



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 6, 2020, 7:00 PM**

- 1. CALL REGULAR MEETING TO ORDER - Zoom Meeting**
- 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 April 1, 2020 Regular City Council Meeting Minutes**
 - 5.2. Review April 10, 2020 Accounts Payable**
 - 5.3. Review VISA Statements**
- 6. OLD BUSINESS**
 - 6.1. Fiber Council Update**
 - 6.2. Review Business Utility Credit Program & Condon Food Pantry Utility Program**
- 7. NEW BUSINESS**
 - 7.1. Resolution 2020-06 - A Resolution of the City of Condon Declaring Certain Fixed Assets as Surplus Property - Two John Deere Mowers**
 - 7.2. Discuss Web-Based Payments with Caselle**
 - 7.3. Condon School District Housing Project**
- 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. Draft Budget Committee 4-21-2020 Meeting Minutes**
- 10. NEXT REGULAR MEETING DATE**
 - 10.1. Next Regular Condon City Council council meeting is Wednesday, June 3, 2020. This will also include the 2020-21 City of Condon Budget Hearing.**



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11. ADJOURN REGULAR MEETING

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(c). 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 30, 2020



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City of Condon Regular Council Meeting Minutes 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

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Donald Jamieson, Jan Stinchfield, Dawn Parm, Michael Cronk, Brian Barnett; City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Gilliam County Sheriff Gary Bettencourt and Gilliam County Judge Elizabeth Farrar

Absent: Councilor Tom Fatland

3. ADDITIONS TO AGENDA

None

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.

None

5. CONSENT AGENDA

5.1. Review & Approve March 4, 2020 Regular City Council and March 23, 2020 Special Meeting Minutes

A motion was made by Councilor Parm to approve the March 4 regular city council meeting minutes. The motion was seconded by Councilor Barnett and approved unanimously.

A motion was made by Councilor Stinchfield to approve the March 23, 2020 special council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

5.2. Review March 10, 2020 Accounts Payable

Councilor Jamieson asked about the cost of the dog waste bags with PW Wilkins stating that they purchased enough to last several years. Councilor Cronk asked where the new dog waste dispenser was going and if one could be put at the Little League baseball field. PW Wilkins said that the new dispenser is replacing the broken one at the park near the Drive-In and that the Little League field is not owned by the city. Councilor Barnett asked why there was the same amount for an item at Bennett's Tire & Auto and CA Greiner replied that it was one item but split between two accounts.



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5.3. Review VISA Statements

No questions on the VISA statements.

6. OLD BUSINESS

6.1. Fiber Council Update

CA Greiner said that she had received a clean draft of the dark fiber lease agreement and sent it out earlier this week to Lightspeed Network, Home Telephone Company, Link Oregon, Inland Development, Gorge.Net and received replies from two of the entities. Due to the COVID-19 issues they are still interested but it will be some time before they are ready to discuss the lease. Judge Farrar and CA Greiner are having a discussion with Gorge.Net on Friday to discuss fiber issues.

7. NEW BUSINESS

7.1. Declaration of Emergency/COVID-19 Resolution 2020-05

CA Greiner attached Resolution 2020-05 - A Resolution to declare a state of emergency in response to COVID-19. Councilor Stinchfield stated the need for a few corrections in the document which were noted and will be changed. Councilor Barnett asked said that under "authorization" is was vague of the designee of the City Administrator and asked that it be clarified. CA Greiner said that it would most likely be PW Superintendent Wilkins and will make that change.

A motion was made by Councilor Stinchfield to approve Resolution 2020-05 - A Resolution of the City of Condon Declaring a State of Emergency in Response to the COVID-19 Pandemic; and Authorizing the City Administrator to Take Actions Necessary and Appropriate to Protect the Health, Safety, and Welfare of the City and the City's Citizen with corrections. The motion was seconded by Councilor Parm and approved unanimously.

Councilors discussed offering a utility credit to businesses with a draft letter and application in the packet. The credit would be for businesses that have been effected by COVID-19 and are listed in the declaration by Governor Kate Brown. Councilor Barnett asked if there is a business license process in Condon or if one should be implemented. A short discussion was held regarding with a license requirement being tabled at this time, but looked into to have an adequate business registration. Councilor Stinchfield asked about a home business that has been effected by COVID-19 and Councilor Jamieson said that it should be a commercial account not a residential.

CA Greiner also asked about a donation to the local food pantry for residential assistance with utilities which could include electric, telephone or internet. Condon Food Pantry would screen the residents requesting the assistance and have supplied a sample application. Councilor Stinchfield asked if Columbia Basin Electric Cooperative (CBEC) or Home Telephone are doing a program to assist residents during this time. CA Greiner said that CBEC has a program called Helping Hands that is run through the local food pantry and management is discussion a business assistance program. She had not heard if Home Telephone has offered a program, and said that K'Lynn Lane, Condon Chamber of Commerce executive director has reached out to Morrow County Grain Growers and Waste Connections. Councilor Barnett asked if they could go month by month and evaluate as they go. Councilor Stinchfield said that the food pantry guidelines looked good and thought that the donation be earmarked for city utilities only.

A motion was made by Councilor Barnett to approve a business utility credit for three months with a maximum of \$600 and to donate \$2,000 to the Condon Food Pantry for residential utility credits. The motion was seconded by Councilor Stinchfield and approved unanimously.

