon City Council is Wednesday, May 1, 2019, 7 p.m. at Condon City Hall.

11. ADJOURN REGULAR MEETING

The meeting was adjourned at 7:35 p.m.

________________________________Date ________
Jim Hassing, Mayor

ATTEST: ________________________________ Date ______________
Kathryn Greiner City Administrator

Report Criteria:
- Detail report.
- Invoices with totals above $0.00 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	MARCH 2019	Janitorial	03/31/2019	256.66	.00	
	Total ARAMARK UNIFORM SERVICES:				256.66	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	MARCH 2019	PW Cell Phone	03/06/2019	31.48	.00	
599	AT&T MOBILITY	MARCH 2019	PW Cell Phone	03/06/2019	31.48	.00	
	Total AT&T MOBILITY:				62.96	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	23484	Admin Legal	03/19/2019	150.00	.00	
	Total BAUM SMITH LLC:				150.00	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1035143	Water & Sewer Repairs	03/05/2019	65.00	.00	
859	BENNETT'S POINT S TIRE & AU	1035143	Water & Sewer Repairs	03/05/2019	65.00	.00	
859	BENNETT'S POINT S TIRE & AU	1035157	Dump Truck	03/05/2019	41.50	.00	
859	BENNETT'S POINT S TIRE & AU	1035157	Dump Truck	03/05/2019	41.50	.00	
859	BENNETT'S POINT S TIRE & AU	1035385	Transfer Station Fuel	03/22/2019	51.00	.00	
	Total BENNETT'S POINT S TIRE & AUTO:				264.00	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-75515	Park Restroom	03/20/2019	150.00	.00	
876	BISHOP SANITATION	A-75844	Park Restroom	04/03/2019	62.91	.00	
	Total BISHOP SANITATION:				212.91	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	54740	Copier Charge	04/01/2019	11.29	.00	
	Total BOHN'S PRINTING:				11.29	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	36183	Biochemical Oxygen	03/15/2019	90.50	.00	
151	BOX R WATER ANALYSIS LAB	36192	E coli Coliform Testing	03/15/2019	36.00	.00	
	Total BOX R WATER ANALYSIS LAB:				126.50	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	City Hall	03/25/2019	141.62	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Park	03/25/2019	38.50	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Memorial Hall	03/25/2019	121.27	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Ward Street Shop	03/25/2019	38.77	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	GC Clubhouse	03/25/2019	30.08	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Sewer Plant w pivot	03/25/2019	397.86	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Disposal Plant	03/25/2019	674.03	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	City Farm	03/25/2019	1,272.15	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Street Lights	03/25/2019	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Reservoir Control	03/25/2019	42.35	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Swimming Pool	03/25/2019	42.62	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2019	Library	03/25/2019	312.26	.00	
	Total COLUMBIA BASIN ELECTRIC:				4,555.76	.00	
COUNTRY FLOWERS							
204	COUNTRY FLOWERS	MARCH 2019	Computer Bag	03/31/2019	37.00	.00	
	Total COUNTRY FLOWERS:				37.00	.00	
DAVIS WRIGHT TREMAINE LLP							
882	DAVIS WRIGHT TREMAINE LLP	6620451	Fiber Project	03/22/2019	3,069.00	.00	
	Total DAVIS WRIGHT TREMAINE LLP:				3,069.00	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	MARK 2019	Water	03/31/2019	637.14	.00	
224	DEVIN OIL COMPANY	MARK 2019	Sewer Fuel	03/31/2019	637.13	.00	
	Total DEVIN OIL COMPANY:				1,274.27	.00	
FOX, FARRELL							
1061	FOX, FARRELL	APRIL 2019	Dep Refund 1118.05 510 S. Jeffer	04/01/2019	71.58	.00	
	Total FOX, FARRELL:				71.58	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	MARCH 2019	Water	03/31/2019	138.27	.00	
304	HATTENHAUER DIST.	MARCH 2019	Sewer	03/31/2019	138.27	.00	
	Total HATTENHAUER DIST.:				276.54	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	MARCH 2019	Administration	04/01/2019	188.83	.00	
766	HOME TELEPHONE COMPANY	MARCH 2019	Water	04/01/2019	44.08	.00	
766	HOME TELEPHONE COMPANY	MARCH 2019	Sewer	04/01/2019	197.81	.00	
	Total HOME TELEPHONE COMPANY:				430.72	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	MARCH 2019	Golf Repairs	03/29/2019	23.50	.00	
	Total JAMIESON & MARSHALL:				23.50	.00	
LRS ARCHITECTS							
862	LRS ARCHITECTS	14178	Memorial Hall Acoustic	03/31/2019	333.42	.00	
	Total LRS ARCHITECTS:				333.42	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	MARCH 2019	Janitorial	03/30/2019	2.62	.00	
371	M & A AUTO PARTS	MARCH 2019	Golfl Supplies	03/30/2019	67.37	.00	
371	M & A AUTO PARTS	MARCH 2019	Golf Repair	03/30/2019	7.80	.00	
371	M & A AUTO PARTS	MARCH 2019	Park	03/30/2019	6.00	.00	
371	M & A AUTO PARTS	MARCH 2019	Water	03/30/2019	3.82	.00	
371	M & A AUTO PARTS	MARCH 2019	Sewer	03/30/2019	3.82	.00	
371	M & A AUTO PARTS	MARCH 2019	Water	03/30/2019	8.07	.00	
371	M & A AUTO PARTS	MARCH 2019	Sewer	03/30/2019	8.07	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	MARCH 2019	Sewer	03/30/2019	30.00	.00	
	Total M & A AUTO PARTS:				137.57	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	MARCH 2019	Memorial Hall Propane	03/31/2019	746.07	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2019	City Hall Propane	03/31/2019	608.42	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2019	Sewer Plant	03/31/2019	382.52	.00	
	Total MORROW COUNTY GRAIN GROW.:				1,737.01	.00	
OFFICE DEPOT							
427	OFFICE DEPOT	26514628001	Office Supplies	01/25/2019	61.52	.00	
427	OFFICE DEPOT	295888108001	Administration	04/01/2019	7.80	.00	
427	OFFICE DEPOT	295888315001	Water Supplies	04/01/2019	7.99	.00	
427	OFFICE DEPOT	295888315001	Sewer Supplies	04/01/2019	8.00	.00	
	Total OFFICE DEPOT:				85.31	.00	
R&R Products							
473	R&R Products	CD2319045	Golf Supplies	03/14/2019	128.09	.00	
473	R&R Products	CD2319053	Golf Supplies	03/15/2019	93.90	.00	
	Total R&R Products:				221.99	.00	
ROOTX							
487	ROOTX	55709	Sewer Supplies	04/02/2019	440.77	.00	
	Total ROOTX:				440.77	.00	
SIMTEK CONTROLS, LLC							
508	SIMTEK CONTROLS, LLC	1366	VFD remove & repair	03/26/2019	5,751.20	.00	
	Total SIMTEK CONTROLS, LLC:				5,751.20	.00	
South Gilliam County Health Center							
615	South Gilliam County Health Cent	HF126433570	CDL Wilkins	03/20/2019	87.50	.00	
615	South Gilliam County Health Cent	HF126433570	CDL Wilkins	03/20/2019	87.50	.00	
	Total South Gilliam County Health Center:				175.00	.00	
TENNESON ENGINEERING							
533	TENNESON ENGINEERING	19-98	Planning Consultant	04/01/2019	126.00	.00	
	Total TENNESON ENGINEERING:				126.00	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	MARCH 2019	Transfer Station	03/31/2019	54.00	.00	
540	THE TIMES-JOURNAL	MARCH 2019	Golf & Park Employment	03/31/2019	64.50	.00	
540	THE TIMES-JOURNAL	MARCH 2019	Envelopes Water & Sewer	03/31/2019	121.50	.00	
540	THE TIMES-JOURNAL	MARCH 2019	Envelopes Water & Sewer	03/31/2019	121.50	.00	
	Total THE TIMES-JOURNAL:				361.50	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	MARCH 2019	shop Supplies	03/25/2019	15.67	.00	
548	TWO BOYS MEAT & GROCERY	MARCH 2019	Administration	03/25/2019	15.64	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total TWO BOYS MEAT & GROCERY:					31.31	.00	
VISA							
559	VISA	MARCH 2019	Admin Travel	03/22/2019	341.26	.00	
559	VISA	MARCH 2019	Short School - Fitzsimmons	03/22/2019	125.00	.00	
559	VISA	MARCH 2019	Short School - Fitz	03/22/2019	125.00	.00	
559	VISA	MARCH 2019	Janitorial	03/22/2019	209.84	.00	
559	VISA	MARCH 2019 6	Street supplies	03/22/2019	182.73	.00	
559	VISA	MARCH 2019 6	Short School - Wilkins	03/22/2019	270.43	.00	
559	VISA	MARCH 2019 6	Short School Wilkins	03/22/2019	270.42	.00	
Total VISA:					1,524.68	.00	
VISCO, Inc.							
560	VISCO, Inc.	44142	Street Light Repair	03/22/2019	160.00	.00	
Total VISCO, Inc.:					160.00	.00	
Western States Equipment							
572	Western States Equipment	IN000920911	Water	03/14/2019	33.84	.00	
572	Western States Equipment	IN000920911	Sewer Repair	03/14/2019	33.84	.00	
572	Western States Equipment	IN000922061	Water	03/15/2019	165.49	.00	
572	Western States Equipment	IN000922061	Sewer Repair	03/15/2019	165.49	.00	
572	Western States Equipment	IN000923309	Water	03/18/2019	332.31	.00	
572	Western States Equipment	IN000923309	Sewer Repair	03/18/2019	332.31	.00	
Total Western States Equipment:					1,063.28	.00	
Grand Totals:					22,971.73	.00	

