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, October 7, 2020, 7:00 PM

1. **CALL REGULAR MEETING TO ORDER**

   1.1. ***Join Zoom Meeting***

   https://us02web.zoom.us/j/87350137348?pwd=UGhKOHhDQTczK0tsSW5FbG9SRVMrQT09

   Meeting ID: 873 5013 7348
   Passcode: 550011

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 September 2, 2020 Regular City Council Meeting Minutes**

   5.2. **Review September Accounts Payable**

   5.3. **Review VISA Statements**

   5.4. **Approve Payment to Kirby Knagelhout Construction Company for City Hall Remodel**

6. **OLD BUSINESS**

   6.1. **COVID-19 Update**

   6.2. **City Hall Remodel Update**

7. **NEW BUSINESS**

   7.1. **Discuss Condon Community Swimming Pool Lease - Condon School District Representative**

   7.2. **Discuss and Approve Gilliam County Fire Services Agreement**

   7.3. **Review Draft Fiber Request for Proposal**

   7.4. **Review Draft Housing Request for Proposal**

   7.5. **LOC Water Service**

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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. DEQ Transfer Station Review

9.2. Waste Management Chamber of Commerce Contribution Letter

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting is Wednesday, November 4, 2020 at 7 p.m.

11. ADJOURN REGULAR MEETING

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

Agenda prepared and distributed October 1, 2020

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City of Condon
Regular Council Meeting Minutes
Wednesday, September 2, 2020
7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

1.1. Time: Sep 2, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/88692396303?pwd=WThSdDNFMzMxaDZUamhHcDlOcnNSUT09

Meeting ID: 886 9239 6303
Passcode: 835188

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Tom Fatland, Donald Jamieson, Dawn Parm, Michael Cronk, Jan Stinchfield (on Zoom); City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins.

Absent: Councilor Brian Barnett

3. ADDITIONS TO AGENDA

None

4. PUBLIC COMMENT

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

No public comment

5. CONSENT AGENDA

5.1. Review & Approve the August 5, 2020 Regular Condon City Council Meeting Minutes & August 18, 2020 Housing Work Session Minutes

A motion was made by Councilor Fatland to approve the August 5, 2020 regular city council meeting minutes. The motion was seconded by Councilor Jamieson and approved unanimously.

A motion was made by Councilor Jamieson to approve the August 18, 2020 city council work session minutes. The motion was seconded by Councilor Parm and approved unanimously.

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5.2. Review August 2020 Accounts Payable

Councilor Jamieson asked about an invoice for a planning lunch and $242 phone bill for the swimming pool. CA Greiner said that that the lunch was ice tea with the planners when they were in town and the phone bill included internet charges and connection fees for the pool telephone. Councilor Cronk asked about an invoice to The Automation Group which PW Wilkins stated it was for repair to a the VFD pump at City Farm. Councilor Jamieson inquired of the cost of propane for the swimming pool with CA Greiner stating that there was some cooler weather and the solar system had been fixed after that was delivered.

5.3. Review VISA Statements

Councilor Cronk asked about the $700 cost of a batter charger and Councilor Jamieson asked about the charge to Madras Marine. PW Wilkins stated that was the cost of a charger for the generator and Madras Marine was a Stihl dealer for a walk behind saw.

6. OLD BUSINESS

6.1. Fiber Council Update

Fiber Council member Councilor Jamieson said that the fiber is available and ready to use and suggested that the council go out for a Request for Proposals (RFP) for a wireless option in Condon. Councilor Stinchfield, also a Fiber Council member, said that it was good to have providers at the Fiber Council meeting to explain their projects. She also believes that the City should develop a RFP for services in Condon. Gilliam County Judge Elizabeth Farrar participating on Zoom added that after listening to the projects at the Fiber Council, Gilliam County is going to wait until those projects are completed and what coverage has been completed within the County.

6.2. City Hall Remodel Update

CA Greiner reported that the City Hall remodel is still anticipated to be completed in early to mid-October. The rough-in electrical and plumbing have been completed and drywall is being hung this week. In the next week the electricians and plumbers will return to complete their work.

6.3. COVID-19 Update - Utility Programs & Meetings

CA Greiner reported that there was approximately $800 left in the fund to assist residents with their utility bills and she anticipates that there are enough funds to last another 3-4 months. The City has assisted local businesses with their water and sewer bills at just over $3,100 and will discuss at the October meeting if they will continue to offer this assistance. The City has received over $8,200 in CARES covid funds for expenses of resident and business assistance, additional swimming pool staffing and some administrative costs. CA Greiner has $16,800 left of the $25,000 grant and expects to spend it on a system to continue Zoom meetings and new door to City Hall with remote open. These fund must be expended by December 31, 2020.

6.4. Update CSD Property Acquisition

CA Greiner reported that the final agreements should be signed in the next week by Condon School District and be ready for the Mayor's signature. The agreement was dated August 5 and there was to be 30 days until final documents.

7. NEW BUSINESS

7.1. Appoint Derek Hiser to the City of Condon Planning Commission

Mayor Hassing appointed Condon resident Derek Hiser to the Condon Planning Commission.

7.2. Review & Approve Resolution 2021-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended Sources and Uses of Funds Accumulated Therein

A motion was made by Councilor Fatland to approve Resolution 2021-03 - A Resolution Reiterating the Need of a Reserve Fund and the Intended sources and Uses of Funds Accumulated Therein. The motion was seconded by Councilor Dawn Parm and approved unanimously.

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7.3. Discuss Request for Proposals for Dark Fiber Use

Councilor Jamieson stated that the City needed to decide how they are going to use their leased dark fiber. He suggested an RFP be issued for competitive, fast broadband and added that it may include wireless solution to the Commercial District. CA Greiner asked if the RFP also wanted to include a wireless or hard wire solution to the City's facilities which would include the shop and City Farm. She also asked if she could tap into professional services to draft the RFP from either former consultant Adam Haas, or the national broadband group that had just reached out to get an update on city projects. Consensus of the Council to use professional assistance as needed to draft an RFP for additional options of broadband in Condon to present to Council in October. It was discussed that the RFP may be broken into two parts of wireless provider and city facility project.

Councilor Stinchfield asked if CA Greiner had reached out to cell tower providers. She had reached out to several and had not gotten a response. She did say that she had received a call from US Cellular regarding wireless meters and asked for a contact of cell towers.

7.4. Discuss CSD Housing Master Plan

Planning Consultant Kirk Fatland of Tenneson engineering provided a draft outline of the housing development on the the school's baseball field that is being deeded to the City. Fatland stated that the first step is to rezone the field from Open Space/Public to Residential. The field will then need to be surveyed and re-platted in the 100' x 100' lot size as directed by the Council. Fatland stated that Tenneson could do the survey and re-plat or the City could chose to use Anderson, Perry & Associates and that the council needed to address the deed restrictions as outlined in the letter. The restrictions included building prohibited structures, construction timing, building materials of structures and the requirement of sidewalks. Councilor Jamieson suggested an RFP for a devleoper for the entire block. It was clarified that the City would develop the street, complete the re-plat and surveying and get the water/sewer to to each platted lot so it would not be included in the RFP. Fatland stated that it would be worth putting an RFP out and a downfall may be if one project or house and it fell through it could be an issue for the development.

Fatland also suggested that the City reach out to Pioneer Community Development Corporation to determine if they would be interested in managing this project. CA Greiner noted that PCDC was asked at the Gilliam County Court meeting earlier that day if they would be willing to work with the City of Condon on this housing project and their reply at that time was that they would participate by offering loans, but not as project developer. Councilor Stinchfield suggested that the City reach out to PCDC to see if the board was interested in this project and taking on a larger role.

Fatland asked the Council was aware of any studies that showed the actual need or price points. CA Greiner said that she participated in the Oregon Solutions Housing study but the results were not conclusive of what the City may be able to build or sell. Fatland stated that we need to determine price points and find creative ways to get what is needed for what will sell or be rented.

Consensus of Council for CA Greiner to contact PCDC to see if they would be willing to take on a larger role in developing the baseball field and if they have done any studies regarding rental or sales prices of homes in Condon. Consensus of Council for Fatland to move forward with re-zone and re-plat the block and will work with CA Greiner to get the lots surveyed.

7.5. Review & Approve the Gilliam County Community Swimming Pool Agreement

Council received a three-year agreement from Gilliam County to fund the Condon Community Pool for operations. She noted the two differences were that the dollar amount for operations had increased from $50,000 to $60,000, and that if the City does not come to an agreement with Condon School District on their lease, that this is voided. CA Greiner stated that she had met with Michelle Geer of Condon School District earlier this spring and it was agreed that the City would write a Special Projects grant from Gilliam County for repairs and Geer would write a Capital Improvement project grand in October 2020 to resurface the pool and to provide the match, then the agreement for operations would be approved when this was completed. CA Greiner stated that due to the pandemic that she would like to bring the agreement in October, and allow the school district the opportunity to apply for the pool resurface grant next spring, to be completed after the 2021 season. The match would not have to be in the current year, but in the 2021-22 fiscal year.

A motion was made by Councilor Jamieson to approve the intergovernmental agreement with Gilliam County for funding of the Condon Swimming Pool. The motion was seconded by Councilor Fatland and approved unanimously.

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8. STAFF REPORTS

8.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 12 million gallons of water had been pumped in August. He sent letters to the Cemetery District and School District for their water use and asked them to use their water more efficiently. Cemetery usage equated to 40 homes if they used 30,000 gallons each or close to 10% of the water pumped in August. The School's football field used a similar amount and are asked to investigate if they have a leak since they do water at night. PW crew has completed the replacement water line on Spring Street from Main to Ward Street and once at East Street they will charge the new line and connect to services. PW Wilkins is working with the Integrator of Record company to determine a long range plan for pump and telemetry services. The generators have been inspected with the one at the shop not in working order and the one at the headworks needs replaced. He is looking for grants for generator replacement and will continue to have them inspected for maintenance issues. PW Wilkins noted that Spring Street between Jefferson and Bryan will be paved next spring which will also include paving that has been approved in an ODOT Special City Allotment Grant. He is still working with ODOT on sidewalk grant on North Main Street and another paving grant for North Main has been submitted. PW Wilkins asked for direction in regards to the Condon Child Care painting a no parking zone on their curb without approval from the City or ODOT. Consensus of the Council is that it needs to be removed and if they do want it a no parking zone they must go through the proper channels.

8.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt was absent but a statistical report was provided.

8.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated that Gilliam County is working on a strategic plan and encouraged councilors to complete their survey on their website. The ODOT Safe Routes to School grant has been submitted for sidewalks near the proposed new grade school which also includes sidewalks on Highway 206/Bayard from Court Street to Columbia Basin Electric Cooperative. This grant is $680,000 with a $136,000 match that will be requested in a Capital Improvement grant from Gilliam County next month. The County request will also include asphalt for paving Washington and Pennoyer Streets. Planning issues are the ODOT ADA ramp project which has taken considerable time with planning consultants, ODOT and city staff. Condon School District has been in contact to begin the site plan for the new grade school which there are issues of street and sidewalk improvements. CA Greiner participated in the PCDC report to the Gilliam County Court earlier in the day and heard that PCDC has built two houses in Arlington with another being planned; five rental assistance grants in the City of Condon and several demolition grants dispersed. It was noted that they had $1 million left of the housing funds that they were given several years ago and had offered to return some of the funds to Gilliam County for multi-unit housing.