CA Greiner will contact the Condon Food Pantry to set the parameters of the donation and complete the necessary application and letter for the business credit.



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Judge Farrar explained at the Gilliam County Court meeting earlier in the day, they approved a \$150,000 grant program for businesses effected by COVID-19 in Gilliam County. The program will be administered by the Condon Chamber of Commerce under a Memorandum of Understanding between the two organizations. The Chamber has the applications on their website and they have formed the Business Stabilization Committee to review the applications. The committee consists of representatives of the cities of Condon and Arlington, Condon Chamber of Commerce, Bank of Eastern Oregon, Gilliam County, Columbia Basin Electric Cooperative and the Small Business Administration. K'Lynn Lane, Chamber staff will assist businesses with this grant and navigate other programs that may be available to them. Judge Farrar also said that Gilliam County has given the businesses that have loans with Gilliam County a six month reprieve on payments. CA Greiner will represent the city on the Stabilization Committee.

CA Greiner said that City Hall is closed to the public and are investigating an online bill payment system that will be discussed further at the budget committee meeting later in the month. The payment system would work with the city's accounting program Caselle and have an initial cost of \$6,000 which includes training and installation, plus approximately \$400 a month in support and credit card fees. She also recommended to the council that the swimming pool operations continue as if it will open in June or July with manager Shellie Johnson starting work int he next several weeks. It was the consensus to continue forward with pool operations. CA Greiner stated that other staff are operating as normal but are aware that if anyone is ill that schedules may change and be staggered to protect the workers. The park and golf staff have started their seasonal jobs.

7.2. Discuss Housing Committee Meeting with Condon School District

CA Greiner had attached the Housing Committee notes when they met with Condon School District representatives last month. Committee members agreed that it was a good meeting and the school district is anxious for the trade to occur. CA Greiner said that Superintendent Michelle Geer was to get legal counsel to determine what needed to be done to complete the transactions as it relates to the school building that has bond restrictions until June 2023. She had received an email from Geer last week that due to COVID-19 issues the attorneys were not able to take up the property questions at this time, but would continue to explore the options.

7.3. Discuss Economic Development Issues

CA Greiner explained that current partnerships with Gilliam County on fiber and housing, she drafted a letter to the Gilliam County Court asking to work directly with them on city economic development issues. She noted that it could streamline the process of projects and may also include some county staff time for technical assistance. Projects may move more quickly with extra staff time that is not available with city staff at this time. Councilors Stinchfield, Cronk and Jamieson recommended with moving forward with the request from Gilliam County.

A motion was made by Councilor Stinchfield to send the letter as drafted to Gilliam County requesting economic development assistance. The motion was seconded by Councilor Cronk and approved unanimously.

8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.2 million gallons of water have been pumped and COVID-19 tasks completed have been roping off the playground at the park, keeping porta-potties at the park and golf course. He attended short school in early March and PW assistant Aaron Fitzsimmons had his short school moved to September from April. A local farmer will plow and seed the pivot and the crew has replaced a fire hydrant on lower Main Street. He noted that the paving that was expected to take place this summer has been moved back as it is tied to the ODOT sidewalk grant that is not expected to begin construction until 2021. PW Wilkins said that he is in contact with a company that may be able to resurface the swimming pool and is getting a rough estimate of cost.

Councilor Barnett asked about the Mutual Aid agreement that was presented at the special meeting for water and wastewater services. CA Greiner apologized for not including it in this packet. PW Wilkins stated that it was if local staff were too ill to perform their jobs that another entity could provide the necessary staff with certifications.



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A motion was made by Councilor Barnett to approve the Mutual Aid and Assistance Agreement for the Provision of Emergency Services Related to Water and Wastewater Utilities. The motion was seconded by Councilor Jamieson and approved unanimously.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that the council had received the March police stats and that his office has been busy with the COVID-19 response. He said the businesses are adhering to the restrictions and he is going to talk to the dentist that comes once a week to Condon regarding those requirements. He said that there are no confirmed cases of COVID-19 in Gilliam County at this time and they are in close contact with the health department for information.

Councilor Barnett asked if anyone was certified for NIMS which is a training to receive federal funding. Sheriff Bettencourt said that Gilliam County has staff that is certified in NIMS and can do the request if needed. Councilor Barnett also asked if the County has a program to celebrate children that are required to stay at home by parading police cars by their house. This has been done in other areas. Sheriff Bettencourt said he would be willing to participate.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner gave her report earlier.

9. COUNCIL INFORMATION

9.1. COVID-19 Information

9.2. Budget Committee Meeting Monday, April 21, 2020 - Will Be Done Remotely

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

Mayor Hassing adjourned the meeting at 8:02 p.m.