Dated: ____

Mayor: ____

City Admininstrator: ____

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

Report Criteria:

Detail report.

Invoices with totals above $0.00 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
POST MASTER							
463	POST MASTER	APRIL 2019	Postage Trust Account	04/25/2019	250.00	250.00	04/25/2019
463	POST MASTER	APRIL 2019	Postage Trust Account	04/25/2019	250.00	250.00	04/25/2019
463	POST MASTER	APRIL 2019	Postage Trust Account	04/25/2019	250.00	250.00	04/25/2019
Total POST MASTER:					750.00	750.00	
Grand Totals:					750.00	750.00	

Dated: ______________________________

Mayor: ______________________________

City Admininstrator: ______________________________

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 1
Account Number: #### #### #### 6910

VISA

APR - 1 2019

Account Summary

Billing Cycle		03/22/19
Days In Billing Cycle		31
Previous Balance		$120.35
Purchases	+	723.58
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$120.35
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$723.58**

Account Inquiries

Customer Service: (800) 423-7503
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	$723.58
MINIMUM PAYMENT	$723.58
PAYMENT DUE DATE	04/16/19

NOTE: *Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,276.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	**$0.00**
Disputed Amount	$0.00

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE. NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

****

*** THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR ***
*** WAS...$ 0.00 ***

****

St 231 182.73
W 280 270.43
S 280 270.42

CITY OF CONDON
CITY OF CONDON 1

VISA

Account Number: #### #### #### 6910
Closing Date: 03/22/19
Credit Limit: $10,000.00 Available Credit: $9,276.00

1111

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description		Amount
02/27/19	02/28/19	5942	24692169058100675952324	AMZN Mktp US*MI95Y4GI2 Amzn.com/bill WA	st 231	$110.24
02/27/19	02/28/19	5942	24692169058100777929501	Amazon.com*MI35N2S61 Amzn.com/bill WA	st 231	$72.49
03/07/19	03/10/19	5542	24316059067548266028607	SHELL OIL 10013390009 SUNRIVER OR	W 280	$33.58
03/08/19	03/10/19	7011	24755429068170685146795	SUNRIVER RESORT SUNRIVER OR	S 280	$507.27
03/11/19	03/12/19	6010	1 9071121470000030	PAYMENT - THANK YOU		$120.35 -

Additional Information About Your Account

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT						
PURCHASES	G	$ 0.00	1.3200%	15.84%	$ 0.00	
CASH	F	$ 0.00	1.3200%	15.84%	$ 0.00	
FEES/**INTEREST CHARGE**					$ 0.00	
TOTAL				0.00%	$ 0.00	$ 723.58

[1] ICM Interest Charge Method: See reverse side of Page 1 for explanation.
[2] Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.
(V) = Variable Rate. If you have a variable rate account the periodic rate and **Annual Percentage Rate (APR)** may vary.

