



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, April 1, 2020, 7:00 PM**

1. CALL REGULAR MEETING TO ORDER

1.1. Join Zoom Meeting

<https://zoom.us/j/659071620?pwd=eVd1THFrZkNpZE84SFk0WWU2R0p0QT09>

Meeting ID: 659 071 620

Password: 973556

2. ROLL CALL

3. ADDITIONS TO AGENDA

4. PUBLIC COMMENT

- 4.1. The council may hear discussion of unannounced items from the floor and the comments on the agenda items. Comments are limited to five (5) minutes.**

5. CONSENT AGENDA

- 5.1. Review & Approve March 4, 2020 Regular City Council and March 23, 2020 Special Meeting Minutes**
- 5.2. Review March 10, 2020 Accounts Payable**
- 5.3. Review VISA Statements**

6. OLD BUSINESS

- 6.1. Fiber Council Update**

7. NEW BUSINESS

- 7.1. Declaration of Emergency/COVID-19 Resolution 2020-05**
- 7.2. Discuss Housing Committee Meeting with Condon School District**
- 7.3. Discuss Economic Development Issues**

8. STAFF REPORTS

- 8.1. Public Works - Public Works Superintendent Gibb Wilkins**
- 8.2. Police - Gilliam County Sheriff Gary Bettencourt**
- 8.3. Administration - City Administrator Kathryn Greiner**

9. COUNCIL INFORMATION

- 9.1. COVID-19 Information**
- 9.2. Budget Committee Meeting Monday, April 21, 2020 - Will Be Done Remotely**



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10. NEXT REGULAR MEETING DATE

10.1. Next Regular City Council Meeting is Wednesday, May 6, 2020, 7 p.m. - Will Be done by Zoom Until Further Notice

11. ADJOURN REGULAR MEETING

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(i). 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 March 26, 2020



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City of Condon Regular Council Meeting Minutes Wednesday, March 4, 2020 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 Jan Stinchfield, Brian Barnett, Michael Cronk, Tom Fatland (via skype); City Administrator Kathryn Greiner; Gilliam County Sheriff Gary Bettencourt.

Absent: Councilors Donald Jamieson and Dawn Parm; Public Works Superintendent Gibb Wilkins.

3. ADDITIONS TO AGENDA

- 3.1. *** Addition - New Business- Review & Approve the Plan of Action for the City of Condon for the 6-30-2019 Audit**

4. PUBLIC COMMENT

- 4.1. The Council may hear discussion of unannounced items from the floor and the comments on the agenda items. Comments are limited to five (5) minutes.**

Sheriff Bettencourt introduced Gilliam County Sheriff Deputy Anthony Redden-Pickett to the council. Deputy Redden-Pickett patrols in the Condon area.

5. CONSENT AGENDA

- 5.1. Review & Approve the Minutes of the February 5, 2020 Regular Council Meeting**

A motion was made by Councilor Brian Barnett to approve the February 5, 2020 regular city council meeting minutes. The motion was seconded by Councilor Michael Cronk and approved unanimously.

- 5.2. Review Accounts Payable of February 11, 2020**

Councilor Fatland asked about the cost of CivicClerk. CA Greiner stated that it was for the paperless packet system which \$3,600 was for the annual support fee and the remainder was for the final payment on the cost of the software. He also inquired of the Dorn Street signs, which CA Greiner said that they were for new Historical District signage that she anticipates being installed by July 4.

- 5.3. Review VISA Statements**

None.

6. OLD BUSINESS



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6.1. Housing Committee Update - Set Meeting with Condon School District

CA Greiner said that the Condon School District Superintendent was available to meet Monday, March 16 at 6 p.m. to discuss the possibility of the City to transfer ownership of the Condon Grade School Block and adjoining baseball field area. Agenda for this meeting will be prepared and distributed next week.

The council discussed several items in regards to this proposal including the City would take possession of the facilities (which includes the Condon Grade School building, block that it sits on, plus the adjoining baseball field in the current year. The City would lease back the building and playground areas until the new grade school is available to be used. The lease would require the school district to maintain and repair the building and grounds while in use, plus pay all operating expenses. Condon School District is projecting that the new building will be available for use in the fall of 2022, which gives the City time to evaluate the facilities to determine if it will be rehabilitated or demolished. CA Greiner noted that in the two year period not only would it give the City time to evaluate the course of action for the property, but arrange funding for the decision to be made. The City would request access to the property during this time, but are aware that they do not want to disrupt school functions or extracurricular activities.

Councilor Fatland suggested that the City request the assessments of the Condon Grade School building over the years. He and Councilor Stinchfield stated they were associated with the school when at least one of the assessments was done and others in anticipation of the bond in 2002 and the current bond. The City will also request any and all documentation that would put conditions from previous bonds on the facilities if ownership is transferred. CA Greiner will request from Superintendent Geer the assessments and other blue prints or plans that pertain to the Grade School facility.

Councilor Barnett asked for clarification of "take possession" of the building with CA Greiner stating that it would have the school deed over the land and facility and make it a City asset. Councilor Barnett also asked for CA Greiner to map out the issues that were discussed to prepare the council for the meeting with the school district.

6.2. Fiber Council Update

Councilor Stinchfield noted that the dark fiber lease has been returned from Gilliam County's attorney but she would like to sit down and go over to understand the agreement fully. CA Greiner said that the original intent of the Fiber Council was to send a draft to potential customers after legal review. She will contact Fiber Council Chair Rita Rattray on how to proceed.