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
ALLIED SEED LLC							
990	ALLIED SEED LLC	N201004301	Grass Seed for Pivot	02/17/2020	2,525.83	.00	
Total ALLIED SEED LLC:					2,525.83	.00	
AQUAFIX							
991	AQUAFIX	30866	Sludge Reducer	03/27/2020	1,132.83	.00	
Total AQUAFIX:					1,132.83	.00	
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	MARCH 2020	Janitorial	03/31/2020	328.72	.00	
Total ARAMARK UNIFORM SERVICES:					328.72	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	MARCH 2020	PW Cell Phone	04/01/2020	6.09	.00	
599	AT&T MOBILITY	MARCH 2020	PW Cell Phone	04/01/2020	6.09	.00	
Total AT&T MOBILITY:					12.18	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	25119	Admin Legal	02/20/2020	195.00	.00	
831	BAUM SMITH LLC	25288	Admin Legal	03/17/2020	345.00	.00	
831	BAUM SMITH LLC	25288	Fiber Legal - dark fiber lease	03/17/2020	180.00	.00	
Total BAUM SMITH LLC:					720.00	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-86470	Park Restroom	03/18/2020	150.00	.00	
Total BISHOP SANITATION:					150.00	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	57793	Copier Charge	03/26/2020	5.77	.00	
Total BOHN'S PRINTING:					5.77	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	40608	Biochemical Oxygen	03/11/2020	99.00	.00	
151	BOX R WATER ANALYSIS LAB	40621	E coli Coliform Testing	03/12/2020	63.50	.00	
151	BOX R WATER ANALYSIS LAB	40827	consumer confidece report	03/22/2020	197.28	.00	
151	BOX R WATER ANALYSIS LAB	40914	E coli Coliform Testing	04/02/2020	36.50	.00	
Total BOX R WATER ANALYSIS LAB:					396.28	.00	
BUCKLEY, JUSTIN							
1085	BUCKLEY, JUSTIN	APRIL 2020	Dep Ref 4599.05 315 W 2nd	04/10/2020	24.69	.00	
Total BUCKLEY, JUSTIN:					24.69	.00	
BUREAU OF LABOR & INDUSTRIES							
149	BUREAU OF LABOR & INDUSTR	CITY HALL 4-2	City Hall Remodel Project	04/10/2020	250.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total BUREAU OF LABOR & INDUSTRIES:					250.00	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	City Hall	03/20/2020	112.57	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Golf Course	03/20/2020	58.16	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Park	03/20/2020	31.82	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Memorial Hall	03/20/2020	56.61	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Golf Course	03/20/2020	32.94	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Sewer Plant w pivot	03/20/2020	253.02	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Disposal Plant	03/20/2020	512.73	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Golf Course	03/20/2020	64.17	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	City Farm	03/20/2020	1,057.72	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Street Lights	03/20/2020	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Reservoir Control	03/20/2020	39.40	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Golf Course	03/20/2020	117.24	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Swimming Pool	03/20/2020	54.08	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2020	Library	03/20/2020	263.60	.00	
Total COLUMBIA BASIN ELECTRIC:					4,098.31	.00	
CONDON FOOD PANTRY							
829	CONDON FOOD PANTRY	APRIL 2020 UT	Utility Donation COVID-19	04/10/2020	2,000.00	.00	
Total CONDON FOOD PANTRY:					2,000.00	.00	
CROWN PAPER & JANITORIAL							
642	CROWN PAPER & JANITORIAL	280233	Pool Supplies	04/07/2020	381.90	.00	
642	CROWN PAPER & JANITORIAL	280293	Pool Supplies	04/07/2020	69.95	.00	
642	CROWN PAPER & JANITORIAL	280307	Golf Supplies	04/07/2020	119.90	.00	
642	CROWN PAPER & JANITORIAL	280307	Park Supplies	04/07/2020	119.90	.00	
Total CROWN PAPER & JANITORIAL:					691.65	.00	
D & A AUTO BODY							
216	D & A AUTO BODY	MARCH 2020	Street Light Fix	03/03/2020	871.00	.00	
Total D & A AUTO BODY:					871.00	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	MARCH 2020	Sewer Fuel	03/31/2020	301.71	.00	
224	DEVIN OIL COMPANY	MARCH 2020	Water	03/31/2020	301.70	.00	
224	DEVIN OIL COMPANY	MARCH 2020	City Farm Heating Oil	03/31/2020	390.00	.00	
Total DEVIN OIL COMPANY:					993.41	.00	
ERICKSON, MEGAN							
1086	ERICKSON, MEGAN	APRIL 2020	Dep Refund 2204.05 320 S. War	04/10/2020	15.63	.00	
Total ERICKSON, MEGAN:					15.63	.00	
GILLIAM COUNTY SHERIFF							
276	GILLIAM COUNTY SHERIFF	JAN - JUNE 20	6 months Police Contract	03/10/2020	10,500.00	.00	