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2
Account Number: #### #### #### 8577

VISA

APR - 1 2019

Account Summary

Billing Cycle		**03/22/19**
Days In Billing Cycle		**31**
Previous Balance		$347.37
Purchases	+	801.10
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$347.37
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$801.10**

Account Inquiries

Customer Service: (800) 423-7503
Report Lost or Stolen Card: (727) 570-4881

Visit us on the web at:
www.MyCardStatement.com

Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA , FL 33630-3495

Payment Summary

NEW BALANCE	**$801.10**
MINIMUM PAYMENT	**$801.10**
PAYMENT DUE DATE	**04/16/19**

NOTE: *Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.*

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,198.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	**$0.00**
Disputed Amount	$0.00

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE. NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

****
* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR *
* WAS...$ 0.00 *
****

A140 341.26
W280 125.00
S280 125.00
A40 209.84
801.10

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2

VISA

Account Number: #### #### #### 8577
Closing Date: 03/22/19
Credit Limit: $10,000.00 Available Credit: $9,198.00

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description		Amount
02/21/19	02/22/19	8299	24492159052894155658554	PAYPAL *EORAWWAPNCW 402-935-7733 CA	W280 S280	$250.00
02/21/19	02/22/19	5046	24431069052014000886418	SALSBURY INDUSTRIES 323-846-6700 CA	A40	$209.84
03/01/19	03/03/19	7011	24013399061000257250784	THE GRAND HOTEL SALEM SALEM OR	A140	$341.26
03/11/19	03/12/19	6010	1 9071121470000020	PAYMENT - THANK YOU		$347.37 -

Additional Information About Your Account

Interest Charge Calculation/Plan Level Information

Plan Description	ICM[1]	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR)[2]	Interest Charge	Ending Balance
CURRENT				15.84%	$ 0.00	
PURCHASES	G	$ 0.00	1.3200%	15.84%	$ 0.00	
CASH	F	$ 0.00	1.3200%		$ 0.00	
FEES/**INTEREST CHARGE**				0.00%	$ 0.00	$ 801.10
TOTAL						

[1] ICM Interest Charge Method: See reverse side of Page 1 for explanation.
[2] Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.
(V) = Variable Rate. If you have a variable rate account the periodic rate and **Annual Percentage Rate (APR)** may vary.

KERR CONTRACTORS OREGON, INC
PO BOX 1060
WOODBURN, OR 97071
971 216-0050

Invoice 219006*01

Bill to:	Job: 219006
CITY OF CONDON ,	CITY OF CONDON PAVING CITY OF CONDON CONDON, OR 97823

Invoice #: 219006*01	Date: 04/30/19	Customer P.O. #:	
Payment Terms: NET 30 DAYS		Salesperson:	
Customer Code: CITCON			

Remarks: FROM DRAW REQUEST BILLING ENTRY

Quantity	Description	U/M	Unit Price	Extension
	FROM DRAW REQUEST BILLING			134,262.00
			Subtotal:	**134,262.00**
			Total:	**134,262.00**

Application and Certificate For Payment -- page 2

To Owner: CITY OF CONDON
From (Contractor): KERR CONTRACTORS OREGON, INC
Project: CITY OF CONDON PAVING

Application No: 1 Date: 04/30/19 Period To: 04/30/19
Contractor's Job Number: 219006
Architect's Project No:

Item Number	Description	Unit Price	Contract Quantity	UM	Scheduled Value	Work Completed Previous Application Quantity	Work Completed Previous Application Amount	Work Completed This Period Quantity	Work Completed This Period Amount	Completed and Stored To Date Quantity	Completed and Stored To Date Amount	%	Retention	Memo
10														
10	MOBILIZATION	8,000.0000	.000	LS	8,000.00	0.00 %	0.00	100.00 %	8,000.00	100.00 %	8,000.00	100.0	0.00	
20	TRAFFIC CONTROL	6,000.0000	.000	LS	6,000.00	0.00 %	0.00	100.00 %	6,000.00	100.00 %	6,000.00	100.0	0.00	
30	LEVEL 3 MIX	102.0000	1050.000	TON	107,100.00	.000	0.00	1081.000	110,262.00	1081.000	110,262.00	103.0	0.00	
Total					121,100.00		0.00		124,262.00		124,262.00		0.00	
40 CHANGE ORDER														
CO #1	MILLING	0.0000	.000	LS	10,000.00	0.00 %	0.00	100.00 %	10,000.00	100.00 %	10,000.00	100.0	0.00	
Total CHANGE ORDER					10,000.00		0.00		10,000.00		10,000.00		0.00	
	Application Total				131,100.00		0.00		134,262.00		134,262.00		0.00	

KERR CONTRACTORS, INC.