7. NEW BUSINESS

7.1. Insurance Agent of Record - John Anderson, Wheatland Insurance

CA Greiner said that the city's insurance agent of record Jay LaRue retired earlier this year and asked that the council appoint Wheatland Insurance with to be the agent of record. John Anderson, agent of Wheatland Insurance said that he specializes in public entities and would happy to work with the City of Condon. It was noted that if Anderson was not available, or the City had a conflict, they would have access to any other agent with local government expertise to assist them.

A motion was made by Councilor Michael Cronk to appoint Wheatland Insurance as the city's agent of record effective March 10, 2020. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

Anderson stated that he attended the annual CIS conference the previous week and rates were announced at 15% for property, workers' compensation is holding steady with no increase and liability will increase 3-5%. He also said that CIS customers with pools will be required to undergo a pool inspection this year. CA Greiner asked if the pool inspection is required if the city doesn't own the pool but just does the operations. Anderson stated that since he was also the insurance agent of record for the owner of the pool (school district) the report would be shared with both entities. He does not anticipate an issue with the pool during inspection. Anderson said that he also inspects all legal contracts to make sure that they include the proper insurance language. CA Greiner added that although Anderson does not work with the health insurance with CIS, the rates will increase approximately 5% for medical and remain the same for dental and vision. Anderson added that he can evaluate the insurance coverage of the city to determine if deductibles can be changed for any savings of premiums and can attend any council meeting when requested.



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7.2. Award Bid for City Hall Remodel Project

The council received the bid summary for the City Hall project with the low bid being \$230,000 from Kirby Nagelhout Construction Company. The other two bids were CB Construction \$310,400 and L. Scott Goodrich Construction \$312,364. CA Greiner sent the bids to architect Gail Sargent and city attorney Wyatt Baum. Baum had no issues with the legality of the information and Sargent emailed that she was familiar with Kirby Nagelhout Construction Company and had no issues with the city going with the low bid.

A motion was made by Councilor Jan Stinchfield to accept Kirby Nagelhout Construction Company bid for the City Hall remodel project at the cost of \$230,000. The motion was seconded by Councilor Michael Cronk and approved unanimously.

CA Greiner will send out a Notice of Award to Kirby Nagelhout Construction Company and have Baum do a construction contract for the project.

7.3. ** Addition - Review & Approve the Plan of Action for the City of Condon for the 6-30-2019 Audit

CA Greiner explained that several items in the 2019 audit require an action plan sent to the State of Oregon Division of Audits on corrective actions. She stated that most of the items revolve around the small staff. The council is going to have to decide who will review the monthly bank reconciliations and now will include the journal entries. Another item is to review the adjustment to the utility billings that there will be a report that she will review and sign off of each month.

A motion was made by Councilor Tom Fatland to approve the correction action plan as stated for the 2019 audit. The motion was seconded by Councilor Jan Stinchfield and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins provided a written report during his absence.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt noted that things have been quiet other than a light pole that was knocked over on lower Main Street and a sign post on upper Main Street.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that Congressmen Greg Walden will be holding a town hall in the Memorial Hall Friday, March 13, 3:30 p.m. and Senator Ron Wyden will hold a town hall Sunday, March 15, 2 p.m. in the Memorial Hall. She urged the councilors that if they had the time to attend the Regional Strategies meeting Friday, March 13, 9:30 to 11:30 a.m. in the Memorial Hall that is to discuss regional projects with multiple of state agencies. She is working to schedule the community clean-up for May 15 which includes a household hazardous waste collection site.

CA Greiner attended the Port of Arlington budget meeting and was told that the Port has no projects for the south end of Gilliam County or Condon for the 2020-21 fiscal year. Their priorities are a bathroom rehabilitation near the Port office, upgrading or fixing the Port's lift station at their RV Park and extending the water and sewer to the end of the peninsula. All projects are in the City of Arlington. The Port is asking Gilliam County for \$40,000 for marketing, which \$20,000 is for two billboards on I-84, \$40,000 for the small business grant program and \$200,000 for extending water and sewer to the end of the peninsula. She noted that the \$17,000 for extending water to Linus Pauling Field will be rolled over to the 21-22 fiscal year. CA Greiner said that at one time the Port was designated as the economic development arm for Gilliam County, but due to no projects on the south end that she urged the council to continue with doing their own projects, but to apply for more county funding for City projects.



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9. COUNCIL INFORMATION

9.1. Eastern Oregon Regional Solutions Invitation - 3-13-2020 Memorial Hall

10. NEXT REGULAR MEETING DATE

10.1. Next Regular Condon City Council meeting is Wednesday, April 1, 2020, 7 p.m. at Condon City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:44 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____



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City of Condon Special Council Meeting Minutes Monday, March 23, 2020 6:00 PM

1. CALL SPECIAL MEETING TO ORDER

Mayor Jim Hassing called the meeting to order at 6 p.m.

2. ROLL CALL

Present: Mayor Jim Hassing, Councilors Brian Barnett, Jan Stinchfield, Donald Jamieson, Michael Cronk (telephone) & Dawn Parm (telephone); City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt and Gilliam County EMS Coordinator Chris Fitzsimmons.