Total GILLIAM COUNTY SHERIFF:					10,500.00	.00	
GMW INDUSTRIES, INC.							
768	GMW INDUSTRIES, INC.	827	Sewer Pump	03/30/2020	1,250.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total GMW INDUSTRIES, INC.:					1,250.00	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	MARCH 2020	Park Fuel	03/31/2020	27.29	.00	
Total HATTENHAUER DIST.:					27.29	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	MARCH 2020	Administration	04/01/2020	199.34	.00	
766	HOME TELEPHONE COMPANY	MARCH 2020	Water	04/01/2020	44.41	.00	
766	HOME TELEPHONE COMPANY	MARCH 2020	Sewer	04/01/2020	198.01	.00	
Total HOME TELEPHONE COMPANY:					441.76	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	APRIL 2020	MRC Fiber Project	04/06/2020	2,000.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	.00	
JAEGER, JONI							
1037	JAEGER, JONI	APRIL 2020	Dep Ref 2268.09 211 S Main Stre	04/10/2020	7.42	.00	
Total JAEGER, JONI:					7.42	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	MARCH 2020	Golf Course Repair	03/26/2020	39.85	.00	
Total JAMIESON & MARSHALL:					39.85	.00	
LRS ARCHITECTS							
862	LRS ARCHITECTS	17020	City Hall Remodel	03/31/2020	1,926.91	.00	
Total LRS ARCHITECTS:					1,926.91	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	MARCH 2020	Park	03/31/2020	49.99	.00	
371	M & A AUTO PARTS	MARCH 2020	Golf Repair	03/31/2020	11.25	.00	
371	M & A AUTO PARTS	MARCH 2020	Golf Repair	03/31/2020	24.26	.00	
371	M & A AUTO PARTS	MARCH 2020	Water	03/31/2020	8.29	.00	
371	M & A AUTO PARTS	MARCH 2020	Sewer	03/31/2020	52.22	.00	
Total M & A AUTO PARTS:					146.01	.00	
MANWELL, JAN							
1083	MANWELL, JAN	APRIL 2020	Dep Refund 1128.08 304 E. Sprin	04/10/2020	83.55	.00	
Total MANWELL, JAN:					83.55	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	MARCH 2020	Sewer Plant	03/31/2020	411.81	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2020	Memorial Hall Propane	03/31/2020	174.74	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2020	City Hall Propane	03/31/2020	197.96	.00	
Total MORROW COUNTY GRAIN GROW.:					784.51	.00	
MURRAY'S CONDON PHARMACY							
394	MURRAY'S CONDON PHARMAC	MARCH 2020	Administration	03/25/2020	5.89	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MURRAY'S CONDON PHARMACY:					5.89	.00	
OPEN COUNTRY FARM							
433	OPEN COUNTRY FARM	MARCH 2020	Park Supplies	03/25/2020	18.00	.00	
Total OPEN COUNTRY FARM:					18.00	.00	
RESER, ROBERT							
1084	RESER, ROBERT	APRIL 2020	Dep Ref 1061.06 103 S. Jefferson	04/10/2020	122.93	.00	
Total RESER, ROBERT:					122.93	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	MARCH 2020	Planning Commission Hearing - C	03/25/2020	48.00	.00	
540	THE TIMES-JOURNAL	MARCH 2020	City Hall Legal	03/25/2020	102.00	.00	
Total THE TIMES-JOURNAL:					150.00	.00	
TOOLS PLUS INDUSTRIES							
541	TOOLS PLUS INDUSTRIES	48077	Grinding Wheel	03/11/2020	59.90	.00	
Total TOOLS PLUS INDUSTRIES:					59.90	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	MARCH 2020	sewer Shop Supplies	03/25/2020	20.67	.00	
548	TWO BOYS MEAT & GROCERY	MARCH 2020	Janitorial	03/25/2020	17.15	.00	
Total TWO BOYS MEAT & GROCERY:					37.82	.00	
VISA							
559	VISA	MARCH 2020 6	Golf Supplies	03/22/2020	209.99	.00	
559	VISA	MARCH 2020 6	Wilkins Short School Travel	03/22/2020	277.82	.00	
559	VISA	MARCH 2020 6	Wilkins Short School Travel	03/22/2020	277.81	.00	
559	VISA	MARCH 2020 6	Office Supplies	03/22/2020	33.98	.00	
559	VISA	MARCH 2020 6	Water Supplies	03/22/2020	45.66	.00	
559	VISA	MARCH 2020 6	Sewer Supplies	03/22/2020	45.66	.00	
559	VISA	MARCH 2020 8	Office Supplies	03/22/2020	80.00	.00	
559	VISA	MARCH 2020 8	Admin Travel	03/22/2020	347.42	.00	
559	VISA	MARCH 2020 8	PW Travel	03/22/2020	226.72	.00	
559	VISA	MARCH 2020 8	PW Travel	03/22/2020	226.73	.00	
559	VISA	MARCH 2020 8	Postage	03/22/2020	55.00	.00	
559	VISA	MARCH 2020 8	Postage	03/22/2020	55.00	.00	
559	VISA	MARCH 2020 8	Sewer supplies	03/22/2020	33.99	.00	
559	VISA	MARCH 2020 8	Street Signs	03/22/2020	70.07	.00	
559	VISA	MARCH 2020 8	Golf Supplies	03/22/2020	37.54	.00	
559	VISA	MARCH 2020 8	Park Supplies	03/22/2020	125.61	.00	
559	VISA	MARCH 2020 8	City Hall Remodel Building Permit	03/22/2020	1,766.81	.00	
Total VISA:					3,915.81	.00	
VISCO, Inc.							
560	VISCO, Inc.	44555	Street Light Repair	03/24/2020	2,910.00	.00	
Total VISCO, Inc.:					2,910.00	.00	
Grand Totals:					38,643.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