9. COUNCIL INFORMATION

9.1. Fiber Council Draft Minutes from August 20, 2020

10. NEXT REGULAR MEETING DATE

10.1. The next regular meeting of the Condon City Council will be Wednesday, October 7, 2020, 7 p.m.

11. ADJOURN REGULAR MEETING

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Mayor Hassing adjourned the meeting at 7:59 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	864590403	Admin Janitorial	08/31/2020	164.36	164.36	09/10/2020
115	ARAMARK UNIFORM SERVICES	864609333	Admin Janitorial	08/31/2020	283.39	283.39	09/10/2020
	Total ARAMARK UNIFORM SERVICES:				447.75	447.75	
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X08	PHONE	08/06/2020	8.93	8.93	09/10/2020
599	AT&T MOBILITY	872564008X08	PHONE	08/06/2020	8.92	8.92	09/10/2020
	Total AT&T MOBILITY:				17.85	17.85	
BAUM SMITH LLC							
831	BAUM SMITH LLC	AUGUST 2020	Admin Legal	08/20/2020	585.00	585.00	09/10/2020
831	BAUM SMITH LLC	AUGUST 2020	PLANNING	08/20/2020	105.00	105.00	09/10/2020
831	BAUM SMITH LLC	AUGUST 2020	LEGAL EXPENSE - POLICE	08/20/2020	52.50	52.50	09/10/2020
	Total BAUM SMITH LLC:				742.50	742.50	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1042393	BOBCAT	08/10/2020	100.00	100.00	09/10/2020
859	BENNETT'S POINT S TIRE & AU	1042617	WELDING - Transfer station	08/26/2020	367.68	367.68	09/10/2020
859	BENNETT'S POINT S TIRE & AU	1042641	Lawn Mower repair	08/27/2020	89.00	89.00	09/10/2020
	Total BENNETT'S POINT S TIRE & AUTO:				556.68	556.68	
BOHN'S PRINTING							
148	BOHN'S PRINTING	80233	Copier Charge	08/26/2020	9.33	9.33	09/10/2020
	Total BOHN'S PRINTING:				9.33	9.33	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	042262	MPN/ Enumeration	07/14/2020	55.00	55.00	09/10/2020
151	BOX R WATER ANALYSIS LAB	042447	TKN Nitrogen test	07/30/2020	119.00	119.00	09/10/2020
151	BOX R WATER ANALYSIS LAB	142580	Biochemical Oxygen	08/16/2020	99.00	99.00	09/10/2020
	Total BOX R WATER ANALYSIS LAB:				273.00	273.00	
City of Condon							
184	City of Condon	AUGUST 2020	Utility Payments Business Credit	08/31/2020	571.40	571.40	09/10/2020
	Total City of Condon:				571.40	571.40	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	City Hall	08/25/2020	139.48	139.48	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Golf Course	08/25/2020	47.14	47.14	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	MAIN ST PARK	08/25/2020	107.75	107.75	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Memorial Hall	08/25/2020	40.71	40.71	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Golf Course	08/25/2020	45.88	45.88	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Sewer Plant w pivot	08/25/2020	402.02	402.02	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Disposal	08/25/2020	299.82	299.82	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Golf Course	08/25/2020	137.23	137.23	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	City Farm	08/25/2020	3,707.71	3,707.71	09/10/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Street Lights	08/25/2020	1,444.25	1,444.25	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	City Farm	08/25/2020	41.63	41.63	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Golf Course	08/25/2020	130.86	130.86	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Swimming Pool	08/25/2020	560.73	560.73	09/10/2020
169	COLUMBIA BASIN ELECTRIC	AUGUST 2020	Library	08/25/2020	248.25	248.25	09/10/2020
	Total COLUMBIA BASIN ELECTRIC:				7,353.46	7,353.46	
COLUMBIA BASIN HS RODEO							
170	COLUMBIA BASIN HS RODEO	AUGUST 2020	Donation/HS Rodeo	08/31/2020	75.00	75.00	09/10/2020
	Total COLUMBIA BASIN HS RODEO:				75.00	75.00	
CONDON CHAMBER OF COMMERCE							
196	CONDON CHAMBER OF COMM	AUGUST 2020	Website & Pool updates	08/17/2020	150.00	150.00	09/10/2020
	Total CONDON CHAMBER OF COMMERCE:				150.00	150.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	0901849	PARTS	08/06/2020	6,110.60	6,110.60	09/10/2020
254	FERGUSON ENTERPRISES	0902295	PARTS	08/13/2020	3,082.68	3,082.68	09/10/2020
	Total FERGUSON ENTERPRISES:				9,193.28	9,193.28	
FOLCK, JEANNE							
1507	FOLCK, JEANNE	AUGUST 2020	Acct#4644.04 321 S A St POB 17	09/01/2020	53.43	53.43	09/10/2020
	Total FOLCK, JEANNE:				53.43	53.43	
GEER, SIDNEY							
1505	GEER, SIDNEY	AUGUST 2020	POOL EXPENSES	08/31/2020	51.92	51.92	09/10/2020
	Total GEER, SIDNEY:				51.92	51.92	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL94416	FUEL	08/31/2020	40.07	40.07	09/10/2020
304	HATTENHAUER DIST.	CL94416	FUEL	08/31/2020	117.01	117.01	09/10/2020
304	HATTENHAUER DIST.	CL94416	Golf Fuel	08/31/2020	169.06	169.06	09/10/2020
304	HATTENHAUER DIST.	CL94416	Park Fuel	08/31/2020	55.78	55.78	09/10/2020
	Total HATTENHAUER DIST.:				381.92	381.92	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	AUGUST 2020	Administration	09/01/2020	134.37	134.37	09/10/2020
766	HOME TELEPHONE COMPANY	AUGUST 2020	Water	09/01/2020	147.50	147.50	09/10/2020
766	HOME TELEPHONE COMPANY	AUGUST 2020	Sewer	09/01/2020	164.33	164.33	09/10/2020
766	HOME TELEPHONE COMPANY	AUGUST 2020	Pool	09/01/2020	47.70	47.70	09/10/2020
	Total HOME TELEPHONE COMPANY:				493.90	493.90	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	AUGUST 2020	MRC Fiber Project	09/01/2020	2,000.00	2,000.00	09/10/2020
	Total INLAND DEVELOPMENT CORPORATION:				2,000.00	2,000.00	
INTEGRATED WEED CONTROL							
1506	INTEGRATED WEED CONTROL	020-156	WEED CONTROL	08/05/2020	625.00	625.00	09/10/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total INTEGRATED WEED CONTROL:				625.00	625.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	AUG 2020	Golf Repairs	08/27/2020	275.65	275.65	09/10/2020
	Total JAMIESON & MARSHALL:				275.65	275.65	
KIRBY NAGELHOUT CONSTRUCTION CO.							
1500	KIRBY NAGELHOUT CONSTRU	AUG 2020	City Hall Remodel Contract Paym	08/31/2020	35,534.75	.00	
	Total KIRBY NAGELHOUT CONSTRUCTION CO.:				35,534.75	.00	
LES SCHWAB TIRE CENTER							
824	LES SCHWAB TIRE CENTER	20800191330	TIRES	09/01/2020	270.20	270.20	09/10/2020
824	LES SCHWAB TIRE CENTER	20800191330	TIRES	09/01/2020	270.20	270.20	09/10/2020
	Total LES SCHWAB TIRE CENTER:				540.40	540.40	
LRS ARCHITECTS							
862	LRS ARCHITECTS	17884	City Hall Remodel	08/31/2020	3,387.50	3,387.50	09/10/2020
	Total LRS ARCHITECTS:				3,387.50	3,387.50	
M & A AUTO PARTS							
371	M & A AUTO PARTS	AUG 2020	streets	08/31/2020	11.28	11.28	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Water	08/31/2020	12.49	12.49	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Sewer	08/31/2020	12.50	12.50	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Golf Repair	08/31/2020	9.97	9.97	09/10/2020
371	M & A AUTO PARTS	AUG 2020	TOOLS	08/31/2020	169.00	169.00	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Golf Repair	08/31/2020	12.92	12.92	09/10/2020
371	M & A AUTO PARTS	AUG 2020	SUPPLIES	08/31/2020	37.49	37.49	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Golf MISC	08/31/2020	35.67	35.67	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Golf MISC	08/31/2020	9.64	9.64	09/10/2020
371	M & A AUTO PARTS	AUG 2020	Park	08/31/2020	16.98	16.98	09/10/2020
	Total M & A AUTO PARTS:				327.94	327.94	
OFFICE DEPOT							
427	OFFICE DEPOT	113348032001	Office Supplies	08/05/2020	39.76	39.76	09/10/2020
427	OFFICE DEPOT	113356314001	Office Supplies	08/06/2020	9.23	9.23	09/10/2020
427	OFFICE DEPOT	113356315001	Office Supplies	08/05/2020	2.99	2.99	09/10/2020
	Total OFFICE DEPOT:				51.98	51.98	
THE POOL AND SPA HOUSE							
649	THE POOL AND SPA HOUSE	666151-1	Pool Chemicals & Supplies	08/20/2020	432.60	432.60	09/10/2020
	Total THE POOL AND SPA HOUSE:				432.60	432.60	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	AUGUST 2020	City Hall Legal - Elections	08/20/2020	60.00	60.00	09/10/2020
540	THE TIMES-JOURNAL	SEPTEMBER 2	Golf Scorecards	09/09/2020	175.00	175.00	09/10/2020
540	THE TIMES-JOURNAL	SEPTEMBER 2	POOL AD	09/09/2020	30.00	30.00	09/10/2020
540	THE TIMES-JOURNAL	SEPTEMBER 2	Transfer station	09/09/2020	108.00	108.00	09/10/2020
540	THE TIMES-JOURNAL	SEPTEMBER 2	POOL AD	09/09/2020	36.00	36.00	09/10/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total THE TIMES-JOURNAL:				409.00	409.00	
THYSSENKRUPP ELEVATOR							
773	THYSSENKRUPP ELEVATOR	3005461250	Lift Chair	09/01/2020	247.88	247.88	09/10/2020
	Total THYSSENKRUPP ELEVATOR:				247.88	247.88	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	AUGUST 2020	Office Supplies	08/25/2020	6.19	6.19	09/10/2020
548	TWO BOYS MEAT & GROCERY	AUGUST 2020	PARK SUPPLIES	08/25/2020	10.58	10.58	09/10/2020
548	TWO BOYS MEAT & GROCERY	AUGUST 2020	POOL SUPPLIES	08/25/2020	14.78	14.78	09/10/2020
	Total TWO BOYS MEAT & GROCERY:				31.55	31.55	
VISA							
559	VISA	AUG 2020 691	STREET PAINT	08/23/2020	265.89	265.89	09/10/2020
559	VISA	AUG 2020 691	Pool supplies	08/23/2020	14.99	14.99	09/10/2020
559	VISA	AUG 2020 691	Water Supplies	08/23/2020	41.20	41.20	09/10/2020
559	VISA	AUG 2020 691	Sewer supplies	08/23/2020	41.19	41.19	09/10/2020
559	VISA	AUG 2020 691	Administration Supplies	08/23/2020	91.44	91.44	09/10/2020
559	VISA	AUG 2020 691	Sewer supplies	08/23/2020	50.94	50.94	09/10/2020
559	VISA	AUG 2020 691	Golf Supplies	08/23/2020	19.41	19.41	09/10/2020
559	VISA	AUG 2020 691	Golf Supplies	08/23/2020	139.85	139.85	09/10/2020
559	VISA	AUG 2020 691	Administration Supplies	08/23/2020	46.50	46.50	09/10/2020
559	VISA	AUG 2020 691	Water Supplies	08/23/2020	4.64	4.64	09/10/2020
559	VISA	AUG 2020 691	Sewer supplies	08/23/2020	4.64	4.64	09/10/2020
559	VISA	AUG 2020 691	Golf Supplies	08/23/2020	110.99	110.99	09/10/2020
559	VISA	AUG 2020 691	Water Supplies	08/23/2020	55.00	55.00	09/10/2020
559	VISA	AUG 2020 691	Sewer supplies	08/23/2020	55.00	55.00	09/10/2020
559	VISA	AUG 2020 691	Pool supplies	08/23/2020	50.94	50.94	09/10/2020
559	VISA	AUG 2020 857	MONTHLY EMAIL JULY	08/23/2020	80.00	80.00	09/10/2020
559	VISA	AUG 2020 857	MASKS	08/23/2020	100.00	100.00	09/10/2020
559	VISA	AUG 2020 857	Golf Repair	08/23/2020	372.38	372.38	09/10/2020
559	VISA	AUG 2020 857	SOFTWARE SUPPORT	08/23/2020	23.88	23.88	09/10/2020
559	VISA	AUG 2020 857	MONTHLY EMAIL AUGUST	08/23/2020	80.00	80.00	09/10/2020
	Total VISA:				1,648.88	1,648.88	
	Grand Totals:				65,884.55	30,349.80	