Absent: Councilor Tom Fatland

3. DISCUSS COVID-19 ISSUES AND CITY PLANNING

3.1. Discuss Declaring a State of Emergency

CA Greiner presented the council with a draft resolution of a Declaration of Emergency. She noted from the League of Oregon City Information that it may not be necessary to have such a resolution as the state and county have declared an emergency, but a resolution is needed to put into place any measures that go against the City of Condon Code of ordinances - such as no late fees or shut off of services for several months.

Councilor Jamieson asked if this had to be approved this evening or if it could wait until next week as he would like to review if more since it was given to the councilors that day. CA Greiner noted that most of the relief of fees would not have to be done until the April 1 payments, so she would try and send something out later this week and asked the councilors to review it to have a final version by the April 1 council meeting.

Councilor Barnett asked if the council would not lose out on funding if they did not declare a state of emergency. EMS Fitzsimmons stated that with FEMA and other programs a declaration is not needed.

The council tabled the declaration resolution until the April 1 council meeting.

3.2. Discuss and Review Utility Issues - Online Payments, Disconnect & Late Fees

CA Greiner said that the state has asked that late charges and disconnects we waived for the next several weeks, if not months during the COVID-19 crisis. She stated that she would also like the city to consider a credit to the businesses being affected by the shutdowns and suggested a \$500 credit toward the business' utility bills. Another suggestion was to donate \$5,000 to the local Condon Food Pantry that provides assistance to residents with utilities (water, sewer and electricity), food or rent.

Councilor Jamieson asked about home businesses and although that was not the consideration it should be if they have had to close due to Governor Browns' executive order. Councilor Stinchfield asked if it the credit could be split out and not a lump \$500 credit. It was recommended that a three-month credit for business up to \$500 starting with the April bill. There will be an application for businesses to fill out to request the credit.

3.3. Contributions to Other Community Programs - Food Pantry, Utility Assistance, Other Social Services

Councilors inquired if the donation could go from the city to residents and requiring them to fill out a form of need. CA Greiner said that the Food Pantry does an intake, and she will get the information from them. Councilors also inquired about CAPECO which is a regional service to help low income, and CA Greiner will reach out to determine what services they offer to City of



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Condon.

At the end of the week, CA Greiner anticipates sending some drafts to the council to determine if they have any changes prior to the April 1 meeting. CA Greiner said that she had a discussion with Eileen Potter at CBEC regarding electricity assistance and their internal program "Helping Hands" is used throughout their service territory.

EMS Fitzsimmons stressed that the most important item in this crisis is communication and that Gilliam County is able to assist.

4. DISCUSS CITY STAFFING - PUBLIC WORKS, PARK, GOLF, POOL, ADMINISTRATION

CA Greiner said the seasonal employees at the park and golf course would start work Wednesday, April 1 with regular hours. She said that pool manager Shellie Johnson starts work near the first of April but due to uncertainty of opening the pool, she asked to put her on as usual and find other work if not at the pool. Councilors showed concern of employing Johnson without a task list and possibly putting her on hourly instead of salary. CA Greiner will work on a task list and bring back to the council which may include getting the pool ready for operation. Councilors asked that this arrangement be reviewed in a month or two to determine what may be needed. CA Greiner also asked about increasing administrative assistant Jessica Isley's hours from 20 to 32-35 if her hours are cut at her other part time jobs and was assured that there were enough projects to keep her busy which would include taking on the safety program.

CA Greiner stressed that it is hard to get quality help and would like to make sure we can get their through this crisis. She will bring more information to the Council meeting April 1. She noted that at the Transfer Station and recycle depot the employees have been told not to assist customers and no fees will be accepted at this time to protect employees.

It was asked if the park and golf staff should be cleaning the restrooms during this time. It was determined that the porta-potty at the park will remain until further notice and another ordered for the Golf Course. PW Wilkins stated that people can still golf but a sign has been added that people can play at their own risk and must adhere to social distancing as directed by the State of Oregon.

5. DISCUSS MUTUAL AID FOR WATER & WASTEWATER SERVICES/CERTIFICATION

5.1. Review & Approve Public Works Mutual Aid Agreement

PW Wilkins gave to the council a mutual aid agreement for water and wastewater assistance if he and Aaron Fitzsimmons were unable to perform their jobs, or if they were needed in a neighboring community. The agreement was just received that day, therefore the council tabled it until the April 1 meeting giving them time for review.