RECEIVED

Account Number: ##### 6910
Page 1 of 4

MAR 30 2020

Account Summary

Billing Cycle	03/22/20
Days In Billing Cycle	31
Previous Balance	\$1,690.64
Purchases	+ 890.92
Cash	+ 0.00
Special	+ \$0.00
Balance Transfers	+ \$0.00
Credits	- \$0.00
Payments	- \$1,690.64
Other Charges	+ \$0.00
Finance Charges	+ 0.00

NEW BALANCE \$890.92

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,109.00
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 *

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	\$890.92
MINIMUM PAYMENT	\$890.92
PAYMENT DUE DATE	04/16/2020

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.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836 - 0039



Account Number

6910

Check box to indicate
name/address change on
back of this coupon ☐

Closing Date

03/22/20

New Balance

\$890.92

**Total Minimum
Payment Due**

\$890.92

Payment Due Date

04/16/2020

\$

AMOUNT OF PAYMENT ENCLOSED

CITY OF CONDON
CITY OF CONDON 1
PO BOX 445
CONDON OR 97823-0445



MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1001 6910 00089092 00089092 5

Account Number: ##### 6910
Closing Date: 03/22/20
Credit Limit: \$10,000.00 Available Credit: \$9,109.00



Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
03/03/20	03/04/20	5099	24055220063083753211596	P & W GOLF SUPPLY LLC	\$209.99 <i>G150</i>
03/04/20	03/06/20	5542	24316050065548263046652	847-943-2399 IL	
03/06/20	03/08/20	7011	24755420067170675420663	SHELL OIL 10013390009	\$28.86 <i>W280</i>
03/12/20	03/12/20	6010	1 0072121823000040	SUNRIVER OR	\$526.77 <i>S280</i>
03/12/20	03/13/20	5942	24692160072100220841981	SUNRIVER RESORT	
03/12/20	03/13/20	5942	24692160072100241697529	PAYMENT - THANK YOU	\$1,690.64 -
03/16/20	03/17/20	5942	24692160076100547866972	AMZN Mkt US*8W4XB6WG3	\$11.99 <i>A10</i>
				Amzn.com/bill WA	
				Amazon.com*3R7MQ3P43	\$91.32 <i>W10</i>
				Amzn.com/bill WA	\$21.99 <i>A10</i>
				Amazon.com*PS70M5JC3	
				Amzn.com/bill WA	

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	\$ 890.92

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.

G150

W280

S280

A10

W10

S10

209.99

277.82

277.81

33.98

45.66

45.66

MAR 30 2020

Account Summary

Billing Cycle	03/22/20	
Days In Billing Cycle	31	
Previous Balance	\$3,543.86	
Purchases	+	3,024.89
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$3,543.86
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$3,024.89

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$6,975.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

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* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR *
* WAS...\$ 13.85 *

Account Inquiries



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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	\$3,024.89
MINIMUM PAYMENT	\$3024.89
PAYMENT DUE DATE	04/16/2020

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.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836 - 0039



Account Number

8577

Check box to indicate
name/address change on
back of this coupon ☐

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
03/22/20	\$3,024.89	\$3024.89	04/16/2020

AMOUNT OF PAYMENT ENCLOSED

\$

CITY OF CONDON
CITY OF CONDON 2
PO BOX 445
128 S MAIN ST
CONDON OR 97823-0445



MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1001 8577 00302489 00302489 8

Account Number: ##### 8577
Closing Date: 03/22/20
Credit Limit: \$10,000.00 Available Credit: \$6,975.00

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
02/22/20	02/23/20	5045	24430990054400814004387	MSFT * E0500AG4LE email	\$80.00 A10
02/29/20	03/01/20	7011	24013390060004230440777	800-642-7676 WA	
03/02/20	03/04/20	5812	24269790063500621789622	THE GRAND HOTEL SALEM CIS Conference	\$800.87 A140
03/02/20	03/04/20	5200	24610430063010185901331	SALEM OR	W280
03/12/20	03/12/20	6010	1 0072121823000030	SPOOKYS THE DALLES OR PW Travel	\$25.50 S280
03/11/20	03/13/20	9399	24717050072160725045185	THE HOME DEPOT #4026 park electrical repair	\$125.61 p10
03/16/20	03/17/20	5399	24055220076083722351114	PAYMENT - THANK YOU	\$3,543.86 -
03/17/20	03/19/20	5814	24164070078255194497428	BCD GILLIAM THE DALLES City Hall Bld	\$1,766.81 A700.00
03/17/20	03/19/20	5200	24610430078010186207756	503-3731367 OR Code permit	
03/18/20	03/19/20	9402	24137460079001111220733	SMARTSIGN 718-797-1900 NY Street sign	\$70.07 ST 23
				SUBWAY 00137315 PW Travel	\$12.04 G150
				HERMISTON OR	
				THE HOME DEPOT #4031 shop equipment	\$33.99 S270
				HERMISTON OR	
				USPS PO 4017920823 postage	\$110.00 W10
				CONDON OR	S10

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	\$ 3,024.89

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.

A10 80.00 ✓
A140 347.42 ✓
W280 224.72 ✓
S280 224.73 ✓
W16 55.00 ✓
S10 55.00 ✓
S270 339.9 ✓
ST 23 70.07 ✓
G150 37.54 ✓
p10 125.61 ✓
700700 1766.81 ✓



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**CITY OF CONDON
WORK SESSION AGENDA
FIBER COUNCIL
Thursday, April 23, 2020, 3:00 PM
CONDON CITY HALL**

1. Call the Meeting to Order

Chairperson Rita Rattray called the meeting to order at 3 p.m.