JOB NO. 219006

AGENCY/CONT#: **CITY OF CONDON**

PROJECT NAME: 2019 PAVING

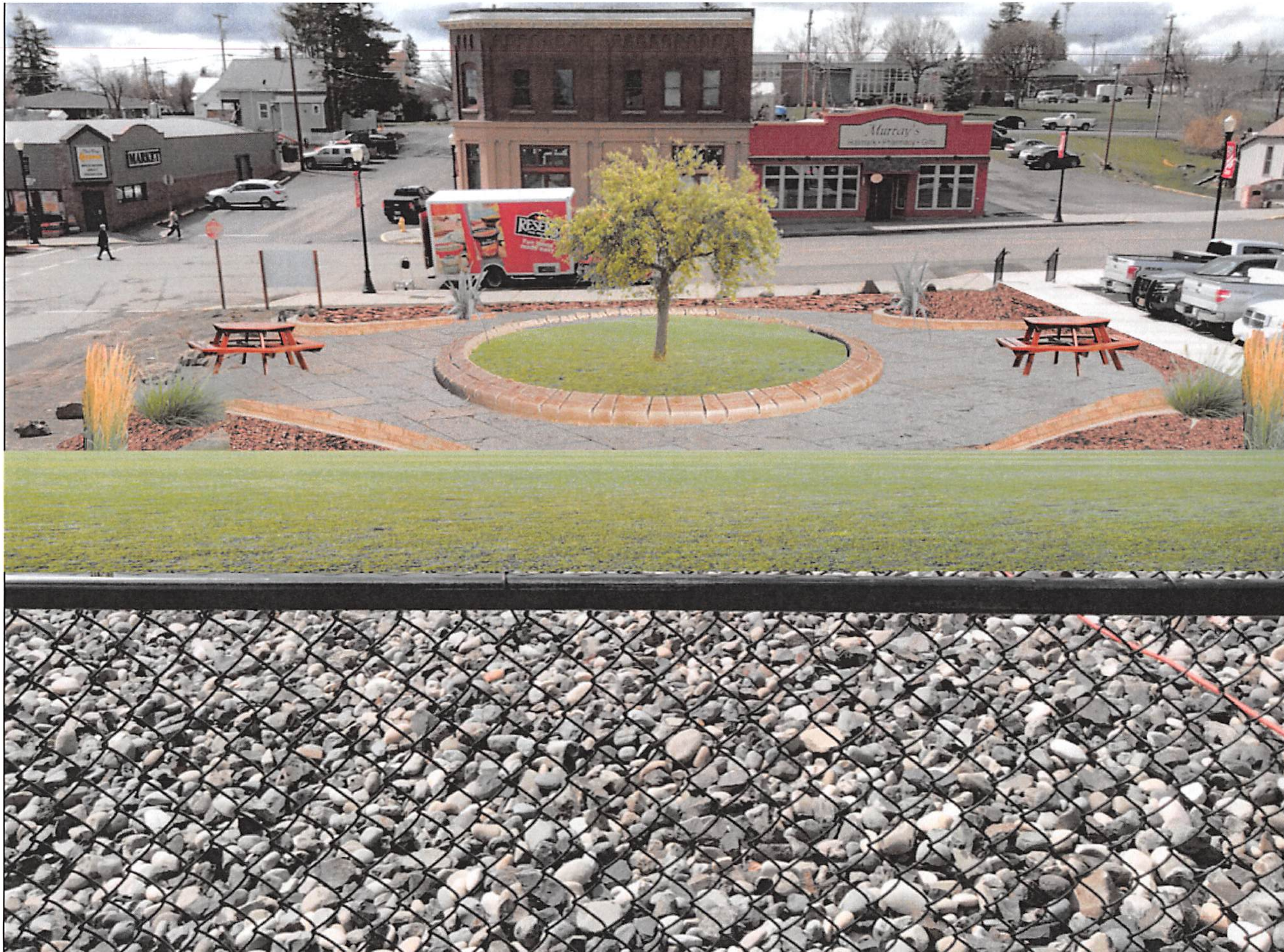
ATTENTION: GIBB WILKS

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	CONTRACT ADMOUNT	TOTAL TO DATE		ESTIMATE NO. 1 April 29, 2019		ESTIMATE NO.	
							Amount	Quantity	Amount	Quantity	Amount
	BASE BID										
10	MOBILIZATION	1.00	LS	$8,000.00	$8,000.00	1.00	$8,000.00	1.00	$8,000.00	0.00	$0.00
20	TRAFFIC CONTROL	1.00	LS	$6,000.00	$6,000.00	1.00	$6,000.00	1.00	$6,000.00	0.00	$0.00
30	LEVEL 3 MIX	1,081.00	TON	$102.00	$110,262.00	1,081.00	$110,262.00	1,081.00	$110,262.00	0.00	$0.00
C/O	MILLING	1.00	LS	$10,000.00	$10,000.00	1.00	$10,000.00	1.00	$10,000.00	0.00	$0.00
				TOTAL BASE BID:	**$134,262.00**		**$134,262.00**		$134,262.00		$0.00

Condon to Arlington Fiber Construction
Project Overview
4/17/19 (updated 4/24/19)

Submitted by Adam Haas, project manager, Converge Communications

1. Six site visits performed to date beginning in November 2018
2. Sample measurement of conduit depth (min 36 inches)
3. Observed:
    a. Rock hammering
    b. Trenching
    c. Installation of conduit
    d. Back-filling
    e. Directional drilling under roadway
    f. Installation of vaults
4. Weather and other delays
    a. Two week break over Christmas due to weather and holiday
    b. Two week break due to rain and mud
5. Project completion is ahead of schedule. Last two miles of conduit is currently being installed and project completion is expected sometime in late May or June
6. Next steps include:
    a. Blowing fiber into conduit (this should start the week of April 29^{th})
    b. Splicing fiber
    c. Terminating fiber in Arlington and Condon
    d. Testing fiber (this should commence by mid-May)
    e. Project review and sign off by project manager
    f. Authorization of milestone payments
7. Outstanding issues:
    a. The contractor will be moving some vault locations due to concern about potential damage to the vaults from farm equipment
    b. Carrier Neutral Telecommunications Facility for City of Condon still needs resolution
    c. Potential cooperation between the City and County on Carrier Neutral Telecommunications Facility in Arlington should be pursued (Judge Farrar has the support of the County Court to begin discussions with the City and CBEC regarding cooperation on the Carrier Neutral Telecommunications Facilities)
    d. Joint management of fiber assets between the City and County should be considered