6. ADJOURN SPECIAL MEETING

Mayor Hassing adjourned the meeting at 7:04 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	FEB 2020	Janitorial	02/29/2020	328.72	.00	
Total ARAMARK UNIFORM SERVICES:					328.72	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	FEB 2020	PW Cell Phone	02/06/2020	7.52	.00	
599	AT&T MOBILITY	FEB 2020	PW Cell Phone	02/06/2020	7.52	.00	
Total AT&T MOBILITY:					15.04	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1039951	Dump Truck Repair	02/11/2020	33.00	.00	
859	BENNETT'S POINT S TIRE & AU	103997	Backhoe repair	02/12/2020	880.00	.00	
859	BENNETT'S POINT S TIRE & AU	103997	Backhoe Repair	02/12/2020	880.00	.00	
Total BENNETT'S POINT S TIRE & AUTO:					1,793.00	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-85898	Park Restroom	02/19/2020	150.00	.00	
Total BISHOP SANITATION:					150.00	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	57587	Copier Charge	02/27/2020	11.28	.00	
Total BOHN'S PRINTING:					11.28	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	40276	Biochemical Oxygen	02/08/2020	99.00	.00	
151	BOX R WATER ANALYSIS LAB	40284	E coli Coliform Testing	02/08/2020	63.50	.00	
Total BOX R WATER ANALYSIS LAB:					162.50	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	FEB 2020	City Hall	02/25/2020	140.68	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Park	02/25/2020	34.32	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Memorial Hall	02/25/2020	60.78	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Golf Course	02/25/2020	33.03	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Sewer Plant w pivot	02/25/2020	284.66	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Disposal Plant	02/25/2020	609.19	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	City Farm	02/25/2020	1,101.70	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Street Lights	02/25/2020	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Reservoir Control	02/25/2020	41.63	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Swimming Pool	02/25/2020	55.19	.00	
169	COLUMBIA BASIN ELECTRIC	FEB 2020	Library	02/25/2020	332.50	.00	
Total COLUMBIA BASIN ELECTRIC:					4,137.93	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	FEB 2020	Water Fuel	02/29/2020	800.83	.00	
224	DEVIN OIL COMPANY	FEB 2020	Sewer Fuel	02/29/2020	800.83	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total DEVIN OIL COMPANY:					1,601.66	.00	
DOG WASTE DEPOT							
996	DOG WASTE DEPOT	322649	Dog Disposal dispenser	02/11/2020	65.33	.00	
996	DOG WASTE DEPOT	324459	Dog Waste Bags	02/21/2020	234.08	.00	
Total DOG WASTE DEPOT:					299.41	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	0849395	Water Supplies	02/07/2020	172.03	.00	
Total FERGUSON ENTERPRISES:					172.03	.00	
GENERAL EQUIPMENT COMPANY							
278	GENERAL EQUIPMENT COMPA	71972	Water Raptor Nozzle	02/05/2020	2,513.69	.00	
Total GENERAL EQUIPMENT COMPANY:					2,513.69	.00	
GREINER, KATHRYN							
347	GREINER, KATHRYN	ADMIN TRAVE	CIS Conference Travel	03/02/2020	262.00	.00	
Total GREINER, KATHRYN:					262.00	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	FEB 2020	Golf	02/29/2020	69.60	.00	
Total HATTENHAUER DIST.:					69.60	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	FEB 2020	Administration	03/01/2020	203.68	.00	
766	HOME TELEPHONE COMPANY	FEB 2020	Water	03/01/2020	146.37	.00	
766	HOME TELEPHONE COMPANY	FEB 2020	Sewer	03/01/2020	96.66	.00	
Total HOME TELEPHONE COMPANY:					446.71	.00	
INLAND CHEMICAL SERVICE							
324	INLAND CHEMICAL SERVICE	022020006	Golf Supplies/Fertilizer	02/29/2020	497.65	.00	
324	INLAND CHEMICAL SERVICE	022020006	Golf Supplies/Fertilizer	02/29/2020	12.75	.00	
Total INLAND CHEMICAL SERVICE:					510.40	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	MARCH 2020	MRC Fiber Project	03/01/2020	2,000.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	FEB 2020	Water Supplies	02/27/2020	29.80	.00	
Total JAMIESON & MARSHALL:					29.80	.00	
JOHN DEERE FINANCIAL							
248	JOHN DEERE FINANCIAL	W10696	JD Tractor Parts	02/07/2020	391.94	.00	
248	JOHN DEERE FINANCIAL	W10696	JD Tractor Parts	02/07/2020	247.50	.00	
248	JOHN DEERE FINANCIAL	W10696	JD Tractor Repair	02/07/2020	216.49	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total JOHN DEERE FINANCIAL:					855.93	.00	
LRS ARCHITECTS							
862	LRS ARCHITECTS	16769	City Hall Remodel	02/29/2020	910.00	.00	
Total LRS ARCHITECTS:					910.00	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	FEB 2020	Golf Repair	02/29/2020	21.98	.00	
371	M & A AUTO PARTS	FEB 2020	Park	02/29/2020	4.50	.00	
371	M & A AUTO PARTS	FEB 2020	Streets	02/29/2020	47.39	.00	
371	M & A AUTO PARTS	FEB 2020	Sewer	02/29/2020	116.39	.00	
371	M & A AUTO PARTS	FEB 2020	Water	02/29/2020	110.45	.00	
371	M & A AUTO PARTS	FEB 2020	Water	02/29/2020	41.62	.00	
371	M & A AUTO PARTS	FEB 2020	Sewer	02/29/2020	29.98	.00	
Total M & A AUTO PARTS:					372.31	.00	
MAYERS, AMANDA							
1082	MAYERS, AMANDA	MARCH 2020	Dep Refund 4568.04 313 W. Wain	02/25/2020	73.70	.00	
Total MAYERS, AMANDA:					73.70	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	FEB 2020	City Hall Propane	02/25/2020	561.53	.00	
377	MORROW COUNTY GRAIN GRO	FEB 2020	Memorial Hall Propane	02/25/2020	229.93	.00	
Total MORROW COUNTY GRAIN GROW.:					791.46	.00	
MURRAY'S CONDON PHARMACY							
394	MURRAY'S CONDON PHARMAC	FEB 2020	Office supplies- Wolff Retirement	02/25/2020	17.52	.00	
Total MURRAY'S CONDON PHARMACY:					17.52	.00	
OREGON SECRETARY OF STATE							
800	OREGON SECRETARY OF STAT	FEB 2020 AUD	Audit Filing Fee	02/24/2020	250.00	.00	
Total OREGON SECRETARY OF STATE:					250.00	.00	
PACIFIC GOLF & TURF							
881	PACIFIC GOLF & TURF	91060	Golf Machinery Repairs Annual M	02/26/2020	3,697.03	.00	
Total PACIFIC GOLF & TURF:					3,697.03	.00	
R&R Products							
473	R&R Products	CD2421393	Golf Supplies	02/27/2020	463.16	.00	
473	R&R Products	CD2421514	Golf Supplies	02/27/2020	54.65	.00	
Total R&R Products:					517.81	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	FEB 2020	City Hall Legal	02/20/2020	102.00	.00	
Total THE TIMES-JOURNAL:					102.00	.00	
THYSSENKRUPP ELEVATOR							
773	THYSSENKRUPP ELEVATOR	3005126041	Lift Chair	03/01/2020	247.88	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total THYSSENKRUPP ELEVATOR:					247.88	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	FEB 2020	Retreat Supplies	02/25/2020	32.43	.00	
Total TWO BOYS MEAT & GROCERY:					32.43	.00	
VISA							
559	VISA	FEB 2020 6910	Water Supplies	02/20/2020	74.30	.00	
559	VISA	FEB 2020 6910	Sewer Travel	02/20/2020	74.29	.00	
559	VISA	FEB 2020 6910	Admin Training	02/20/2020	87.00	.00	
559	VISA	FEB 2020 6910	Planning Meeting Expense	02/20/2020	23.00	.00	
559	VISA	FEB 2020 6910	Street Historical Signs	02/20/2020	349.37	.00	
559	VISA	FEB 2020 6910	Golf Trees flowers	02/20/2020	1,113.85	.00	
559	VISA	FEB 2020 6910	Reserve finance charge	02/20/2020	31.17-	.00	
559	VISA	FEB 2020 8577	Admin Email	02/20/2020	80.00	.00	
559	VISA	FEB 2020 8577	Sewer Travel	02/20/2020	11.30	.00	
559	VISA	FEB 2020 8577	Golf equipment	02/20/2020	3,517.95	.00	
559	VISA	FEB 2020 8577	Admin Reversed	02/20/2020	65.39-	.00	
Total VISA:					5,234.50	.00	
WATKINS, RICK							
842	WATKINS, RICK	MARCH 2020	Cargo Trailer	03/09/2020	5,200.00	.00	
Total WATKINS, RICK:					5,200.00	.00	
Grand Totals:					32,806.34	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