1.1. Join Zoom Meeting

<https://zoom.us/j/91236298944?pwd=SlRoMHo5UDh2dlVpXpZSIVoMXIrZz09>

2. Roll Call & Approve Minutes of January 21, 2020 Fiber Council Meeting

Present: Fiber Council members Rita Rattray, Josh Hendricks, Condon City Councilors Jan Stinchfield and Donald Jamieson and Gilliam County Judge Elizabeth Farrar. Staff CA Kathryn Greiner. Visitors - Lori Anderson, Columbia Basin Electric Cooperative director.

Council reviewed January 21, 2020 minutes with Rattray asking to add visitor Steve Shaffer. **A motion was made by Stinchfield to approve the January 21, 2020 Fiber Council Minutes with correction. The motion was seconded by Farrar and approved unanimously.**

3. Update of Dark Fiber Agreement

Farrar said that the dark fiber agreement was sent to several companies that had expressed interest in leasing the dark fiber. Greiner stated that she had heard back from Link Oregon that due to COVID-19 they were interested but not able to act at this time, and heard from Blake Lawrence of Inland Development for clarification of the Fiber Council's role. Farrar added that we are in a "holding pattern" with COVID-19. Stinchfield asked if CBEC still wanted to lease dark fiber as some were previously set aside by the City of Condon for their use. Greiner said that tentatively 8 pair of the city's 12 dark fibers were requested by CBEC, but it was never finalized. Anderson said that her board had discussed that at their recent meeting and stressed that they want to facilitate fiber deployment but not be the ISP. Anderson added that they are working with providers to "open" their hut in Condon and that CBEC's CEO Andy Fletcher was reaching out to companies that may be interested. She added that CBEC is expected to have their connection from Condon to Fossil completed for use in May for the Wheeler County project. Stinchfield asked if CBEC is still interested in the dark fiber and Anderson will have Fletcher contact Greiner and Farrar to have a discussion.

Greiner also asked if there had been an agreement with Frontier TeleNet (FTN) to provide dark fiber and Farrar will follow up with Wheeler County Judge Lyn Morley who is the chairman of FTN.

4. Next Steps of Fiber Council

4.1. Strategic Plan Update

Greiner asked if the Council wanted to update the City of Condon's strategic plan, adopt their own or work with Gilliam County on a plan. Stinchfield suggested that the City of Condon update their plan with Jamieson adding to keep it separate from the Fiber Council. Rattray said that the Fiber Council would administer or manage the fiber and would not need a plan. Consensus was that the City would wait until they could meet in person to update their plan, but in the interim Greiner would go through it and see what has been completed.



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4.2. Discuss Options for Fiber Deployment In Condon or South Gilliam County

Farrar stated that Fletcher connected her and Greiner with Dan Bubb of Gorge.Net that has shown an interest in serving more of Gilliam County. Gorge.Net has a present with a wireless system in Arlington, but discuss with Farrar that he might be interested in a wireless system in Condon. It was also discussed that a wireless system in rural Gilliam County may be an option. Farrar also noted that she is working with the federal Congressional delegation on expanding broadband in rural Gilliam County and that COVID-19 crisis amplified the need for broadband. She suggested that there would need to be a shovel-ready project to apply for grant funds and this may fit into the criteria with students and residents working from home.

Stinchfield asked if Home Telephone (HT) has reached out about dark fiber lease or expanding services. Farrar stated that the initial conversations with HT were that they were interested in the vaults north of town of Condon. Discussed briefly service and prices of HT with Hendricks saying that he has relatively few issues with service. Hendricks asked if HT owned the fiber to the home infrastructure.

4.3. Business Opportunities for Dark Fiber Line

Greiner asked if the Council was interested in sitting down with HT or other local providers and determining a more affordable option of broadband by using the fiber available. If the fiber does not get leased, there are ways that the Council should be able to put to use to make a municipal network. Stinchfield said that this has been done with HT and time to reach out for other options. Hendricks said that having competition for service would help his business.

Farrar said that she would circle back with Bubb of Gorge.Net to see if he is interested in leasing or accessing dark fiber. Greiner asked if CBEC would allow people to use their poles and if there would be a charge if interested in a wireless network. Anderson said that CBEC is willing to work with people needing vaults or poles.

Greiner asked if it may be time for a discussion of the equipment and infrastructure should be owned by city of county similar to Wheeler and Sherman County models. Hendricks said that he is not familiar with the business of the broadband but he likes the idea of it being more flexible on who is your provider.

Farrar said that with coronavirus it has come to light the issue of high speed internet and its importance for residents and businesses. She anticipates more money being put into grants for broadband and that they would be looking for shovel-ready projects. A discussion was held regarding what would be required to have a shovel ready project and how that could be met by August or September. CBEC has done some preliminary work on a fiber system and Anderson will connect Fletcher with Farrar and Greiner to see if any of it can be used for mapping out a project. Greiner asked if certain areas could be engineered for a wireless network and to focus on areas of emergency service concern. Farrar will discuss with Gilliam County commissioners to see interest to earmark a project and will contact Fletcher and Carrie Pipinich of Mid Columbia Economic Development Department to see if they have information to assist with moving forward.

Stinchfield and Jamieson said that the City Council needs to focus on projects inside the city limits and to their water facilities. This discussion will be held at the next City Council meeting to determine next steps.

Steve Allen of The Times-Journal asked several questions about the availability of existing towers for wireless and construction of towers. Farrar said that several towers are being used in Wheeler County and they are owned by FTN.

5. Adjourn Fiber Council Meeting

Chairperson Rattray adjourned the meeting at 3:58 p.m.