MARKET
Murray's

Kiosk example

Signage example

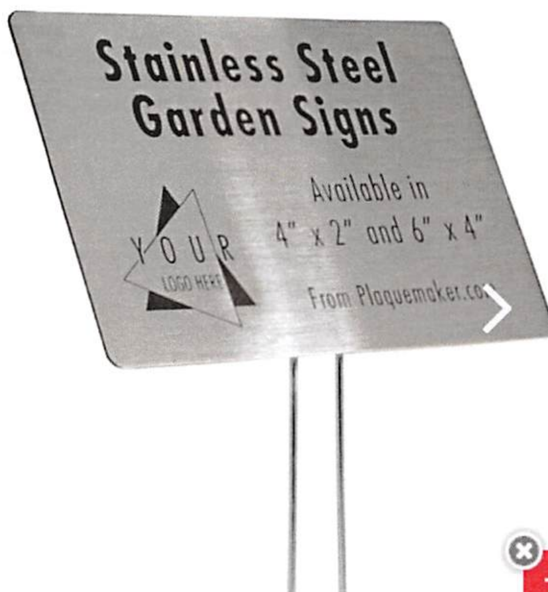
11:40 85%

www.plaquemaker.com

PlaqueMaker
4 MILLION PLAQUES MADE SINCE 1999

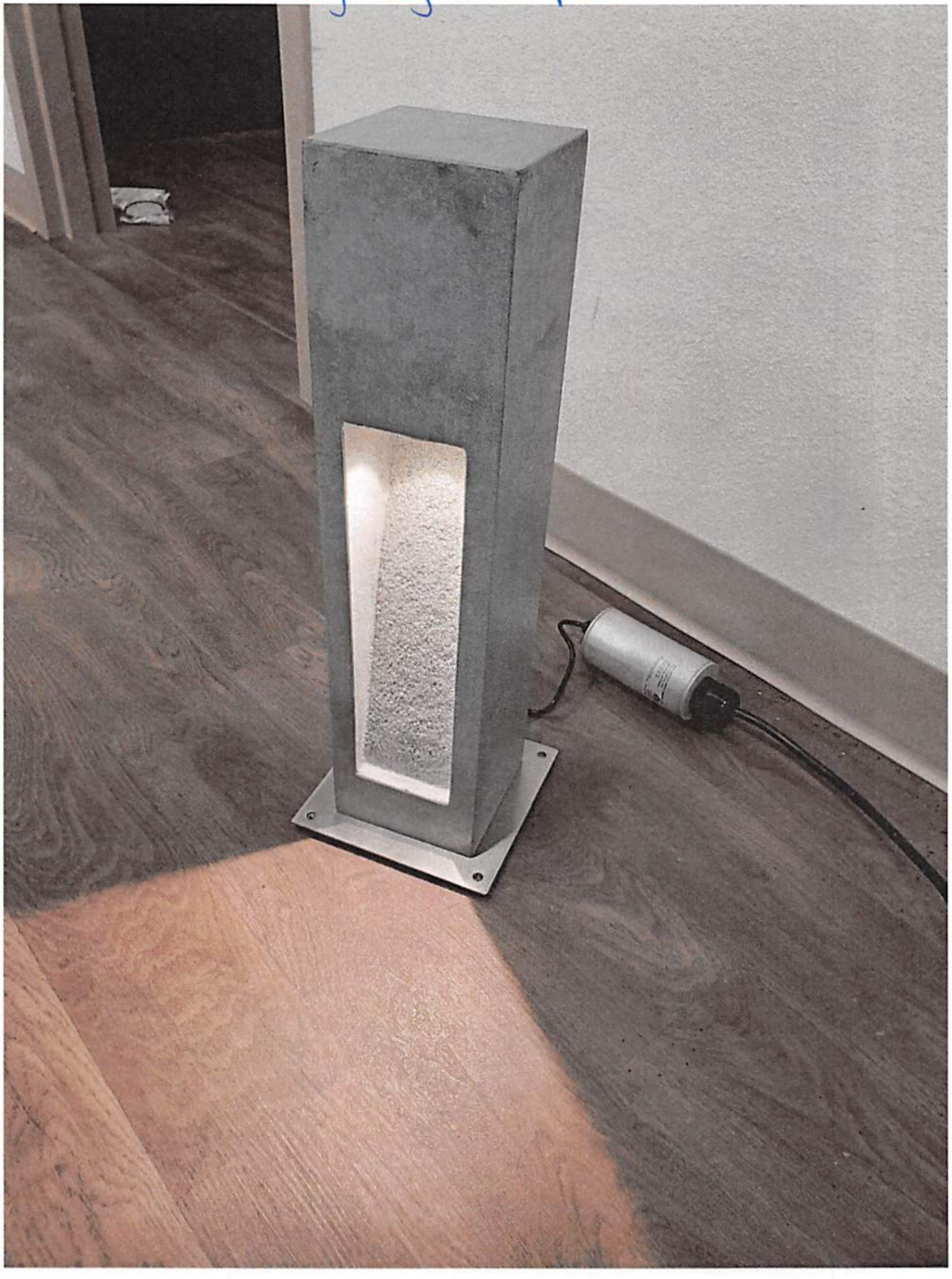
$31.00 to $38.00 19 Reviews

SKU: SG-SST-GRDN



Chat Now!

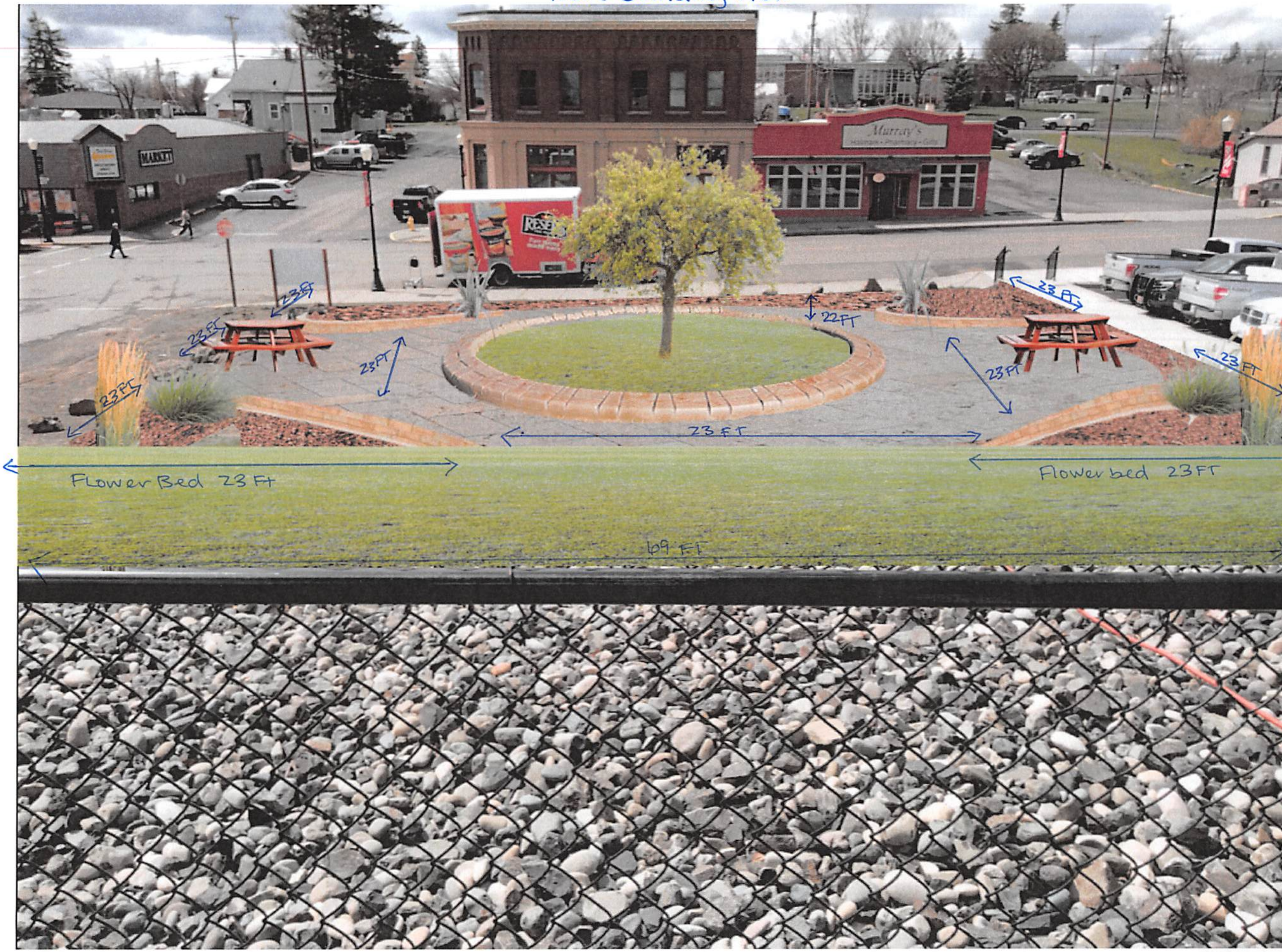
Lighting example



Street View

PARK Dimension - Estimated
Street Edge 69FT

From Building View



Administration

From: Tommy Wolff <tommyw@columbiabasin.cc>
Sent: Friday, April 19, 2019 3:13 PM
To: Administration
Cc: Elizabeth Farrar; Joel R. Paisner; Roy Carlson; deacon.h@hotmail.com; Lori A
Subject: A synopsis of our Phone Conversation of yesterday.

Hello Kathryn:

Thank you for visiting on the phone with me yesterday afternoon, and for making the time to listen and confer concerning the Condon City Fiber Lease and CBEC's Condon Fiber Hut facility.
I felt so much better following our discussion.

You asked me to summarize our discussion points so that you might present them to your Committee and Council for further thoughts.