FEB 28 2020

CITY OF CONDON

Account Summary

Billing Cycle		02/20/20
Days In Billing Cycle		29
Previous Balance		\$1,823.28
Purchases	+	1,736.96
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$33.33 -
Payments	-	\$1,836.27
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE **\$1,690.64**

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,291.00
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

W280 74.30
S280 74.29
A140 8700
005- 23.00
ST231 349.37

6150 1129.00 - (15.15) = 1113.85
A10 < 13117 >

1690.64

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	\$1,690.64
MINIMUM PAYMENT	\$1690.64
PAYMENT DUE DATE	03/16/2020

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.

Account Number: ##### 6910
Closing Date: 02/20/20
Credit Limit: \$10,000.00 Available Credit: \$8,291.00

Page 3 of 4

Cardholder Account Summary					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
01/22/20	01/24/20	0000	74344220024001201400219	PAYMENT - THANK YOU	\$1,238.10 -
01/27/20	01/29/20	7011	24755420028160281838372	SUNRIVER RESORT <i>PWT Travel - Short Sch</i>	\$148.59 <i>W280 5200</i>
01/29/20	01/29/20	5947	24492150029717063671469	SUNRIVER OR	
01/31/20	02/02/20	5812	24786640032011245977642	DORNBOS SIGN & SAFETY INC <i>Historic Dist Signs</i>	\$69.21 <i>St 231</i>
02/12/20	02/12/20	6010	1 0043121702000070	180-092-2002 MI	\$87.00 <i>A-140</i>
02/12/20	02/12/20	6010	1 0043121701000010	THE DRIVE IN CONDON OR <i>Retreat food</i>	\$598.17 -
02/12/20	02/13/20	5947	24492150043719163084090	PAYMENT - THANK YOU	\$18.18 - <i>A10</i>
02/14/20	02/16/20	5193	24492150045715308283751	FINANCE CHARGE REVERSAL	\$280.16 <i>St. 231</i>
02/15/20	02/16/20	5193	74492150046719376406777	DORNBOS SIGN & SAFETY INC <i>Historic Dist Signs</i>	\$1,129.00 <i>A150</i>
02/18/20	02/20/20	5812	24786640050011338891293	180-092-2002 MI	\$15.15 - <i>A150</i>
				NATURE HILLS.COM <i>> Golf Trees / Grass 1113 <</i>	
				402-934-8116 NE	
				CREDIT VOUCHER	
				NATURE HILLS.COM	
				4029348116 NE	
				THE DRIVE IN CONDON OR <i>Planning Meal</i>	\$23.00

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	\$ 1,690.64

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.