Dated: _____

Mayor: _____

City Admininstrator: _____

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

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2
Account Number: #### #### #### 8577
Page 1 of 4

VISA

RECEIVED
SEP - 1 2020
CITY OF CONDON

Account Summary

Billing Cycle		08/23/20
Days In Billing Cycle		32
Previous Balance		$1,679.95
Purchases	+	656.26
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$1,679.95
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$656.26**

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,343.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	**$0.00**
Disputed Amount	$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	**$656.26**
MINIMUM PAYMENT	**$656.26**
PAYMENT DUE DATE	**09/16/2020**

***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.*

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!

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/22/20	07/23/20	5045	24430990204400817036252	MSFT * E0500BQMKC Monthly email chg July	$80.00
				MSBILL.INFO WA	
07/28/20	07/29/20	5311	24137460211001091486014	NORDSTROM DIRECT #0808 masks	$100.00
				800-285-5800 IA	
07/31/20	08/02/20	5251	24492150214852450232404	RR PRODUCTS INC Golf Supplies - Reel	$372.38
				520-889-3593 AZ	
08/01/20	08/02/20	5734	24431060214700600811426	ADOBE EXPORTPDF SUB Software for forms	-$23.88
				408-536-6000 CA	

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2

VISA

Account Number: #### #### #### 8577
Closing Date: 08/23/20
Credit Limit: $10,000.00 Available Credit: $9,343.00

1041

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/11/20	08/11/20	6010	1 0224121384000010	PAYMENT - THANK YOU	$1,679.95 -
08/23/20	08/23/20	5045	24430990236400815034335	MSFT * E0500C0OJN 800-642-7676 WA	$80.00

monthly email Avg

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	$ 656.26

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

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 1
Account Number: #### #### #### 6910
Page 1 of 4

VISA

RECEIVED
SEP - 1 2020
CITY OF CONDON

Account Summary

Billing Cycle		08/23/20
Days In Billing Cycle		32
Previous Balance		$1,974.90
Purchases	+	992.62
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$1,974.90
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$992.62**

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,007.00
Available Cash	$0.00
Amount Over Credit Line	$0.00
Amount Past Due	**$0.00**
Disputed Amount	$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	**$992.62**
MINIMUM PAYMENT	**$992.62**
PAYMENT DUE DATE	**09/16/2020**

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.*

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!

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/24/20	07/24/20	5085	24692160206100686621561	GIH*GLOBALINDUSTRIALEQ 800-645-2986 FL street paint	✓$265.89 St 231
07/27/20	07/28/20	5942	24692160209100345267514	AMZN Mktp US*MF8V10F21 Amzn.com/bill WA pool exit signs	✓$14.99 Pool 10
07/27/20	07/28/20	5999	24086370210600107441617	MADRAS MARINE MADRAS OR air filter/Belt	$82.39 W270 41.25 S270 41.19
07/27/20	07/29/20	5200	24692160210100806122593	THE HOME DEPOT 4032 REDMOND OR Golf-hoses-sprinkle City hall faucet	$301.64 —
07/31/20	08/02/20	5812	24786640214012099922700	THE DRIVE IN CONDON OR staff lunch	✓$46.50 A140

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 1

VISA

Account Number: #### #### #### 6910
Closing Date: 08/23/20
Credit Limit: $10,000.00 Available Credit: $9,007.00

988

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
08/05/20	08/07/20	5814	24164070219255187662129	SUBWAY 03116878 MADRAS OR PW travel	$9.28 W270 S270
08/11/20	08/11/20	6010	1 0224121384000020	PAYMENT - THANK YOU	$1,974.90 -
08/11/20	08/12/20	5251	24492150224852013280914	RR PRODUCTS INC 520-889-3593 AZ Golf supplies	$110.99 G150
08/11/20	08/12/20	9402	24137460225001095595913	USPS PO 4017920823 CONDON OR Stamps	$110.00 W10 S10
08/17/20	08/19/20	5200	24610430231010195823977	THE HOME DEPOT #4026 THE DALLES OR Horse / water	$50.94 pool10

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	$ 992.62

[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 250.84
G190 19.41
W10 55.00
S10 105.94
pool 10 65.93
W270 45.84
S270 45.83
st 231 265.84
A140 46.50
A40 91.44
S10
992.62

CONDON SCHOOL DISTRICT 25J

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

Michelle Geer, Principal/ Superintendent
Lori Myers, Business Manager

September 23, 2020

Dear City Council Members,

The School District was approached in January 2020 by the City Administrator requesting us to write a grant to Gilliam County to cover the cost of resurfacing the swimming pool. At that time, we chose not to submit a pool grant because we were submitting a Capital Improvement Grant for the County for school facility improvements. We decided to table the discussion and reassess in the Fall of 2020 if there were remaining funds available from the Spring grant cycle.

Since that January discussion, the COVID pandemic has not only significantly impacted our community but has also significantly impacted the requirements we face to open our doors for onsite instruction. At the same time, we are investing hours each week on the design phase for our new building project. Because our focus and priorities are on managing these efforts, we are not able to invest the time or resources to submit an application for the Fall Capital Improvement Grant.

We would like to get through the design and bid phase of the new grade school building project before making any future commitments. This phase of the project should be completed around March/April of 2021. At that time, we will reevaluate the pool grant and determine if it makes sense for this project to be rolled into our Spring 2021 Capital Improvement grant to the County.

Our District is committed to our students' education, safety, and our facilities. We have a long list of facility needs, and we will continue to reprioritize based on educational trends, student opportunity, and student safety. If you have further questions, please reach out to our Board Chair, Nichole Schott or myself.

Respectfully,

Michelle Geer

Michelle Geer, Superintendent

LEASE AGREEMENT

Between
Condon School District 25J
and
The City of Condon

THIS LEASE is between Board of Education of the **Condon School District 25J** ("Lessor") and **City of Condon,** a municipal corporation of the State of Oregon ("Lessee").

RECITALS

A. Lessor is the owner of real property and all buildings and improvements on the property described on Exhibit "A" attached hereto and incorporated herein ("Real Property").
B. The parties desire to enter into this Lease of the Real Property to allow Lessee to use the property to utilize the pool facilities and operate aquatic programs.
C. **WHEREFORE**, the parties agree to enter into to this Lease for the Real Property according to the following terms and conditions:

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Term**.
    a. **Initial Term**. This Lease shall commence on October 1, 2020. The term of this Lease shall be for a period of **1 (one)** year and shall terminate on September 30, 2021.

2. **Rent**. Lessee shall pay Lessor $1.00 each year for use of the Real Property.

3. **Use of Premises**.
    a. Lessee agrees that:
        i. Lessee is leasing the Real Property for the purpose utilizing the pool facilities**.**
        ii. Lessee shall not make any unlawful or offensive use of the Real Property and shall comply all relevant state and federal statutes, ordinances, rules, regulations and laws now in effect or hereafter enacted.
    b. Lessor agrees that:
        i. Lessor will not take any action which interferes with Lessee's lawful use of the Real Property**.**

4. **Maintenance of the Real Property**. Lessee shall be responsible to maintain the Real Property in good condition and suitable for the purposes of this Lease as outlined herein. Lessor shall be responsible for major repairs to real property and premises.

5. **Lessor Covenant**. Lessor warrants and covenants that to best of Lessor's knowledge, there are no hazards, conditions or circumstances present upon the Real Property which impose any unreasonable risk of harm or injury to Lessee, Lessee's employees, or the public. Lessor further warrants and covenants that the Real Property is compliant with county, state and federal laws regarding pollution control and the use of hazardous materials and toxics in the land. Lessor further warrants the Real Property is fit for its intended use.

6. **Condition of Property at Lease Termination**. Upon expiration of the Lease term or earlier termination on account of default, Lessee shall deliver all keys to Lessor and surrender the Real Property in the same or better condition as at the beginning of the Lease Term, reasonable wear and tear, casualty loss and Lessor caused damage excepted, and broom clean.

7. **Fixtures and Improvements**. During the term of the Lease, Lessee may install trade fixtures, improvements and appropriate signs within or upon the Real Property, provided that they do not compromise the value or usefulness of the Real Property. Upon termination or expiration of the Lease, all trade fixtures, improvements and signs may be removed by Lessee, provided that such removal does not cause material harm or damage to the property, and Lessee pays costs and expenses associated with the removal and repair of the property made necessary thereby.

8. **Damage to Real Property**. If at any time during the term of this Lease, the Real Property becomes unusable for Lessee's purposes as established by this Lease at no fault of the Lessee, Lessee may terminate the Lease immediately by providing written notice to Lessor in accordance with Section 14.

9. **Subrogation.** Neither the lessor nor the lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvements of which the leased premises are a part or with which they are connected, or the contents leased any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability

shall exist whether or not the damage or destruction is caused by the negligence of either lessor or lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the lessor and the lessee that the rental reserved by this lease has been fixed in contemplation that each party shall fully provide his own insurance protection at his own expense, and that each party shall fully provide his own insurance protection at his own expense, and that each party shall look to his respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers shall not be entitled to subrogation under any circumstance against any party to this lease. Neither the lessor nor the lessee shall have any interest or claim in the other's insurance policy, or the proceeds thereof, unless specifically covered therein as a joint assured.