1. CBEC is building a fiber Hut facility on Cottonwood Road on the North side of Condon.
2. CBEC has contracted with well-known fiber engineering firm CommStructure (Erik Orton) to engineer and then supervise the construction of this facility.
3. The facility is to be engineered and build to standard industry specs.
4. Per our contract with CommStructure, the facility is to be operational no later than August 01, 2019.
5. CBEC intends to contract with a "major fiber player" to perform O & M on the Hut facility under a long-term contract.
6. This company may be LS Networks, Windwave Communications, Douglas FastNet = at this time I cannot say for sure who will be the operator and management company.
7. It is the intention of CBEC to have this Hut be an "Open Access Facility" to any and all appliers, subject to space and capacity confines.
8. CBEC continues to be very interested in leasing fiber and/or fiber capacity from the City of Condon's available fiber.
9. CBEC is unsure at this time just how many of those fibers will be required for our FTTH Initiative Build in Gilliam County.
10. CBEC would be very pleased to have the City of Condon's and Gilliam County's available fiber terminated in the CBEC Condon Hut facility.
11. Upon completion of the facility and signed contract with an O & M Operator, CBEC will be very pleased to tour the facility with City and County personnel and consultants, and to answer any operational questions.
12. CBEC is willing to share the executed O & M contract document with the City and County so they can evaluate the facility in determining their potential usage.
13. CBEC is willing to share any and all final "as built" design schematics and plat maps with the City and County so they can evaluate the facility in determining their potential usage.
14. CBEC is very interested in working with Gilliam County and potentially the City of Condon in the procurement and use of a shared Fiber Hut facility in the Arlington area.
15. CBEC has a renewed enthusiasm in our efforts to acquire funding sources for a complete Service Territory build-out for our Fiber-to-the-Home Initiative.

You indicated the Council had a meeting in the near future.
If you feel it would be of service, I would be happy to come and answer any questions they might have.

Very best regards,

Condon/CBEC Project MOU

11-20-18

Term #1.
"Fiber Use Agreement" form of lease accepted by CBEC.

Term #2.
CBEC will not incur a capital cost for the fiber installation. CBEC to amend Fiber Order No. 001 within the Fiber Use Agreement to reflect a $00.00 Non-Recurring Charge (NRC).

Term #3.
CBEC will pay a monthly recurring charge of $2,000. CBEC to amend Fiber Order No. 001 within the Fiber Use Agreement to reflect a $2,000 Monthly Recurring Charge (MRC).

Term #4.
CBEC to amend the "additional terms" section of Fiber Order No. 001 within the Fiber Use Agreement to reflect the option for the City to utilize the 14 Access Vaults at some future date at no cost to the City. If there is additional splicing or other costs required at time of installation to enable City access to CBEC Vaults, then the City would cover that incremental cost. CBEC also agreed to execute a separate letter committing to reimburse the City for the original cost of the 14 vault installation prior to the execution of the Fiber Use Agreement. Adam Haas to draft the letter for Tommy Wolff's review and signature.

Term #5.
At no charge to the City of Condon, CBEC will provide a secure fenced space within its Condon yard to accommodate a minimum 10x12 foot Carrier Neutral Telecommunications Shelter (CNTS), a generator and an appropriate fuel tank for the generator.

Term #6.
CBEC will provide a pre-cast concrete building (new or used) suitable for use as the CNTS with minimum dimensions of 10x12. The CNTS will include a redundant (dual) HVAC system, an automatic transfer switch for the generator, a UPS (battery backup), and building security. The CNTS will be connected to a dedicated standby power generator adjacent to the CNTS. CBEC commits to spend a minimum of $65,000 on these telecommunications facilities which shall be engineered and installed by a company(ies) qualified in the design and installation of such telecommunications facilities. CBEC will provide the City of Condon with the design and specifications of the CNTS and related equipment prior to installation for review and approval by the City of Condon, such approval shall not be unreasonably withheld. No NRC (rack installation fee), will be charged to the City of Condon nor its dark-fiber customers who connect to City owned fiber. MRC "monthly rack rental fees" will be charged based on mutually agreed upon industry standards.

CBEC and the City of Condon shall execute a collocation lease agreement for the CNTS which further defines the items above, as well as the carrier neutral operational requirements of the CNTS.

CBEC to amend the "Condon End Points" section of Fiber Order No. 001 to reflect the fact that CBEC will be providing a Carrier Neutral Telecommunications Shelter (CNTS) for use by the City and its dark fiber customers.

Term #7.
Both the City of Condon and CBEC acknowledge the value of redundant/diverse paths between Condon and Arlington. To this end, both parties will commit to provide such redundancy to the extent possible without any recurring monthly charge to the other party. Any NRC charge required to establish or maintain this redundancy is to be at cost without mark up.

Term #8.
The City will propose language for the collocation lease agreement governing the access to the CNTS.

Term #9.
This term is unnecessary and should be deleted, because Windwave will be doing all fiber maintenance up to the shelter interconnection point and CBEC will manage the shelter under Term #6 above.

Term #10.
Initial term of Fiber Use Agreement will be 20 years. CBEC has requested the option of two additional 5-year extensions. CBEC to amend the draft Fiber Use Agreement to reflect these additional terms.

Accepted:

COLUMBIA BASIN ELECTRIC COOPERATIVE, INC.