RECEIVED

FEB 28 2020

Account Summary

CITY OF CONDON 02/20/20

Billing Cycle		29
Days In Billing Cycle		
Previous Balance		\$5,153.80
Purchases	+	3,609.25
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$65.39
Payments	-	\$5,153.80
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$3,543.86

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$6,456.00
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...\$ 13.85

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	\$3,543.86
MINIMUM PAYMENT	\$3543.86
PAYMENT DUE DATE	03/16/2020

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.

A10 80
510280 11.30
G300150 3517AS
A10 <65.39>

Account Number: ##### 8577
Closing Date: 02/20/20
Credit Limit: \$10,000.00 Available Credit: \$6,456.00

Page 3 of 4

Cardholder Account Summary						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
01/22/20	01/23/20	5045	24430990022400819104348	MSFT * E0500A7GJ5 800-642-7676 WA	\$80.00	A10
01/22/20	01/24/20	0000	74344220024001201400227	PAYMENT - THANK YOU	\$4,924.19 -	
01/23/20	01/26/20	5814	24164070024255190010014	SUBWAY 00608794 BOARDMAN OR	\$11.30	S10
01/27/20	01/29/20	5251	24492150028852898964838	RR PRODUCTS INC 520-889-3593 AZ	\$3,517.95	G300
02/12/20	02/12/20	6010	1 00431217020000060	PAYMENT - THANK YOU	\$229.61 -	
02/12/20	02/12/20	6010	1 0043121701000020	FINANCE CHARGE REVERSAL	\$65.39 -	

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	\$ 3,543.86

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.

RESOLUTION NO. 2020-05

A RESOLUTION OF CITY OF CONDON DECLARING A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 PANDEMIC; AND AUTHORIZING THE CITY MANAGER TO TAKE ACTIONS NECESSARY AND APPROPRIATE TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE CITY AND CITY'S CITIZENS.

WHEREAS, City of Condon ("City"), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, ON March on March 18, 202, Judge Elizabeth Farrar declared a state of emergency due to the COVID-19 outbreak in Oregon (Resolution No. R2020-08) under ORS 401.305 provides for Gilliam County to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during time of emergencies; and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, Section 2.90.030(1) provides that the city manager may declare a state of emergency after reasonable efforts to confer with the mayor; and

WHEREAS, the Council finds that COVID-19 is a public health crisis that threatens the health, safety, and welfare of City and City's citizens and constitutes an imminent threat of severe damage, injury, illness, human suffering, financial loss, and/or loss of life; and

WHEREAS, the Council finds that COVID-19 necessitates the need for a state of emergency based on the following conditions:

- Oregon announced its first presumptive case of Coronavirus (COVID-19) on February 28, 2020.
- The Governor of the State of Oregon declared a statewide emergency on March 8, 2020.

WHEREAS, the City is in a state of emergency.

WHEREAS, this declaration is in support of the COVID-19 public health response, the residents of the City are encouraged to follow standard hygiene protocols, implement social distancing measure and stay at home when ill or as directed by State of Oregon order; and

NOW THEREFORE BE IT RESOLVED

NOW, THEREFORE, BE IT RESOLVED that City of Condon resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2020-05 (this "Resolution") are hereby adopted. Without otherwise limiting the generality of the immediately preceding sentence, the Council finds that COVID-19 threatens the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City.

2. Emergency Declaration; Notice. The Council hereby approves, ratifies, and confirms the emergency declaration, including all actions described therein and all actions taken in furtherance thereof, and further declares a state of emergency commencing March 23, 2020 and ending April 28, 2020; however, if the city administrator determines that emergency conditions exist as of April 28, 2020, the city administrator may, without prior Council authorization, extend the emergency declaration by administrative order. The emergency declared in this Resolution applies to all areas within City's incorporated limits. City will give notice of the emergency declaration through press releases, public media, and such other means the city manager deems reasonable under the circumstances.

3. Temporary Regulations. For purposes of preventing, preparing for, minimizing, responding to, and/or recovering from the emergency, City may, to the fullest extent permitted under applicable law, adopt such procedures, measures, and/or actions necessary for protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment. Without otherwise limiting the generality of the immediately preceding sentence, City is hereby authorized to take such actions necessary to prepare for, prevent, mitigate, and/or respond to the emergency, including, without limitation, the following: (a) transferring and/or redirecting any City funds necessary or appropriate for uses and/or purposes related to the emergency; (b) suspending City's public contracting and/or procurement rules, procedures, and/or requirements for any contract or purchase necessary and/or appropriate to respond to the emergency, including, without limitation, contracts for goods, services, and/or construction services; (c) cancelling non-essential City meetings and/or events, including, without limitation, committee, commission, task force, and other City meetings, and/or modifying the manner and/or method in which essential City meetings are held and conducted; (d) suspending code enforcement actions; (e) suspending utility shut-offs and/or utility service terminations; (f) limiting the congregation and/or gathering of individuals; (g) reducing and/or eliminating City business hours; (h) closing and/or limiting access to City property and City buildings, including City Hall; (i) adopting, modifying, and/or suspending City personnel policies, including, without limitation, adjusting work schedules, adopting remote work policies, and/or modifying leave policies; (j) any actions authorized under ORS chapter 401; (k) suspending or modifying the city's fee resolution as necessary; and/or (n) adopting and implementing such actions, precautions, measures, and/or procedures recommended by federal, state, and/or local governments and/or agencies, including, without limitation, the Centers for Disease Control and Prevention, Oregon Health Authority, and/or Deschutes County Health Services.