10. **Property and Liability Insurance**.
    a. Lessee will carry and maintain insurance against direct physical loss of all owned real property described on Exhibit "A" attached. Lessee shall be responsible for purchasing property insurance as Lessee sees fit to insure property not owned by the Lessor and at Lessee's own cost.
    b. Lessee shall carry liability insurance; such insurance shall provide $2,500.000 in coverage per occurrence. Liability insurance shall include general casualty, bodily injury, personal injury and/or property damage. Liability insurance should include coverage for damages caused by a tort, personal injury or other wrongful acts.
    c. Lessee shall add the Condon School District as an Additional Insured onto such liability insurance policy and provide a certificate of insurance showing Condon School District, its officers, agents, employees, successors, assigns, and authorized representatives are listed as an Additional Insured.
    d. Lessor shall also maintain liability insurance in the amount of $2,500,000.00 per occurrence to cover the Real Property. Lessor shall name Lessee as an additional insured on said policy. If Lessor has an existing policy covering the Real Property, Lessor shall add Lessee as an additional insured to the existing policy.

11. **Indemnification** Subject to the limits in the Tort Claims Act, Lessee and Lessor agree to indemnify and hold each other harmless against any or all claims and demands arising from the negligence of Lessee, their agents, employees or assigns, as to the use of the premises, and shall at his own expense defend the other from any and all suits or actions awarded against Lessor or Lessee from the same.

12. **Default**.
    a. **By Lessee**. Default by Lessee shall consist of:
        i. Failure to perform the responsibilities listed in Section 4 after Lessor provides written notification.
        ii. Use of the Real Property unlawfully or in conflict with the Lessee's proposed purposes established in this Lease.
        iii. Failure to maintain the Real Property in accordance with Lease terms or interference with Lessee's purpose of use as described herein.
    b. **By Lessor**. Default by Lessor shall consist of a failure to maintain any covenant required by this agreement, following written notice by Lessee as provided below.
    c. **Notice of Default**. In the event of default by either party, the non-defaulting party shall furnish written notification to the allegedly defaulting party describing the conduct amounting to default and remedial action required to correct the default. If the defaulting party fails to respond to or correct the alleged default within thirty (30) days of receiving notice, the non-defaulting party shall be entitled to terminate this Lease with written notice to the other party.

13. **Termination.**
    a. **Termination by Lessor before end of term**. If Lessor intends to terminate this Lease before the end of the Lease term, it must provide **60** days written notice to Lessee in accordance with Section 14.
    b. **Termination by Lessee before end of term**. Lessee may terminate this Lease at any point with **60** days written notice to Lessor in accordance with Section 14.

14. **Notice**. In the event it is necessary for either party to provide notification to the other, the notice shall be provided in writing and shall be delivered in person, or mailed by certified or registered mail. Notices shall be effective upon personal receipt, or three (3) days after deposit with the U.S. Postal Service. Notices sent by mail must be addressed as follows:

Lessor: **Condon School District**

210 E Bayard St.

Condon, OR 97823

Lessee: **City of Condon**

P.O. Box 445

Condon, OR 97823

15. **Fiscal.**
    a. This Lease and Lessee's obligation is expressly conditioned upon Lessee being financed in its use, operation and maintenance of the property by Gilliam County. In the event such funds from Gilliam County become unavailable, Lessee reserves the right to immediately terminate this lease.

16. **Quiet Enjoyment**
    a. Lessor warrants that it is the owner of the premises and has the right to lease the premises free of all encumbrances. Lessor will defend Lessee's right to quiet enjoyment of the premises from the lawful claims of all persons during the lease term.

17. **Severability Clause**
    a. If any clause, sentence, or any other portion of this Agreement becomes illegal, null or void or any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law. If any material portion of the Agreement becomes illegal, null or void so that the intent of the Agreement is frustrated, the parties agree to negotiate replacement provisions to fulfill the intent of the Agreement consistent with applicable law.

18. **Attorney Fees and Court Costs**
    a. In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this lease, or to collect the rental which may become due hereunder, or any portion thereof, the losing party agrees to pay to the prevailing party such sum as the trial court may judge reasonable as attorney's fees. In the event the case or suit should be appealed, the losing party agrees to pay such further sum as to the appellate court shall adjudge reasonable as prevailing party's attorney's fees on such appeal. Lessee agrees to pay and

discharge all Lessor's costs and expense, including Lessor's reasonable attorney's fees which shall arise from enforcing any provision or covenant of this lease even though no suit or action is instituted.

19. **Signatures.**

IN WITNESS of this Lease agreement, the parties provide their signatures as follows:

_____	_____
Signature, Authorized Representative	**Signature, Authorized Representative**
Condon School District 25J	**City of Condon**
_____	_____
Date	Date

GILLIAM COUNTY FIRE SERVICES COORDINATOR
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The job of the Coordinator is to coordinate human and financial resources to provide the citizens of Gilliam County with the optimum level of fire services.

Definition: Emergency services within this document refer to participating fire services.

SUPERVISION RECEIVED:

The Coordinator works under the direct supervision of the Gilliam County Fire Services Board who establishes the major objectives and reviews for results. The Gilliam County Fire Services Board is comprised of a representative from each emergency service provider located in Gilliam County who sign an agreement to participate in the coordination effort. Works out of the office of emergency services provider in Arlington and/or Condon

SUPERVISION EXERCISED:

Supervision of employees is not a normal responsibility of this position. This position works closely with volunteer emergency service providers in a support role.

EXAMPLES OF PRINCIPLE DUTIES:

1. Work with the County Emergency Manager in the development of annual program work plans for state and local assistance and development of mitigation, preparedness response and recovery plans.

2. Prepare annual budget for emergency services.

3. Maintain records and inventory of volunteer rosters and training history.

4. Assist in the recruitment and retention of volunteers for emergency services.

5. Assist in development of additional resources for emergency services.

6. Provide administrative services to districts and boards; may include reporting, billing, budget, damage assessment, public relations, intergovernmental relations, and planning.

7. Oversee operation of rescue vehicles including billing for services, staffing, maintenance, and repairs.

8. Represent Gilliam County fire services at regional and state levels when it is clearly necessary to preserve or advise in the interest of emergency service providers in Gilliam County.

9. Facilitate the timely and efficient response by emergency service providers to calls from the primary public safety answering point or participating agencies. The Fire Services Coordinator will respond to calls for service when requested by participating fire agencies. He or she will respond in whatever capacity requested.

10. Work closely with management and staff of the PSAP to resolve issues related to the 911 communications system in Gilliam County.

11. Work closely with emergency service providers in Gilliam County including the Sheriff's Office, Rural Fire Districts, City Fire Departments, Ambulance Services, and State Police.

12. Attend 911 committee meetings.

13. Coordinate training for emergency service responders in appropriate call response techniques.

14. Draft policies and procedures, obtain committee and departmental approval, review and update as required by revisions to rules no less than annually.

15. Perform travel required between Arlington and Condon Departments as determined by approved work schedule.

EMPLOYMENT QUALIFICATIONS

Required to reside within Gilliam County.

Knowledge of standards of performance for fire, ambulance, quick response and emergency management. Ability to communicate and work with government, emergency service agencies, volunteers, and the public. Must have good writing skills, basic knowledge of public budget process. Must be self-motivated and able to work with little direct supervision. Must have a valid Oregon Driver's License or have the ability to obtain an ODL immediately. Certified fire instructor or have the ability to obtain certification within one year.

Prefer experience as a firefighter and/or emergency manager or equivalent experience with the ability to obtain firefighter certifications within one year.

Reasonable accommodation will be made to meet the job-related needs of a handicapped person with known limitations.

The statements contained above reflect the general details as necessary to describe the principal functions of this job. They should not be considered an all-inclusive list of duties and/or work requirements.

I acknowledge having received, read and understand the above job description and attached minimum requirements for the position of Gilliam County Fire Services Coordinator.

Printed full name: Laci Olsen

Signature: Laci Olsen Date: 01/28/2019

INTERGOVERNMENTAL AGREEMENT FOR FIRE COORDINATOR SERVICES

This Intergovernmental Agreement for Fire Coordinator Services (this "Agreement") is dated August ___, 2020, but made effective for all purposes as of _____, 2020 (the "Effective Date"), between Gilliam County ("County"), a political subdivision of the State of Oregon, North Gilliam County Rural Fire Protection District ("NGRFPD"), an Oregon special district, South Gilliam County Rural Fire Protection District ("SGRFPD"), an Oregon special district, City of Arlington ("Arlington"), an Oregon municipal corporation, and City of Condon ("Condon"), an Oregon municipal corporation.

RECITALS:

A. The parties entered into a certain Memorandum of Agreement dated May 9, 2001 (the "Original Agreement") pursuant to which the parties formed the "Gilliam County Fire Services Board" (the "Board"). The Board was formed to facilitate the recruitment, selection, and supervision of a fire services coordinator. The parties find it necessary to enter into this Agreement to more particularly describe the parties' respective responsibilities and obligations concerning the fire services coordinator.

B. This Agreement is made pursuant to ORS 190.010, which statute provides that units of local government may enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform.

AGREEMENT:

NOW, THEREFORE, in consideration of the parties' respective obligations under this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Definitions. Unless defined elsewhere in this Agreement, capitalized terms contained in this Agreement have the meanings assigned to them in the attached Appendix A.

2. Gilliam County Fire Services Board. The parties affirm and reaffirm the formation and establishment of the Board. The Board's purposes include, without limitation, the following: (a) review, evaluate, and address fire service delivery challenges in a cost-effective manner by providing technical assistance to Gilliam County citizens; (b) endeavor to ensure that Gilliam County citizens receive adequate fire emergency services; (c) assist SGRFPD with the recruitment and selection of the Coordinator; (d) assist the Coordinator and Coordinator's operations; (e) provide administration and resources for the Coordinator as the Board determines necessary or appropriate; (f) provide a forum for communication and consultation among the parties; and (g) carry out such other responsibilities and functions as determined necessary or appropriate by the Board. Without otherwise limiting the generality of the immediately preceding sentence, and subject to the Laws, the Board will have the following general powers: (y) adopt bylaws, rules, regulations, standards, and/or policies necessary to carry out the purposes of the Board and this Agreement; and (z) exercise all powers pursuant to the Laws, including, without limitation, the principal acts of the parties and ORS Chapter 190, which are necessary and/or appropriate to carry out the purposes of the Board and this Agreement.

3. Board Membership; Meetings.

3.1 Membership. The Board will consist of five members. The governing body of each party will appoint one of its elected officials to serve as a Board member. The appointed member will represent his or her appointing party. If a vacancy occurs on the Board, the vacancy will be filled by the governing body of the party that appointed the departed member. Each fiscal year the Board will elect a chairperson and vice-chairperson from its membership, each of whom will serve a one-year term; provided, however, no member will serve more than one year as chairperson in any four-year period. The chairperson will preside at all meetings of the Board and perform such other duties prescribed by the Board from time to time.

3.2 Meetings. A majority of the then-appointed Board members will constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. Except as this Agreement and/or applicable Law requires otherwise, the express concurrence of a quorum is necessary to decide any question before the Board. Each Board member will be entitled to vote on all Board decisions, subject to applicable Laws. Regular meetings of the Board will be held at least quarterly at such day, time, and place as determined by the Board. All Board meetings are subject to Oregon's Public Meetings Law, ORS 192.311 – 192.478, as amended. Unless otherwise provided, Robert's Revised Rules of Order will govern all procedural matters.