Thomas W. Wolff

Thomas Wolff, CEO/General Manager

Date: 11-20-18

CITY OF CONDON

Jim Hassing

Jim Hassing, Mayor

Date: 11-21-18

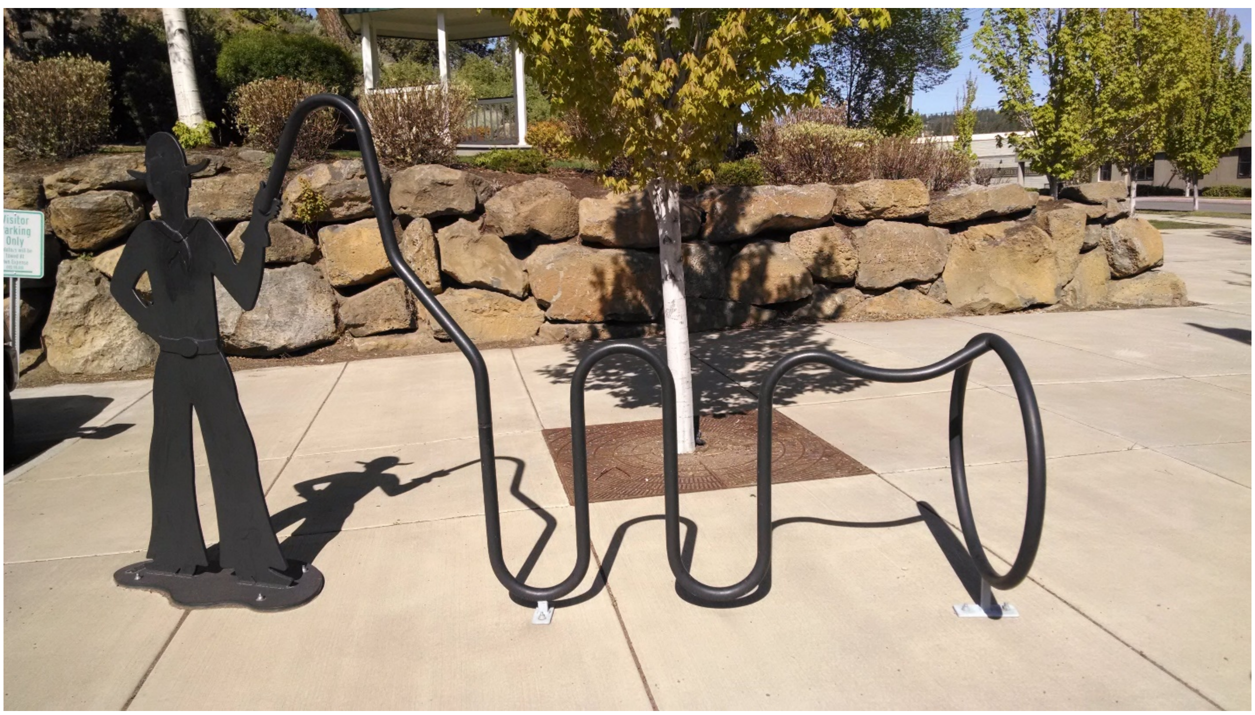
–x–x–x–x–x–x–

CONDON CHAMBER OF COMMERCE
P. O. BOX 315 • 105 S. MAIN STREET • CONDON, OR 97823
541-384-7777 • www.condonchamber.org
condonchamber@condonchamber.org

April 17, 2019

Condon City Council
128 S. Main Street
Condon, OR 97823

Dear Condon City Council,



We would like permission to install this one of a kind bike rack on Main Street. Located on the North side of Murray's Condon Pharmacy, the bike rack will be put in place of the removed bench/flower box.

It is also in our work plan to have another unique bike rack installed on Main Street in the next year.

Thank you for your consideration,

K'Lynn Lane
Condon Chamber of Commerce

Windwave Network
Condon, OR
Cottonwood Ln
Condon Airport Rd
W 1st St
W 3rd St
John Day Hwy
N Lincoln St
N Oregon St
E Well St
N Potter St
N Church St
N Main St
N East St
N Washington St
Frazer St
N Ward St
Walnut St
E Walnut St
E Gilliam St
E McKinley St
W Summit St
E Summit St
S Jefferson St
S Potter St
S Lincoln St
S Ward St
Condon
E Spring St
E Court St
S East St
E Bayard St
S Church St
S Oregon St
S Main St
S McKinley St
19
Google Earth
500 ft
N

City of Condon

ROW Facilities Application

Chapter 96

128 S. Main Street – PO Box 445
Condon, OR 97823-0445
Tel. 541-384-2711
administration@cityofcondon.com
www.cityofcondon.com

Applicant Information

Business Name: Inland Development Corporation/Windwave Technologies, Inc.

Address: 73500 Rupe Kennedy/PO Box 1329/PO Box 1390

Street Address *Apartment/Unit #*

Boardman OR 97818

City *State* *ZIP Code*

Telephone (541)676-9663 Email: lrodriguez@windwave.tc

Authorized Signer & Title: Lynn Rodriguez, CFO

Services

Check all utility services the applicant will provide

- ☐ Telephone
- ☐ Cable Television
- ☐ Electricity
- ☐ Other
- ☒ Internet
- ☒ Other – Dark Fiber

Describe the facilities to be used to provider utility services:

Aerial attachment of fiber to existing poles. Underground vaults at locations within right of way for storage of fiber cable and splice points. Conduit in locations that conditions allow and security or fiber integrity is required.

Signatures: The undersigned affirms that he or she is an authorized representative of the applicant with authority to execute this application.

Signature: Lynn M. Rodriguez Date: 4/5/19

The undersigned affirms that he or she is an authorized representative of the applicant with authority to execute this application.

Signature Lynn M. Rodriguez

Name, Title & Date Lynn Rodriguez, CFO 4/5/19

2019 MSRS

April

	County	Arlington	Condon
Alarm	2	0	0
Medical	2	1	1
Assist Fire Dept.	3	0	1
Animal Problem	4	1	2
Assist Person	18	7	2
Assist Officer	9	3	3
Assist Outside Agency	15	4	4
Civil Matter	2	0	1
Disturbance	5	1	3
Juvenile	5	4	1
Suspicious Circumstances	14	8	4
Traffic Problem	15	1	0
Lost or Found Property	0	0	0
Traffic Stop (No Citation)	40	8	5
Civil Service	15	6	9
K9 Deployment	0	0	0
Security Check	22	2	0
Fingerprints	0	0	0
Impound Release	0	0	0
Training	3	0	0
Court/Court Security/Transport	1	0	1
All Other	52	12	17

TOTAL	227
Arlington City Limits	58
Condon City Limits	54

TRAFFIC CITATIONS

I-84	57
Hwy. 19	12
Condon	0
Arlington	5
Hwy. 206	0
Hwy. 74	1
Cedar Springs Road	0
Blalock Road	0
Lonerock Road	0
Rhea Lane	1
TOTAL	76

INCIDENT REPORTS

County Total	24
City of Arlington	9
City of Condon	10

Other Citations

Use Marijuana in a Motor Vehicle	1
Minor in Possession of Alcohol	0

128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

CITY OF CONDON
WORK SESSION AGENDA
BUDGET COMMITTEE 2019-20
Monday, April 22, 2019, 7:00 PM
CONDON CITY HALL

1. PRIOR YEAR CHAIRPERSON OR MAYOR CALL BUDGET MEETING TO ORDER

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Michael Cronk, Donald Jamieson; Budget Committee Members Dan Schott, John Barnett, Stephanie Carter, Dennis Bruneau and Garnett Bettencourt (arrived at 7:18).

Absent: Councilors Tom Fatland, Dawn Park, Brian Barnett; Budget Committee Members Cheryl Baker, Jay La Rue.

Quorum was noted.

3. PUBLIC COMMENT ON 2019-20 CITY OF CONDON BUDGET & STATE REVENUE SHARING

3.1. The Budget Committee will hear comments from the public regarding the budget and possible uses of State Revenue Sharing Revenue. Comments are limited to five (5) minutes.

No public comment was received.