4. Authorization. The Council authorizes, approves, and directs the city administrator, and his or her designee, acting individually and without further Council approval and/or authorization, to take all actions necessary or appropriate to prevent, prepare for, minimize, respond to, and/or recover from the emergency, including, without limitation, adopting, implementing, administering, and/or effectuating any policy, procedure, measure, and/or action described in Section 3 of this Resolution. The approval and authority provided under this Section 4 will remain in full force and effect until the earlier of (a) conclusion of the state of emergency declaration provided under Section 2 of this Resolution, or (b)

revocation by Council resolution. The city administrator is further authorized to coordinate with other federal, state, and/or local agencies concerning City's response to, and recovery from, the emergency, including, without limitation, requesting assistance and reimbursement from the State of Oregon and/or appropriate federal agencies.

5. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Condon and signed by the mayor this 1st day of April, 2020.

Jim Hassing, Mayor

ATTEST:

Kathryn Greiner, City Administrator

CITY OF CONDON

SUGGESTED COVID-19 STEPS -- 4-1-2020

1. *Declare a State of Emergency – Approve Resolution*

- a. Any revisions or changes?

2. *Business Utility Credit*

- a. Application to come to City Hall and allow City staff to approve
- b. 3 months with \$600 cap
- c. Review at June meeting

3. *Residential Utility Assistance*

- a. Donation to Condon Food Pantry or CAPECO
- b. Amount of donation
- c. What will it be allowed to cover? Any utility – water/sewer, electric, telephone/cell/internet, propane. Limit amount per resident? Limit to Condon only utilities (City, CBEC, MCGG, Home Telephone)
- d. Any limits on amount per resident

4. *Gilliam County Business Assistance*

- a. Grant Program through the Condon Chamber of Commerce – forming a group and have asked for a city representative

5. *Other Entities that are offering help to businesses & residents*

- a. Greater Eastern Oregon Development Corporation – Small Business Administration Loans
- b. CAPECO – Food and Energy Assistance

6. *City Steps*

- a. Closed City Hall to Public
- b. Meetings will be held by Zoom – Council and Budget. Planning Commission will resume when an issue needs their review/approval.
- c. Looking at online payments - \$6000 investment with Caselle & Bill Pay Express (includes training), \$200 a month in fees for support and approximately \$200 for transaction & merchant fees.
- d. Staffing – Pool – Continue under the assumption that we will open June/July 2020
- e. Staffing – Administration – possibly increase hours & Public Works – may stagger work schedules if needed

Business Water/Sewer Credit Application

Eligibility:

- Business that have been mandated under Oregon Governor Kate Brown's Executive Order No. 20-12 – Stay at Home Save Lives - Effective March 23, 2020 – either by strict order to close or to modify operations (no on premises consumption of food).
- Must be a current City of Condon utility customer as of March 23, 2020, and bill is for service used solely for business purposes.

Benefit:

- All City of Condon utility bills as of April 1, 2020. Outstanding balances are not eligible for credit.
- For three months up to a maximum of \$600 per business per utility account tied to your business.

How to Apply:

- Must submit a completed application with your request.
- Must meet eligibility requirements.

Condon City Council will review program June 2020 to determine if there will be an extension.

If you have any questions, please contact City Administrator Kathryn Greiner admin@cityofcondon.com or 541-384-2711.

City of Condon COVID-19 Utility Credit Application

Applicant Business Name: Click or tap here to enter text.

Contact or Owner Name: Click or tap here to enter text.

Business Address: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

City of Condon Account Number: Click or tap here to enter text.

Request Period (1-3 Months): Click or tap here to enter text.

Eligibility Requirements:

- Is your business noted in the Gov. Brown's Executive Order? ☐ Yes ☐ No
- Are you a customer of the City of Condon? ☐ Yes ☐ No

How has COVID-19 effected your business if a partial close? Click or tap here to enter text.

Signature of business owner: _____

Date Received _____

Accepted

☐

Rejected

☐

April 1, 2020

Gilliam County Judge Elizabeth Farrar
Gilliam County Commissioner Leslie Wetherell
Gilliam County Commissioner Sherrie Wilkins
Gilliam County Court
PO Box 427
Condon, OR 97823

Dear Judge Farrar and Commissioners Wetherell & Wilkins:

The City of Condon is requesting to work directly with Gilliam County on economic development projects that affect our city. The Council feels strongly that working directly with Gilliam County's leadership team and staff will simplify the flow of projects, ideas and funds.

Economic development goals for the City of Condon include housing, broadband and business retention. The City has partnered with Gilliam County on all three of these items, and other partners include Pioneer Community Development Corporation, Condon Chamber of Commerce and Condon School District. The projects have created the Fiber Council, revitalized Main Street through its Main Street grant program in the Historic District, plus are working on a project that will create housing on the Condon Grade School property after the schools move to one campus.

The past several years, the City Council and staff have taken the lead on economic development priorities in Condon, but it has become harder to move projects forward with limited staff. Having Gilliam County staff available to do the technical research and writing would be a huge asset to the City of Condon to attain their goals and priorities.

We look forward to hearing from the Gilliam County Court regarding our request.