4. Board Responsibilities. Subject to any limitations set forth in this Agreement and/or ORS chapter 190, the Board will have the authority and responsibilities set forth in this Agreement, including this Section 4. The Board will provide, at a minimum, the following administrative and managerial services: (a) assist SGRFPD with the recruitment and selection of the Coordinator; (b) establish a job description, salary, and budget for the Coordinator; (c) receive and review reports from the Coordinator concerning the provision of fire services in Gilliam County; and (d) prepare and provide each party with a monthly financial report consisting of an accounting of the Board Fund. The Board will not have the authority to perform the following: (x) commit the taxing authority or general funds of any party's governing body; (y) impose ad valorem property taxes; and/or (z) expend (or cause the expenditure of) funds in excess of (or inconsistent with) the Budget.

5. Party Responsibilities. In addition to all other party responsibilities contained in this Agreement, including, without limitation, the cost-sharing obligations described in Section 7, each party will (a) require that each party's Board member provide the party's respective governing body with regular updates regarding the Coordinator's activities and the Services, and (b) host any required Board and/or community meetings from time to time. NGRFPD and SGRFPD will provide (y) sufficient furnished office space for the Coordinator, and (z) such equipment, technology, furnishings, and other materials necessary for the Coordinator to timely and properly perform the Services.

6. SGRFPD Responsibilities; Employment of Coordinator.

6.1 Responsibilities; Costs. Subject to the terms and conditions contained in this Agreement, SGRFPD will be responsible for, and is hereby empowered to take, all actions necessary and/or appropriate to support the Board's operation and its affairs in accordance with this Agreement and all Board policies. Without otherwise limiting the generality of the immediately preceding sentence, SGRFPD will provide and/or perform the following: (a) employ and terminate the Coordinator subject to and in accordance with SGRFPD policies and procedures; provided, however, SGRFPD will not appoint, employ, and/or terminate the Coordinator without the Board's prior approval; (b) incur and pay, on the behalf of parties and in accordance with this Agreement and the Budget, all Board expenses; (c) enter into contracts subject to and in accordance with this Agreement, Board policies, and SGRFPD's policies and procedures (including, without limitation, all applicable public contracting rules and procedures); and (d) carry out such other necessary and/or appropriate responsibilities and functions that the Board may require from time to time.

6.2 Coordinator.

6.2.1 Employment. Notwithstanding anything contained in this Agreement to the contrary, the Coordinator will be employed by (and serve as an employee of) SGRFPD. SGRFPD will pay all compensation, benefits, taxes, costs, and expenses arising out of or resulting from SGRFPD's employment of the Coordinator, including, without limitation, vacation, sick leave, holidays, social security, unemployment benefits, contributions to the Public Employees Retirement System, workers' compensation insurance, medical insurance, dental insurance, and life and disability insurance; provided, however SGRFPD will use the Contributions to defray Coordinator-related costs and expenses.

6.2.2 Services. The Coordinator will report to the Board. In addition to all other

Coordinator duties and responsibilities identified in this Agreement, the Coordinator will be responsible for the effective and efficient provision of fire services in Gilliam County. Subject to the terms and conditions contained in this Agreement, the Coordinator will perform for and on behalf of the parties those fire coordination services set forth in the attached Exhibit A (the "Services"). The Coordinator will (a) consult with and advise the Board on all matters concerning the Services reasonably requested by the Board, (b) communicate all matters and information concerning the Services to the Board and perform the Services under the general direction of the Board (or its designee), (c) devote such time and attention to the performance of the Services as necessary or appropriate, and (d) perform the Services to the best of the Coordinator's ability in accordance with this Agreement and such employment agreement between the Coordinator and SGRFPD.

6.2.3 Personnel Matters. Subject to the terms and conditions contained in this Agreement, SGRFRD is responsible for all personnel matters concerning the Coordinator, including, without limitation, compensation, benefits, standards of service, discipline, performance of duties, working hours, termination, and employment. The Coordinator will not be entitled to any wages and/or benefits which accrue to employees of the other parties, including, without limitation, unemployment benefits, contributions to the Public Employees Retirement System, workers' compensation insurance, medical insurance, dental insurance, and life and disability insurance. SGRFPD employees (including, without limitation, the Coordinator) are not employees of the other parties.

7. Budget; Contributions; Accounting.

7.1 Operating Budget. The Coordinator will prepare and develop the Board's annual operating budget (the "Budget") for the Board's review and approval. Agency will adhere to the fiscal year budget preparation cycle and will endeavor to adopt its annual budget by June 1 each year. The budget period will be on a fiscal year basis beginning on July 1 each year and ending on the immediately following June 30.

7.2 Contributions. Subject to the terms and conditions contained in this Agreement, the Board's activities, including, without limitation, employment of the Coordinator, will be funded through the cost sharing formula/parties' annual contributions (each a "Contribution") identified in the Contribution Schedule attached hereto as Schedule 7.2 (the "Contribution Schedule"). The Contribution Schedule will be reviewed no less than annually and will be based on the then-applicable Budget. The parties may increase or decrease the total Contribution amount from time to time if and when the Board determines necessary or appropriate; provided, however, no modification to the Contribution Schedule will be binding and effective unless and until County first approves the modification in writing. Any increase in the total Contribution amount will be proportionally borne by all parties consistent with the Contribution percentages identified in the Contribution Schedule.

7.3 Maintenance of Board Fund. SGRFRD will maintain a special reserve fund dedicated to the purpose of recording financial transactions specific to Board activities (the "Board Fund"). Funds contributed in accordance with Section 7.2 will be maintained in the Board Fund. In accordance with and subject to the Laws, the Coordinator may make expenditures for the acquisition, purchase, and/or lease of materials, services, supplies, facilities, and/or equipment as may be necessary or appropriate to perform the Services and/or carry out the purposes of this Agreement; provided, however, expenditures will not exceed funds appropriated by the Board in the Budget for the specific purposes and will be made in accordance with applicable Law.

7.4 Payment. Each party will timely pay its Contribution amount based on the then-applicable Contribution Schedule. No later than July 15 each year, the Board (through the Coordinator) will invoice each party for the party's Contribution amount. Each party will pay the amount due under each invoice within thirty (30) days after the party's receipt of the invoice.

7.5 Accounting. On or before September 1st each year, the Board will complete an accounting of Board expenditures during the immediately preceding fiscal year. If the Board's accounting determines that the Contributions identified in Contribution Schedule were insufficient to cover the Board's

expenditures during the immediately preceding fiscal year, each party will pay the unpaid balance (on a proportionate basis consistent with the party's percentage identified in the Contribution Schedule) within thirty (30) days after the party's receipt of notice from the Coordinator.

8. Indemnification. To the fullest extent permitted under applicable law, each party releases and will defend, indemnify, and hold the other parties and their respective Representatives harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of the party's breach and/or failure to perform the party's obligations contained in this Agreement. Notwithstanding the immediately preceding sentence, the parties will not be required to defend, indemnify, and hold SGRFPD and its Representatives harmless for, from, and against any claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from and/or related to the Coordinator's employment, including, without limitation, claims of wrongful termination, discrimination, and/or harassment. The parties understand and acknowledge that each party retains all immunities and privileges granted by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and all other statutory rights granted because of their status as public bodies.

9. Relationship. Each party is an independent contractor of the other parties. This Agreement does not create a joint venture and/or agency relationship between the parties and does not establish a joint venture or partnership between the parties. No party has the authority to bind the other party or represent to any person that a party is an agent of the other party. No party will provide any benefits to any other party; each party will be solely responsible for obtaining the party's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Notwithstanding anything contained in this Agreement to the contrary, the Board will not have the authority to bind and/or encumber a party in any manner except as the party agrees through both the policy and administrative authority granted to the party's appointed Board member.

10. Term; Termination.

10.1 Term. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect for a period of three years thereafter (the "Initial Term"), unless sooner terminated as provided in this Agreement. Upon expiration of the Initial Term, this Agreement will automatically renew for one or more term(s) of one year each, unless sooner terminated in accordance with this Agreement. Commencing on or about July 1, 2021, and continuing on or about the same day of each year thereafter during the term of this Agreement, the parties will review this Agreement to determine whether any changes and/or modifications to this Agreement are necessary or appropriate. Any changes and/or modifications to this Agreement require the parties' written agreement. Notwithstanding anything contained in this Agreement to the contrary, the parties may terminate this Agreement by the parties' written consent.

10.2 Voluntary Withdrawal by a Party. Any party may elect to terminate its participation in this Agreement (and the Board) by providing six months' prior written notice to the chairperson, each member of the Board, and the governing body of each party. Withdrawal will be effective at 11:59 of the June 30 that is no less than six months after the date of such notice. The withdrawing party will continue to pay its share of, and/or be responsible for, its Contribution amounts and will defend, indemnify, and hold the remaining parties harmless for, from, and against those financial responsibilities and obligations attributable to the withdrawing party and/or accruing prior to the effective date of the withdrawing party's withdrawal. Termination of this Agreement does not relieve any party from its obligations incurred prior to the effective date of termination.

10.3 Distribution of Funds Upon Termination. Upon termination of this Agreement, the Board's cash, if any, will be distributed to each party in proportion to each party's Contribution percentage identified in the Contribution Schedule. All remaining Board assets, if any, will be distributed in the manner agreed upon by the parties.

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10.4 Dissolution and Wind Up. In the event that the Parties agree to terminate this Agreement (as provided above) and dissolve SGRFPD, the dissolution motion shall provide an estimated timeline for the dissolution and shall name two Board members (called "Dissolution Managers" in this Agreement) responsible for overseeing the dissolution process. The Dissolution Managers may retain professional assistance as needed and shall take immediate steps to begin to permanently terminate and dissolve the Board. Such dissolution steps shall include but are not limited to the following:

10.4.1 Providing written notice to all Parties' elected officials of the pending dissolution, including the proposed timeline for a final dissolution and the Board's expected process for ending employment relationships.

10.4.2 Notification to all neighboring governments, all necessary State and federal agencies, and all partners of such dissolution.

10.4.3 Creation of a budget document which shall account for all Board funds, revenues, and assets and all Board debts and financial responsibilities.

10.4.4 Satisfaction of all Board debts and financial responsibilities, including a final financial and accounting of all debts and resources.

10.4.5 Any funds or revenues remaining in Board accounts after satisfying all Board debts and financial responsibilities shall be distributed to the Parties in proportion to their funding contributions. Such distribution plan shall be documented in writing and shall be provided to all Parties prior to distribution.

10.4.6 Any personal property, equipment and furnishings not identified for return to a third party or a Party shall be sold in accordance with applicable public contracting and procurement law. After ensuring payment or satisfaction of all Board debts or financial responsibilities, the funds from such sale shall be distributed to the Parties in proportion to their funding contribution to the Board. Such distribution plan shall be documented in writing and provided to all Parties prior to distribution.

10.4.7 Any other actions or decisions required to fully dissolve the Board, as determined by the Board's Dissolution Managers, including specifically a plan for either maintaining or abandoning the infrastructure.

11. Miscellaneous.

11.1 Coordination; Assignment; Binding Effect. The parties will maintain adequate levels of communication to ensure maximum cooperation and coordination between the parties. No party may assign any of the party's rights and/or obligations under this Agreement to any person without the prior written consent of the other parties. Subject to the immediately preceding sentence, this Agreement will be binding on the parties and their respective heirs, executors, administrators, successors, and permitted assigns and will inure to their benefit. The parties will execute all documents or instruments and will perform all lawful acts necessary or appropriate to carry out the intent of this Agreement. All exhibits, schedules, instruments, and other documents referenced in this Agreement are part of this Agreement.