**CITY OF CONDON
RESOLUTION NO. 2020-06**

**A RESOLUTION OF THE CITY OF CONDON DECLARING CERTAIN FIXED
ASSETS AS SURPLUS PROPERTY**

WHEREAS the fixed assets listed below have exceeded their life expectancy;

THEREFORE BE IT RESOLVED by the governing body of the City of Condon that the City does hereby declare the following equipment surplus for the purpose of disposal:

- John Deere Mower LX 279 – Serial #M0L279F010683
- John Deere Mower LX279 – Serial #MOL279 – Rest Unidentifiable

Passed by the City Council and signed by the Mayor this 6th day of May 2020.

_____ Date: _____
Jim Hassing, Mayor

_____ Date: _____
Kathryn Greiner, City Administrator



Caselle® Software & Services Proposal

City of Condon, OR

March 26, 2020

(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager
fkb@caselle.com

Caselle® Software & Services Proposal
City of Condon, OR
March 26, 2020

Proposal Summary

Total Software License	\$7,000	
Single User Discount	<2,250>	
Small Site Discount	<1,000>	
Net Software License		\$3,750
Total Training	\$1,050	
Cash Receipting Training Discount	<550>	
Net Setup Cost		\$500
Total Setup	\$2,750	
Xpress Setup Discount	<1,000>	
Net Setup Cost		\$1,750
Total Investment		\$6,000

A deposit of 50% of the total proposal price is required with order. The remaining balance will be due upon completion of training.

Monthly Software Assurance will increase by \$92.

I have read and agree to all terms & conditions proposed herein.

Signature

Printed Name & Title

Date

Caselle® Software & Services Proposal
City of Condon, OR
March 26, 2020

Proposal Detail

Caselle® Application Software	License Fees	Training	Setup	Total
Cash Receipting	\$4,500	\$550	\$500	\$5,550
Online/Electronic Payments Bundle	\$2,500	\$500	\$2,250	\$5,250
Cash Receipting Web Service	-	-	-	-
Utility Management Web Service	-	-	-	-
Sub Total	\$7,000	\$1,050	\$2,750	\$10,800
Single User Discount (Cash Receipting)	(2,250)	-	-	(2,250)
Small Site Discount (Online/Electronic Payments)	(1,000)	-	-	(1,000)
Xpress Setup Discount	-	-	(1,000)	(1,000)
Cash Receipting Training Discount	-	(550)	-	(550)
Grand Total	\$3,750	\$500	\$1,750	\$6,000

Notes:

1. The training and setup will be performed by Xpress Bill Pay.
2. Monthly credit card and electronic payment transaction fees are billed separately by Xpress Bill Pay.

- Cash Receipting Setup**
- Set up the General Ledger accounts for bank deposits and standard receipting revenue.
 - Set up category and distribution codes.
 - Set up payment types, for example, check, cash, and credit card, and associated reports for balancing.
 - Create default reports to assist in daily operation.
 - Create a Checklist to document procedures for daily cash receipting transactions, updates, and posting of receipts.

- Online/Electronic Payments Setup**
- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
 - Set up Utility Direct Pay.
 - Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.



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**CITY OF CONDON
WORK SESSION AGENDA
BUDGET COMMITTEE 4-21-2020
Tuesday, April 21, 2020, 7:00 PM
CONDON CITY HALL**

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

Mayor Jim Hassing called the budget committee meeting to order at 7:01 p.m.

1.1. Join Zoom Meeting

<https://zoom.us/j/111338410?pwd=M1l2ZllldnIrUWt6Q0tESXdTdnlHdz09>

Meeting ID: 111 338 410

Password: 904122

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Tom Fatland, Dawn Parm & Michael Cronk; Budget Committee Members Jay LaRue, Cheryl Baker, Stephanie Carter, Dan Schott and Dennis Bruneau.

Absent: Councilors Donald Jamieson and Brian Barnett; Budget Committee Members Garnett Bettencourt and John Barnett.

3. PUBLIC COMMENT ON 2020-21 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.

Mayor Hassing opens the public comment for revenue sharing at 7:02. There was no public comment.

4. ELECTION OF BUDGET COMMITTEE OFFICERS

4.1. Elect a Budget Committee Chairperson

A motion was made by Councilor Stinchfield to elect Mayor Hassing as the chairman of the Budget Committee. The motion was seconded by Councilor Parm and approved unanimously.

4.2. Elect a Budget Committee Secretary

A motion was made by Budget Committee Member LaRue to nominate Councilor Stinchfield as the Budget Committee Secretary. The motion was seconded by Councilor Parm and approved unanimously.

5. REVIEW & APPROVE APRIL 22, 2019 BUDGET COMMITTEE MEETING

5.1. April 22, 2019 Budget Committee Meeting Minutes

A motion was made by Councilor Stinchfield to approve the April 22, 2019 Budget Committee minutes. The motion was seconded by Councilor Fatland and approved unanimously.

6. RECEIVE THE BUDGET MESSAGE & 2020-21 CITY OF CONDON BUDGET

6.1. 2020-21 Budget Message



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The Budget Committee waived the reading of the Budget message as they had received it in their packet.