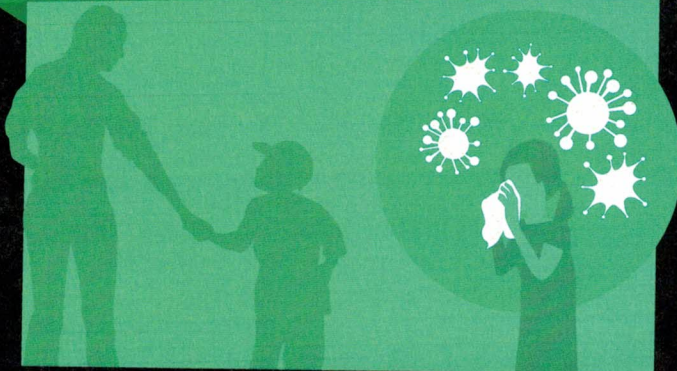
Sincerely,

Jim Hassing
Mayor

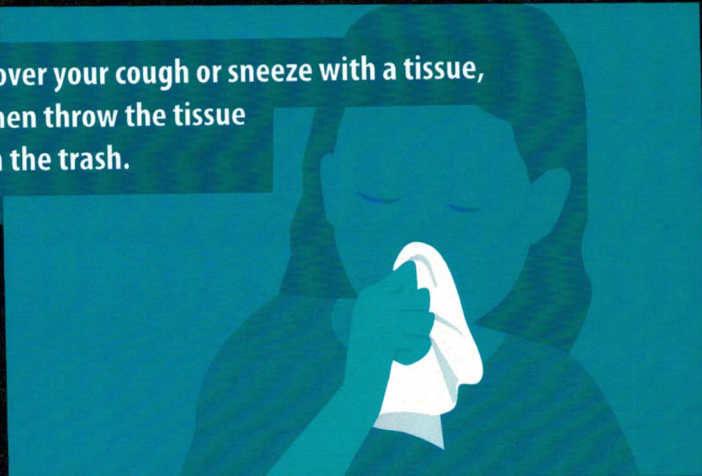
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

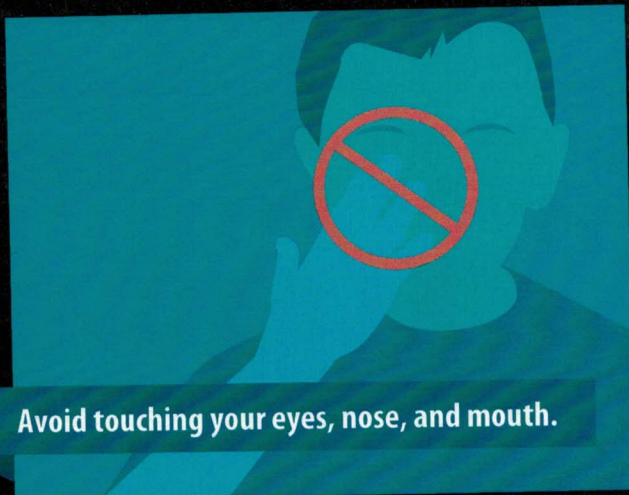
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



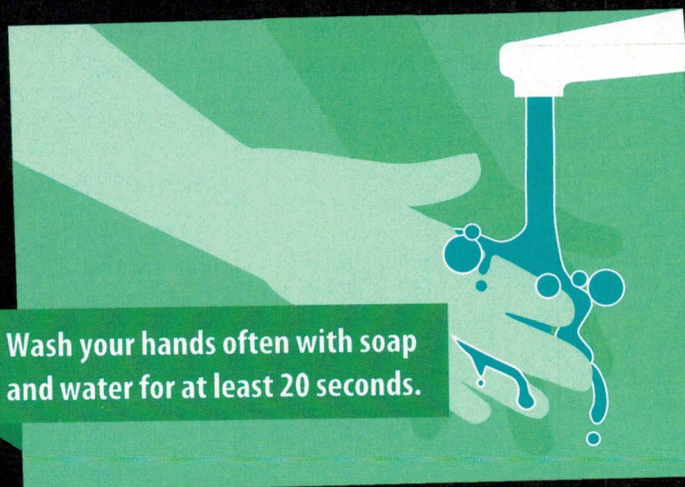
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

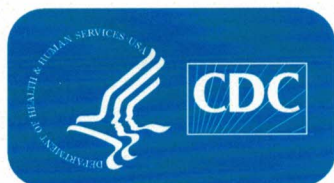
If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.





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

March 18, 2020

The City of Condon committed to is doing our part to protect the healthy and safety of our community by slowing the spread of the COVID-19 virus.

Based on guidance from federal and state public health officials, effective immediately, **City Hall will operate through the window at the utility counter and urge residents to put payments in drop box at entrance of City Hall or sign up for ACH payments.** Staff is investigating an online option for payments of your water and sewer bills.

If you believe there is an issue that cannot be dealt with at the counter, or over email or phone, please call City Hall to request an appointment – 541-384-2711 or admin@cityofcondon.com

City Council meetings will proceed as scheduled, as City Staff is planning for live-streaming or a call-in feature to participate in these meetings. Councilors may also be required to live-stream in to conduct the business of the City of Condon.

City of Condon transfer station, recycle depot and public works staff will continue to perform their job duties, but to ensure their safety we are limiting their interaction with the public.

Beginning today and until further notice, transfer station use will be free until further notice. Our attendant will not be able to assist with unloading to maintain social distancing required. Be aware that you still must take large loads to Waste Management in Arlington. If you have any questions, please call or email City Hall 541-384-2711 – admin@cityofcondon.com

Sincerely,

Kathryn Greiner
City Administrator