11.2 Notices; Severability; Remedies. Any notice will be deemed given when personally delivered or delivered by facsimile or email transmission (with electronic confirmation of delivery), or will be deemed given three days following delivery of the notice by U.S. mail, certified, return receipt requested, postage prepaid, by the applicable party to the address shown in Appendix A (or any other address that a party may designate by notice to the other parties), unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed delivered on the next following business day. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. If a party breaches and/or otherwise fails to perform any of the party's representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting parties may, in addition to any other remedy provided to the

non-defaulting parties under this Agreement, pursue all remedies available to the non-defaulting parties at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

11.3 Waiver; Entire Agreement; Amendment; Counterparts. Notwithstanding anything contained in this Agreement to the contrary, no provision of this Agreement may be modified, waived, and/or discharged unless such waiver, modification, and/or discharge is agreed to in writing by the parties. No waiver by a party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the parties' agreement and supersedes any other oral or written negotiations, discussions, representations, and/or agreements, including, without limitation, the Original Agreement. No addition, modification, amendment, or alteration to this Agreement will be effective against the parties unless specifically agreed upon in writing and signed by the parties. This Agreement may be signed in one or more counterparts.

11.4 Applicable Law; Venue; Attorney Fees. This Agreement will be construed, applied, and enforced in accordance with the laws of the State of Oregon. Any action or proceeding arising out of this Agreement will be litigated in courts located in Gilliam County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Gilliam County, Oregon. With respect to any dispute relating to this Agreement, or if a suit, action, arbitration, or other proceeding of any nature whatsoever is instituted to interpret or enforce the provisions of this Agreement, including, without limitation, any proceeding under the U.S. Bankruptcy Code and involving issues peculiar to federal bankruptcy law or any action, suit, arbitration, or proceeding seeking a declaration of rights or rescission, the prevailing party will be entitled to recover from the losing party(ies) its reasonable attorney fees, paralegal fees, expert fees, and all other fees, costs, and expenses incurred in connection therewith, as determined by the judge or arbitrator at trial, arbitration, or other proceeding, or on any appeal or review, in addition to all other amounts provided by law.

11.5 Legal Representation. The law firm of Bryant, Lovlien & Jarvis, P.C. ("Law Firm") has been employed by County to prepare this Agreement. Law Firm represents only County in the negotiation and preparation of this Agreement. The parties to this Agreement have thoroughly reviewed this Agreement with their own legal counsel or have knowingly waived their right to do so.

11.6 Original Agreement. This Agreement amends, supersedes, and replaces the Original Agreement in its entirety. The Original Agreement is deemed null and void and of no further force and effect as of the Effective Date; provided, however, the parties are not released from (and remain obligated for) any liabilities and/or obligations that have arisen out of or under the Original Agreement prior to the Effective Date. This Agreement will not be construed as an actual or implied waiver and/or release of any party's obligation and/or liability arising out of or under the Original Agreement.

11.7 Person; Interpretation; Signatures. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political subdivision, or any other entity. All pronouns contained herein 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. This Agreement may be signed in counterparts.

IN WITNESS WHEREOF, the parties have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

CONDON:
City of Condon,
an Oregon municipal corporation

ARLINGTON:
City of Arlington,
an Oregon municipal corporation

_____
By: _____
Its: _____

Dated: _____

_____
By: _____
Its: _____

Dated: _____

SGRFPD:
South Gilliam County Rural Fire Protection District,
an Oregon special district

_____
By: _____
Its: _____

Dated: _____

NGRFPD:
North Gilliam County Rural Fire Protection District,
an Oregon special district

_____
By: _____
Its: _____

Dated: _____

COUNTY:
County of Gilliam,
a political subdivision of the State of Oregon

_____
By: Elizabeth A. Farrar, Gilliam County Judge

Dated: _____

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Appendix A
Definitions

"Agreement" has the meaning assigned to such term in the preamble.

"Arlington" means City of Arlington, an Oregon municipal corporation, whose address is _____.

"Board" has the meaning assigned to such term in Recital A.

"Board Fund" has the meaning assigned to such term in Section 7.3.

"Budget" has the meaning assigned to such term in Section 7.2.

"Condon" means City of Condon, an Oregon municipal corporation, whose address is _____.

"Contribution" has the meaning assigned to such term in Section 7.2.

"Contribution Schedule" has the meaning assigned to such term in Section 7.1.

"Coordinator" means the then-employed Gilliam County Fire Services Coordinator.

"County" means Gilliam County, a political subdivision of the State of Oregon, whose address is _____.

"Effective Date" has the meaning assigned to such term in the preamble.

"Fee" has the meaning assigned to such term in Section 7.2.

"Initial Term" has the meaning assigned to such term in Section 10.1.

"Invoice" has the meaning assigned to such term in Section 6.3.

"Law(s)" mean all federal, state, and local laws, statutes, ordinances, and/or regulations directly or indirectly affecting this Agreement, including, without limitation, the Americans with Disabilities Act of 1990 (and the rules and regulations promulgated thereunder) and ORS chapter 190 ,all as now in force and/or which may hereafter be amended, modified, enacted, or promulgated.

"Law Firm" has the meaning assigned to such term in Section 11.5.

"NGRFPD" means North Gilliam County Rural Fire Protection District, a special district, whose address is _____.

"Original Agreement" has the meaning assigned to such term in Recital A.

"Representative(s)" mean the officers, employees, contractors, agents, volunteers, and authorized representatives of the identified person or party.

"Services" has the meaning assigned to such term in Section 6.2.2.

"SGRFPD" means South Gilliam County Rural Fire Protection District, a special district, whose address is _____.

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Exhibit A
Fire Coordinator Services

Subject to the terms and conditions of this Agreement, the Coordinator will provide for and on behalf of the Parties fire coordination services including, without limitation, the following:

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Schedule 7.2
Contribution Schedule

Unless and until modified in accordance with this Agreement, each party will make the contribution amount set forth below:

Party	Contribution Amount	Percentage of Total Contribution
Gilliam County	$60,000.00	69%
NGRFPD	$5,500.00	6.5%
SGRFPD	$5,500.00	6.5%
Arlington	$8,000.00	9%
Condon	$8,000.00	9%
Total Contribution	$87,000.00	100%

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City of Condon Broadband Partnership Request for Proposals
November 4, 2020

The City of Condon believes that universal access to reliable, affordable high-speed internet access services in our community is essential for our City's economic vitality and quality of life. Broadband transforms our ability to communicate, participate, create, educate, inform, and drive economic and community development. It is the function of government to provide essential services to the community, and the City believes broadband is an essential service on par with electricity, telephone, sewer and water services.

On April 6, 2016, the City adopted its Broadband Adoption and Utilization Strategic Plan. (See Exhibit A.) The Plan reflects the City's vision of leveraging current regional technology planning efforts in broadband infrastructure and City investment in public and private partnerships to meet the City's goal of universal access to affordable and reliable high-speed internet access. The City has already taken significant steps to meet its goals including the construction of a dark fiber network from linking the City of Arlington to Condon with multiple handholds/vaults on the route.

The overall goals of this partnership include:

- Availability of high-speed broadband service to all Condon homes and businesses and public facilities with either fiber or wireless connections;
- Minimum speed of 25/03 mpbs and no data caps; with plans to continually upgrade speeds based on customer needs
- Availability of this service at the lowest possible cost, not to exceed a $40 per month for minimum speed;
- Availability of fiber to wireless towers or other facilities to improve wireless service;
-
- The establishment of a "One-Gig Main Street" providing fiber service to Commercial and Governmental entities.

<u>The Request for Proposals</u>

This RFP is intended to solicit proposals from entities that will best enable the City to achieve the above-stated goals. The City seeks a single partner to enable or directly provide high-speed broadband services over a fiber network or wireless network to end users within the City limits.

The City is open to creative solutions that will maximize investment while providing reliable and high-quality services to meet its residents' and businesses' needs, and thus has structured this RFP with a high degree of flexibility to allow each respondent to create a proposal that reflects their particular qualifications, including existing infrastructure in or near the City. The City welcomes proposals from all prospective partners, including incumbent service providers,

competitive providers, nonprofit organizations, public entities, and entities that are not traditional Internet service providers. Proposers may work together to respond to this RFP.

The City understands that some proposers may have existing assets in or near the City that could be leveraged for this project.

The City will partner with the selected proposer by contributing resources that may include dark fiber transport from Arlington to Condon, additional investments in City-owned infrastructure, City facilities for placement of wireless equipment and collocation of a POP,, and/or other innovative arrangements that enable the City and its partner(s) to achieve the goals stated in this RFP. The City will consider a range of construction, operation, and ownership models. Proposals may include more than one model. Proposers should make an effort to articulate the City contributions it would anticipate for each proposed model and, if applicable, how varying levels of contribution would impact the model. For example, a proposal may include commitments to specified rates for a number of years, with the rates and length of commitment dependent upon the City's contribution, or City ownership interest in the network that varies depending on the City's contribution.

Decision Process

The City will evaluate responses based on the proposers' experience, the proposed business model and how well the responses address the City's goals.,

The following scoring and weighting matrix will be used to evaluate responses:

EVALUATION CRITERIA	
Management Capability (35%)	
	Relevant Experience
	Management Team
Project approach [25%]	
	Partnership Model
	Proposed Network
	Service Reliability
	Services
Cost & Speeds (40%)	

The evaluation may include follow up teleconference calls with proposers to clarify information. The outcome of this process is anticipated to be a recommendation to the Condon City Council, provided that City staff determines that one of the submitted proposals adequately meet the goals stated in this RFP. The Council will have ultimate decision-making authority, and will be free to accept the recommendation, select another proposal or reject all proposals. If a proposal or proposals is accepted, the Council will direct staff to work with the selected proposer(s) to negotiate a formal agreement.

If the negotiations reach an impasse, the City reserves the right to begin negotiations with the next highest-rated proposer as determined by the Council.

The Council, in one or more public meetings with the opportunity for public comment, will review the agreement, possibly suggest changes subject to mutual agreement of the parties, and ultimately authorize the City Administrator to sign a final agreement. The City's goal is to have the final proposer selected in the first quarter of 2021, with service delivery completed no later than the end of 2021.

To Submit a Proposal

Proposals will be accepted through **4:00 p.m. on Monday, January 11, 2021**. Please submit the proposal as attachments to an e-mail sent to:

Kathryn Greiner, City Administrator, admin@cityofcondon.com

The proposals will be considered public documents. The City does not believe the RFP requires submission of trade secrets or proprietary information; however, if a proposer believes that such information is important to provide in its proposal, such information may be submitted in a separate sealed envelope clearly marked "Confidential Information Submitted by [Company Name and Contact Person] in Support of Broadband Partnership Proposal" and the City will make a good-faith effort to protect such information from public disclosure, subject to Oregon Public Records Laws. However, the City disclaims liability for disclosure or damages arising therefrom. Unless clearly marked and submitted as provided in this paragraph, all submitted materials are a matter of public record and will not be kept confidential.