6.2. Receive Proposed 2020-21 City of Condon Budget

7. DISCUSSION OF THE 2020-21 CITY OF CONDON BUDGET

CA Greiner went over a few items that affect multiple parts of the budget. Salary levels were budgeted with a 3% increase or \$1 an hour increase for people working under \$15 an hour. The PERS rates were lowered by approximately 15% with the Council buying down the transitional liability (unfunded actuarial liability) by paying \$181,000 and putting \$50,000 toward a program that PERS matched by 25%. This fee is to provide funds for a side account at PERS to offset rate increases. An employee was also budgeted in the Public Works department which makes wages and insurance higher than what may be expended. She also said that property insurance is estimated as rising by 13.4% and she rounded up to 15% increase, health insurance will increase in 2021 by 5%. CA Greiner noted that they are working on an internet payment system that integrates with the existing accounting system that will cost \$6,000 for training and installation and approximately \$400 a month increase. The Council will discuss in May if they want to move forward with this system. If completed it would come out of the capital reserve funds. The Community Fund in the General Fund was increased from \$10,000 to \$50,000 in anticipation of COVID-19 issues. CA Greiner noted that she had completed the budget prior to the COVID-19 crisis and some of the revenues may be over budgeted.

CA Greiner gave the Budget Committee a summary and notes of the budget but went through some of the funds to note where there were changes. In the General Fund CA Greiner stated that the Cash on Hand has increased due to higher cash available July 1. She noted that the golf course revenue has been dropping and hopes that with the same staff that this will increase in the next year. The swimming pool was raised due to increased rates for the year and the County SIP funds are starting to decline and will expire in 2023. Outside funding source is to account for the Gilliam County Special Project grant for pool equipment and repairs.

In the General Fund Administration expenses CA Greiner increased the Community Fund from \$10,000 to \$50,000 for COVID expenses and that it may need to be used to for other programs to assist with utility bills or Condon Chamber of Commerce due to transient tax being decreased as they have closed. She asked if the budget committee wanted to continue the Music and Art Grant to the school, day care and library that was set at \$8,000 a year. It was the consensus of the Budget Committee to continue this grant program in the 2020-21 fiscal year. The City Hall remodel project is to be completed by the end of 2020 and starting in the next month. The cost of the City Hall project is \$230,000, but anticipate some being spent in the current year. Police and Fire expenditures are similar to the prior year and the Golf Course Improvement line item remains the same with a project not been targeted at this time. The Park expenditures rose slightly due to the employee returning and being PERS eligible. Swimming Pool expenses are up due to anticipating getting a Gilliam County Special Project Grant for maintenance and repair. Transfers went up slightly due to larger contingency fund and transfer to Development fund for Housing project.

Memorial Hall shows small change due to transfer from current year with no projects targeted at this time.

Street Fund (003) has small change as it awaits two ODOT grants to be completed. A sidewalk grant on North Main Street was to be completed by June 2021 has now been pushed to June 2024. The other ODOT grant tied to paving and to the sidewalk grant is for \$100,000 and may not be able to be separated and not completed until later than anticipated. The paving will be near the Condon Child Care on Court, Washington and Jefferson streets.

State Revenue Sharing (004) holds the fiber project which has been completed and is now in the process of leasing the dark fiber. Councilor Stinchfield explained the partnership with Gilliam County to manager the fiber leases.

Development (005) is where the proposed housing project will be located. The Council originally planned to develop lots north of the golf course for a housing development, but since are working with the Condon School District to take on the Condon Grade School property, including the baseball field, to develop housing. A grant has been included with hopes that the housing project may be linked with employers under a new state housing program.

Water (006) and Sewer (007) have risen slightly due to not hiring an additional employee and a larger transfer from the General Fund for water and Cash on Hand in the sewer fund. Councilor Fatland asked about the dollar amount of equipment on the item description and CA Greiner said that they have not been changed in years and probably need to be updated to reflect actual costs. It was also noted that



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several of the capital items are spread over several different reserve funds.

Reserve funds - Equipment (008), Water Equipment (080) and Sewer Equipment (090) have remained relatively the same due to the purchase of a new Public Works Pickup that is taken from all three funds. CA Greiner said that another pickup is expected to be purchased to replace the 10-year old Public Works pickup.

Sewer Reserve (010) and Water Trust (011) are similar to prior years.

Transient Tax (014) looks relatively the same but is expected to go down with forced COVID closures. Funds to back fill some of the activities paid for by this fund will have to be cut or funded from the Community Project line item in the General Fund.

Water Improvement (020) has some of the Public Work staff in as they continue to lay pipe in the construction months. The City had approximately \$180,000 left of the \$3 million grant from Gilliam County and may have half of that left to wrap it up in 2020-21. Wastewater Improvement (030) has no major projects at this point, but may assist with a portion of the housing project.

Debt Service (100) is for the bond that was passed in 1999 which collects taxes and will be paid off in 2040.

8. MOTION TO APPROVE THE BUDGET OR CONTINUANCE TO APRIL 28, 2020

8.1. Motion to Approve 2020-21 City of Condon Budget

A motion was made by Councilor Fatland to approve taxes for the 2020-21 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 Budget Committee member Baker and approved unanimously.

A motion was made by Councilor Fatland that the City of Condon budget Committee approve the 2020-21 proposed budget as presented. The motion was seconded by Councilor Stinchfield and approved unanimously.

9. ADJOURN BUDGET COMMITTEE MEETING

Mayor Hassing adjourned the budget committee meeting at 7:34 p.m.