4. ELECTION OF BUDGET COMMITTEE OFFICERS

4.1. Elect a Budget Committee Chairperson

Motion by Bruneau to nominate Mayor Hassing as Budget Committee Chairperson. The motion was seconded by Councilor Jamieson and approved unanimously.

4.2. Elect a Budget Committee Secretary

A motion was made by Bruneau to appoint Councilor Stinchfield as Budget Committee Secretary. The motion was seconded by Schott and approved unanimously.

5. REVIEW & APPROVE MINUTES OF THE APRIL 23, 2018 BUDGET COMMITTEE MEETING

5.1. April 23, 2018 Budget Committee Minutes

A motion was made by Bruneau to approve the April 23, 2018 Budget Committee meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

6. RECEIVE THE BUDGET MESSAGE

6.1. Budget Message

CA Greiner asked to waive the reading of the budget message as every member had a copy.

CITY of CONDON

128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

6.2. Receive Proposed 2019-20 City of Condon Budget

7. DISCUSSION OF 2019-20 BUDGET

CA Greiner went through the budget starting with some of the changes in the General Fund. Councilor Fatland called in the question of the decrease in the revenue item of Misc., Dog Tags, etc and CA Greiner said that last year they received Columbia Basin Electric Cooperative credits and it may be low and can be changed. She also explained that the Outside Funding Source was a placeholder is a grant is applied and that OWSI Host Fees continue to rise. Schott asked what the about the Cell Tower revenue with CA Greiner stated that it is one tower that the lease is just over $1,700 a month. CA Greiner asked if the committee wanted to continue to distribute $8,000 of the Community Projects grant to Art & Music programs as they did last year with $5,000 going to Condon School District, $2,000 to Gilliam County Public Library and $1,000 that was not used by the Condon Child Care. The entities have to submit a proposal of how they are going to use the funds, then when it is over they send in a report to be reimbursed the funds. School spent their funds on the Ethos music program and the library brought in Missoula Children's Theatre. Councilor Stinchfield stated that the program seemed to work well and liked that the entities had to apply and report on the grants. Consensus of the committee to continue with the the program of $8,000 toward Art & Music. Legal fees were noted to increase with CA Greiner stating that in the past all legal fees were split between administration, water and sewer funds when most costs were tied to administrative functions.

Police fund is considerably lower without an employee and a contract for police services with Gilliam County Sheriff's Office. CA Greiner stated that the contract amount in the budget is slightly higher as the contract was for one year and has not been reviewed. She does not anticipate it will go up at this time. Fire department expenditures are higher due to an anticipated request in higher funding from Gilliam County Fire Services contract. The contract has been $7,000 and board member Councilor Jamieson stated that they have talked about raising the contribution to $7,800.

Golf course expenditures are up considerably due to putting $100,000 in "golf course improvement" in anticipation of planning, demolishing and building a new one. Park and swimming pool expenditures remain the same with no new projects planned in the next fiscal year. Councilor Cronk asked that funds for tree trimming be included as there are some issues that the city crew may not have equipment to do. It was also noted that the grass and other yard debris collected off the golf course to be hauled away instead of disposing over the fence.

Transfers have increased due to putting money into fund 005 - Development for housing project (Fairway Housing) and money to build an equipment storage shed at the City Shop near sewer lagoons. The transfer from fund 004 - State Revenue Sharing has decreased as this is where the fiber project is located and a majority of it should be concluded by July 1, 2019.

Memorial Hall (002) and Street (003) funds remain relatively the same as the prior year. State Revenue Sharing (004) has gone done with the anticipated completion of the fiber project. Included in this fund will be revenue from customers leasing the dark fiber and the expense is to pay the annual contract to the fiber company that is in the construction contract. Development fund is increased substantially due to transfer for development of the Fairway Housing project and hopes of obtaining state or federal grants to assist with this project.

Water (006) Fund shows little to no change in the operations and Sewer (007) fund shows an increase due to a higher cash carryover and the expense of having to do a "sludge" plan for the lagoons. The Public Works crew is two employees and in these funds was put another full time employee, but in these two budgets a third employee was added. With the higher PERS rates and uncertainty of future needs, this position was put on hold. Councilor Jamieson noted that if the city invested in remote read meters more time for projects may be available with the current staff.

Reviewing Equipment Reserve (008) remains strong as no new equipment was purchased in the current year. Councilor Jamieson asked about the $200,000 goal of a fire truck and it was noted that may not be adequate and more needs to be budgeted next fiscal year. Councilor Cronk asked if a roller was going to be purchased and where it would come from as it was not designated and CA Greiner stated that it can come out of the "public works equipment" line item. One new service pickup has been planned to be purchased in the next fiscal year.

Sewer Reserve (010) fund went up slightly due to adding the monthly $1 charge on all water services and no purchases. Water Trust (011) fund is not budgeted as it is the deposits of customers and the Transient Room Tax (014) fund has a decrease due to less cash

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carryover but anticipates the tax revenue increasing slightly.

Water System Improvement (020) and Wastewater System Improvement (030) funds increased slightly due to the transfer from the General fund to build an equipment storage shed at the City Shop. Set aside for that project out of both funds is $130,000.

Reserve funds for Water Equipment (080) and Sewer Equipment (090) remain the same as does Debt Service (100).

8. MOTION TO APPROVE THE BUDGET OR CONTINUANCE TO APRIL 29, 2019

A motion was made by Councilor Stinchfield that the City of Condon budget committee approve taxes for the 2019-2020 fiscal year at the rate of 7.282 per 1,000 of assessed value for operating purposes and in the amount of $26,000 for payment of bond principal and interest. The motion was seconded by Bruneau and approved unanimously.

8.1. Sample Motion to approve Budget

A motion was made by Councilor Stinchfield that the City of Condon budget committee approve the 2019-2020 proposed budget as presented. The motion was seconded by Councilor Jamieson and approved unanimously.

9. Adjourn

The budget committee adjourned their meeting at 7:35 p.m.

CONDON SCHOOL DISTRICT 25J

210 E. Bayard Street
Condon, OR 97823
541-384-2441 Phone
541-384-2504 FAX

Michelle Geer, Principal/ Superintendent
Lori Myers, Business Manager

April 30, 2019

City of Condon,

The Condon School District would like to thank the City of Condon for their support around our Music program in the 2018-19 school year. The $5,000 granted from the City was used to offset the cost to bring a musician to our school from the Ethos. Hunter Dunn was the AmeriCorps member that was placed with us. He provided 2 music concerts, individual lessons, started an after school chess club, and taught daily music classes to the K-8 grade students. 112 students participated in this program this last year. The majority of them were in the K-8 grades, but we had a couple of high school students included in the program as well.

The District appreciates The City's ongoing support over the last several years for our music program. If you have any questions please feel free to contact me.

Respectfully Submitted,

Michelle Geer

Michelle Geer, Superintendent
Condon School District
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