Checklist of items to be submitted as part of your proposal:

1. Cover letter. Please include company name, address of corporate headquarters, address of nearest local office, contact name for response, that person's contact information (address, phone, cell, email, other), and any other relevant information that is not otherwise included in the items listed below.
2. Partnership Model Summary. Summarize the business model you intend to use for the partnership. This should be a concise explanation of the key components of your business model, including but not limited to the division of network and operations responsibility and ownership. For example, the City could own dark fiber up to the home and the respondent would provide the actual service delivery; or, the respondent could provide the last mile network while the City provides free space for a POP in City Hall and free access to the wireless backhaul to Arlington. While the City has not committed to these options, this should give the proposer a sense of the wide range of scenarios that the City is prepared to entertain.
3. Experience. Provide a statement of experience discussing past performance, capabilities, and qualifications. Identify other networks your firm has designed, built, maintained, or operated; include the levels of broadband speed, availability, and overall percentage

take-up of service compared to available homes Discuss any partnerships with other service providers, government, or nonprofit entities you have undertaken. Describe the nature of the projects and your firm's role. For entities currently providing communication services in or near Condon, describe your current service footprint in the City, including a description of the type of infrastructure and services you currently offer, and the technology platform(s) used.

4. Proposed Network. Please describe, using plain English understandable to a layperson, the basic features of your proposed network, and what features make it especially suitable to Condon. Provide a proposed network diagram differentiating overhead and underground facilities and any other details to assist the City in understanding the proposal.
5. Maintenance. If you are proposing to perform fiber network maintenance, describe your ability to perform maintenance on an ongoing and as-needed basis.
6. Services. Describe any service options you plan to offer over this network (e.g., data only; voice and data; a triple play of voice, data, and cable television; etc.). What download/upload or symmetrical speeds would you offer and guarantee to end users?
7. Pricing. Provide your approach to pricing the proposed services.
8. Schedule. Describe your proposed schedule for implementing service. Offer a timeline with key milestones. Would you be able to begin service before the entire network is constructed?
9. Financing and Funding. Describe how you intend to finance the network build-out. List any requirements the City must meet for you to partner with the City on this project.
10. References. Provide a minimum of three (3) references, including contact information, from previous contracts, partnerships or other relevant arrangements.

System Construction Assumptions

1. The City's Public Works Department will set standards for street cuts and restoration and will provide expedited inspections. No separate permits necessary; all right-of-way management issues will be covered in a final agreement. The City will make available as-constructed drawings for city-owned utility infrastructure upon request and locates will be provided as needed.
2. The City may provide land or space in City-owned buildings at no charge for network facilities. City-owned land options are limited; prospective partners might choose instead to purchase or lease a more suitable location.
3. Network must be designed to serve 100% of city homes and businesses. Only homes and businesses within the city limits will be connected.
4. Aerial service is allowed, but not required, in areas where wired utilities are aerial.
5. Micro-trenching and plowing are not outright prohibited but are subject to approval by the City on a case-by-case basis.

Clarification or Requests for Further Information on the Request for Proposals

If critical information is needed but not provided in this RFP, or if sections of the RFP are unclear or ambiguous, please either send an e-mail or call Kathryn Greiner at admin@cityofcondon.com, 541.384.2711. Responses to good questions will be shared with all potential proposers at www.cityofcondon.com Q&A will be cut off will be December 21, 2020.

EXHIBIT A

Broadband Adoption & Utilization Strategic Plan

2016

April 6, 2016

By Condon City Council
PO Box 445 -:- 128 S. Main Street -:- Condon -:- Oregon 97823

BROADBAND VISION STATEMENT

Our strategic plan is for the City of Condon to leverage current regional technology planning efforts in broadband infrastructure and City investment in middle-mile fiber to enhance our city's economic vitality and quality of life through public and private partnerships.

CONDON'S BROADBAND STRATEGIC GOALS

1. Increase availability and awareness of high quality broadband services throughout Condon by driving demand through education and public outreach.
2. Close the digital divide in our community: Take actions towards universal digital literacy and access to affordable, robust broadband connections.
3. Improve to education and health outcomes by leveraging on-line opportunities.
4. Increase the number of new businesses entering the city and retain existing businesses through expansion of a technically fluent workforce.

OVERVIEW

"Like electricity a century ago, broadband is a foundation for economic growth, job creation, global competitiveness and a better way of life. It is enabling entire new industries and unlocking vast new possibilities for existing ones. It is changing how we educate children, deliver health care, manage energy, ensure public safety, engage government, and access, organize and disseminate knowledge."

--The Federal Communications Commission released America's Plan

In November 2015 the City of Condon Council appointed a "Fiber Committee" to investigate providing broadband capabilities within the City. The Committee forged forward with the goal of providing fast, affordable and reliable broadband that would be available to every resident and business.

Broadband has transformed the ability to communicate, participate, create, educate, inform, drive economic and community development and has become as essential as telephone and electricity.

It is the function of government to provide essential services within a community. In 2015 the Federal Communications Commission elevated broadband to an essential service, now on par with electricity, sewer and water. A July 28, 2015 map of the State of Oregon shows that Gilliam, Sherman and Wheeler counties are the only three counties in the state where residents are unable to subscribe to 25 megabytes of service. This inhibits the ability to perform even basic business, education and health related tasks within our community. The City of Condon is committed to providing strong leadership and an eager customer base in working to create a successful public/private partnership to that end.

THE STRATEGIC PLANNING PROCESS

The strategic broadband plan was completed with input from Condon city councilors, local business representatives, the regional schools Superintendent, health services leaders to develop the following

goals and strategies to obtain goals. Due to the small size of Condon several individuals have ties to more than one of the groups that participated – teacher is also an EMT, etc.

Goal #1 - Increase availability and awareness of high quality broadband services throughout Condon by driving demand through education and public input

Our Priority Action Agenda

1. **Explore partnerships with public or private entities to assist with the fiber middle mile to make broadband affordable and accessible.** Leverage other funds to assist with construction of middle-mile to control costs to service providers and ultimately customers.
2. **Drive demand for service through education and marketing the impacts and benefits of broadband.** Education is key to 'unlocking' latent demand for service, that would help make the business case for extending more capacity and services throughout the city.
3. **Explore partnerships to focus on demand activation and last mile accessibility.** Leverage other infrastructure, such as fiber assets owned by local power companies, telecommunications carriers, and local, state and federal government, to reduce cost of deployment through smart partnering and incentives.
4. **Explore all possibilities for leveraging existing public and private infrastructure to bridge rural last mile gaps.** The rural access problem is not limited to the City of Condon but exists in most rural areas of Oregon and in many rural areas across the nation.

Our Implementation Strategy

- Encourage competition to provide affordable, fast broadband service through private or governmental internet service providers with no bandwidth limitations imposed on any content provider.
- Drive 'high capacity utilization' by businesses through education about web conferencing, video sharing, use of social media and other 'power' uses of the internet for marketing and business development.
- Share fiber/broadband survey results with public and private entities that may provide broadband.
- Work with public and private resources to obtain funds to assure a "buy-in" on middle mile for the lowest possible cost.
- Form a cooperative effort to drive marketing and education on a public-private partnership basis to encourage adoption of broadband throughout the region.

Long Term Strategies

- Advocate for local policies or programs which extend rural broadband service to South Gilliam County residents.
- Partnership or pilot project with Oregon Public Broadcasting, Oregon Broadband Advisory Committee and Oregon **Broadband DD to** demonstrate a rural broadband project.

Goal #2 - Close the digital divide in our community: Take actions towards universal digital literacy and access to affordable, robust broadband connections

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- **Develop and promote a policy for access to broadband in Condon and surrounding areas.** Establish a "broadband access for all" principle, which will guide policy and determine actions that might provide both affordability programs and initiates to incentivize or subsidize development of rural broadband infrastructure.
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- Using recommendations of civic and education partners, explore the feasibility of an expanded City hosted, whether public or private sector provided. Wi-Fi network availability through public hotspots or community use facilities.

Long Term Strategies

- Stay current with future developments in broadband technology.
- Improve cellular service through future technology including 5G cellular technology.

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1. **Establish a policy to get broadband access to every address to support healthcare service delivery.** Work with the State, health care providers, insurers and others to actively promote service delivery via broadband.
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6. **Initiate a pilot program to test assumptions and develop best practices for using broadband to improve educational outcomes.** Establish a cross-sector pilot project to demonstrate the education benefits of broadband adoption and to advance demand for these services in the city.

Our Implementation Strategy:

- Involve South Gilliam County Health Clinic, Oregon Health Network, Mid-Columbia Medical Center, Gilliam County and other service organizations in framing a city-wide access policy to insure service is available and affordable to all homes, businesses and schools.
- Convene Information Technology professionals from all of the agencies mentioned above, as well as regional business IT professionals to identify best practices, standards and learning resources that can be put to use in promoting access to broadband.
- Involve Condon School District, North Central Education Service District, Gilliam County, Columbia Gorge Community College, Blue Mountain Community College, Eastern Oregon University and Oregon State University and any other educational institutions in framing a regional access policy to insure service is available to all homes, businesses and schools.
- Convene IT professionals within the organizations mentioned above and independent IT professionals that service the City of Condon and surrounding regions.

- Develop demonstration pilot projects including: Broadband access at Gilliam County Public Library and Condon School by offering on-line classes for school-age and adult learner.

GOAL #4 – Increase the number of new businesses entering the city and existing business retention and expansion by creation of a technically fluent workforce.

Adequate, high capacity broadband is essential to businesses large and small, to teleworkers and to Gilliam County's important agriculture sector. High quality, high capacity broadband service will enable small businesses to flourish, and attract skilled workers and entrepreneurs to Condon. Quality of life is why people choose to live in Condon but many are prevented from building home businesses or telecommuting due to a lack of broadband service. Service has improved in the area in the last several years, though as more customers want more bandwidth is has gotten difficult if not impossible to get enough capacity to run a business efficiently. Broadband needs to be ubiquitously available to optimize economic development. Wireless broadband sufficient for agriculture applications in unavailable. Agriculture uses require a "big/fast mobile pipe" that is a "threshold above the norm". Cell phone uses are also limited by the amount of data that can be sent over the current networks. Committee members want to incentivize telecommuters, new small to medium businesses and assist current business with the ability to have affordable, fast broadband. The City of Condon has inexpensive land and home prices, slow paced lifestyle and a safe environment to live while you telecommute. More part-time residents would spend more time and money in Condon if broadband service were affordable and available to them.

Our Priority Action Agenda:

1. **Provide collaboration on increasing adoption rates by establishing access "hubs".** "Hubs" are single locations that have high speed broadband connections and that are open to the public. By establishing hubs we can expose more residents to using broadband. It is important to involve broadband providers in the effort to increase adoption by working with them to establish the neighborhood hubs along with education efforts on broadband benefits and skills.
2. **Recruit and support local entrepreneurs in technology fields to start or expand businesses in the city.** Develop partnerships to increase business awareness to broadband-linked opportunities, to assist with adoption and utilization skills, and to make technology more accessible to small business.
3. **Expand county wide collaboration within Gilliam County on broadband training, adoption and rural access initiatives.** Most likely partnerships are between the cities of Condon, Arlington, Lonerock and rural Gilliam County residents.

Our Implementation Strategy:

- Explore partnership opportunities between Arlington and Gilliam County, as well as the Small Business Development Center at Columbia Gorge Community College or Blue Mountain Community College, Gilliam County Public Library, Gilliam County Cattlemen, and other agriculture groups.

- Work local, State and Federal agencies as well as private companies to better link our educational institutions, workforce development entities, and local businesses to support development of a technically fluent workforce.

This plan was discussed and crafted by the following members in public meetings:

Mayor Jim Hassing – Representing City of Condon
Councilor Jan Stinchfield – Representing City of Condon & Business Owners
Councilor Donald Jamieson – Representing City of Condon & Business Owners
Condon Police Chief Dale Scobert – Representing City of Condon & Public Safety
Rita Rattray – Representing Business & Education
Robert Waltenburg – Representing Education
Rachel Weinstein – Representing Economic Development
Elizabeth Farrar – Representing Business Owner

This plan was adopted 6th day of April, 2016 by the Condon City Council.

Signed:

_____/Jim Hassing_____ __4/6/2016_____

Jim Hassing, Mayor Date

Attest:

_____/Kathryn Greiner_____ ___4/6/2016_____

Kathryn Greiner, City Administrator Date

City of Condon Broadband Partnership Request for Proposals
November 4, 2020

The City of Condon believes that universal access to reliable, affordable high-speed internet access services in our community is essential for our City's economic vitality and quality of life. Broadband transforms our ability to communicate, participate, create, educate, inform, and drive economic and community development. It is the function of government to provide essential services to the community, and the City believes broadband is an essential service on par with electricity, telephone, sewer and water services.

On April 6, 2016, the City adopted its Broadband Adoption and Utilization Strategic Plan. (See Exhibit A.) The Plan reflects the City's vision of leveraging current regional technology planning efforts in broadband infrastructure and City investment in public and private partnerships to meet the City's goal of universal access to affordable and reliable high-speed internet access. The City has already taken significant steps to meet its goals including the construction of a dark fiber network from linking the City of Arlington to Condon with multiple handholds/vaults on the route.

The overall goals of this partnership include:

- Availability of high-speed broadband service to all Condon homes and businesses and public facilities with either fiber or wireless connections;
- Minimum speed of 25/03 mpbs and no data caps; with plans to continually upgrade speeds based on customer needs
- Availability of this service at the lowest possible cost, not to exceed a $40 per month for minimum speed;
- Availability of fiber to wireless towers or other facilities to improve wireless service;
-
- The establishment of a "One-Gig Main Street" providing fiber service to Commercial and Governmental entities.

The Request for Proposals

This RFP is intended to solicit proposals from entities that will best enable the City to achieve the above-stated goals. The City seeks a single partner to enable or directly provide high-speed broadband services over a fiber network or wireless network to end users within the City limits.

The City is open to creative solutions that will maximize investment while providing reliable and high-quality services to meet its residents' and businesses' needs, and thus has structured this RFP with a high degree of flexibility to allow each respondent to create a proposal that reflects their particular qualifications, including existing infrastructure in or near the City. The City welcomes proposals from all prospective partners, including incumbent service providers,

Comment [AH1]: Not sure this was in your plan but it is critical based on your experience with past providers

Comment [AH2]: City has funds in reserve to make this project successful and city assets to ensure this partnership is successful

Comment [KG3]: Are these speeds and costs what the city wants?

Comment [AH4]: We should dig into this more deeply, as well as cost. In any case, speeds should be commensurate with urban markets

Comment [AH5]: Evaluation every 3 years

Comment [AH6]: Open Access is not really relevant in this instance. We are looking for last-mile solutions from a single partner

Comment [KG7]: Do we want flexibility or do we just want an ISP where we own the equipment?

Comment [AH8]: Give some examples of different cost and operating structures. Specified by provider.

Comment [AH9]: City has money

competitive providers, nonprofit organizations, public entities, and entities that are not traditional Internet service providers. Proposers may work together to respond to this RFP.

The City understands that some proposers may have existing assets in or near the City that could be leveraged for this project.

Comment [AH10]: I'm not clear about he purpose of this paragraph

The City will partner with the selected proposer by contributing resources that may include dark fiber transport from Arlington to Condon, additional investments in City-owned infrastructure, City facilities for placement of wireless equipment and collocation of a POP,, and/or other innovative arrangements that enable the City and its partner(s) to achieve the goals stated in this RFP. The City will consider a range of construction, operation, and ownership models. Proposals may include more than one model. Proposers should make an effort to articulate the City contributions it would anticipate for each proposed model and, if applicable, how varying levels of contribution would impact the model. For example, a proposal may include commitments to specified rates for a number of years, with the rates and length of commitment dependent upon the City's contribution, or City ownership interest in the network that varies depending on the City's contribution.

Comment [KG11]: I added this, but maybe more exact that we expect them to use our line and if we pay for the infrastructure we will then own it?

Comment [AH12]: See comment above. What can the City offer to make this an attractive opportunity for a provider

Decision Process

Comment [AH13]: Insert matrix here

The City will evaluate responses based on the proposers' experience, the proposed business model and how well the responses address the City's goals.,

The following scoring and weighting matrix will be used to evaluate responses:

EVALUATION CRITERIA	
Management Capability (35%)	
	Relevant Experience
	Management Team
Project approach [25%]	
	Partnership Model
	Proposed Network
	Service Reliability
	Services
Cost & Speeds (40%)	

The evaluation may include follow up teleconference calls with proposers to clarify information. The outcome of this process is anticipated to be a recommendation to the Condon City Council, provided that City staff determines that one of the submitted proposals adequately meet the goals stated in this RFP. The Council will have ultimate decision-making authority, and will be free to accept the recommendation, select another proposal or reject all proposals. If a proposal or proposals is accepted, the Council will direct staff to work with the selected proposer(s) to negotiate a formal agreement.

Comment [AH14]: We should say who the selection committee will be and also develop an evaluation matrix

If the negotiations reach an impasse, the City reserves the right to begin negotiations with the next highest-rated proposer as determined by the Council.

The Council, in one or more public meetings with the opportunity for public comment, will review the agreement, possibly suggest changes subject to mutual agreement of the parties, and ultimately authorize the City Administrator to sign a final agreement. The City's goal is to have the final proposer selected in the first quarter of 2021, with service delivery completed no later than the end of 2021.

To Submit a Proposal

Proposals will be accepted through **4:00 p.m. on Monday, January 11, 2021**. Please submit the proposal as attachments to an e-mail sent to:

Kathryn Greiner, City Administrator, admin@cityofcondon.com

The proposals will be considered public documents. The City does not believe the RFP requires submission of trade secrets or proprietary information; however, if a proposer believes that such information is important to provide in its proposal, such information may be submitted in a separate sealed envelope clearly marked "Confidential Information Submitted by [Company Name and Contact Person] in Support of Broadband Partnership Proposal" and the City will make a good-faith effort to protect such information from public disclosure, subject to Oregon Public Records Laws. However, the City disclaims liability for disclosure or damages arising therefrom. Unless clearly marked and submitted as provided in this paragraph, all submitted materials are a matter of public record and will not be kept confidential.

Checklist of items to be submitted as part of your proposal:

1. Cover letter. Please include company name, address of corporate headquarters, address of nearest local office, contact name for response, that person's contact information (address, phone, cell, email, other), and any other relevant information that is not otherwise included in the items listed below.
2. Partnership Model Summary. Summarize the business model you intend to use for the partnership. This should be a concise explanation of the key components of your business model, including but not limited to the division of network and operations responsibility and ownership. For example, the City could own dark fiber up to the home and the respondent would provide the actual service delivery; or, the respondent could provide the last mile network while the City provides free space for a POP in City Hall and free access to the wireless backhaul to Arlington. While the City has not committed to these options, this should give the proposer a sense of the wide range of scenarios that the City is prepared to entertain.
3. Experience. Provide a statement of experience discussing past performance, capabilities, and qualifications. Identify other networks your firm has designed, built, maintained, or operated; include the levels of broadband speed, availability, and overall percentage

Comment [AH15]: Might want to include a bid packet

Comment [AH16]: It is the responsibility of the respondent to ensure that the proposal has been received by the City

Comment [AH17]: Streamline this section

Comment [AH18]:

Comment [AH19]: How the partnership is structured

Comment [AH20]: The team; experience with government agencies

take-up of service compared to available homes Discuss any partnerships with other service providers, government, or nonprofit entities you have undertaken. Describe the nature of the projects and your firm's role. For entities currently providing communication services in or near Condon, describe your current service footprint in the City, including a description of the type of infrastructure and services you currently offer, and the technology platform(s) used.

4. Proposed Network. Please describe, using plain English understandable to a layperson, the basic features of your proposed network, and what features make it especially suitable to Condon. Provide a proposed network diagram differentiating overhead and underground facilities and any other details to assist the City in understanding the proposal.
5. Maintenance. If you are proposing to perform fiber network maintenance, describe your ability to perform maintenance on an ongoing and as-needed basis.
6. Services. Describe any service options you plan to offer over this network (e.g., data only; voice and data; a triple play of voice, data, and cable television; etc.). What download/upload or symmetrical speeds would you offer and guarantee to end users?
7. Pricing. Provide your approach to pricing the proposed services.
8. Schedule. Describe your proposed schedule for implementing service. Offer a timeline with key milestones. Would you be able to begin service before the entire network is constructed?
9. Financing and Funding. Describe how you intend to finance the network build-out. List any requirements the City must meet for you to partner with the City on this project.
10. References. Provide a minimum of three (3) references, including contact information, from previous contracts, partnerships or other relevant arrangements.

System Construction Assumptions

1. The City's Public Works Department will set standards for street cuts and restoration and will provide expedited inspections. No separate permits necessary; all right-of-way management issues will be covered in a final agreement. The City will make available as-constructed drawings for city-owned utility infrastructure upon request and locates will be provided as needed.
2. The City may provide land or space in City-owned buildings at no charge for network facilities. City-owned land options are limited; prospective partners might choose instead to purchase or lease a more suitable location.
3. Network must be designed to serve 100% of city homes and businesses. Only homes and businesses within the city limits will be connected.
4. Aerial service is allowed, but not required, in areas where wired utilities are aerial.
5. Micro-trenching and plowing are not outright prohibited but are subject to approval by the City on a case-by-case basis.

Comment [AH21]: Is this level of detail necessary?

Comment [AH22]: Not sure open access is relevant

Comment [KG23]: We have a new back room that may be usable as a shelter or hut for equipment. The only addition would be to add a generator to the room/building.

Comment [AH24]: Nice

Comment [KG25]: Not sure this is needed if it is going to be a wireless system. May need to be reworded.

Comment [AH26]: We can work on this

Clarification or Requests for Further Information on the Request for Proposals

If critical information is needed but not provided in this RFP, or if sections of the RFP are unclear or ambiguous, please either send an e-mail or call Kathryn Greiner at admin@cityofcondon.com, 541.384.2711. Responses to good questions will be shared with all potential proposers at www.cityofcondon.com Q&A will be cut off will be December 21, 2020.

EXHIBIT A

Broadband Adoption & Utilization Strategic Plan

2016

April 6, 2016

By Condon City Council
PO Box 445 -:- 128 S. Main Street -:- Condon -:- Oregon 97823

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- Convene IT professionals within the organizations mentioned above and independent IT professionals that service the City of Condon and surrounding regions.

- Develop demonstration pilot projects including: Broadband access at Gilliam County Public Library and Condon School by offering on-line classes for school-age and adult learner.

GOAL #4 – Increase the number of new businesses entering the city and existing business retention and expansion by creation of a technically fluent workforce.

Adequate, high capacity broadband is essential to businesses large and small, to teleworkers and to Gilliam County's important agriculture sector. High quality, high capacity broadband service will enable small businesses to flourish, and attract skilled workers and entrepreneurs to Condon. Quality of life is why people choose to live in Condon but many are prevented from building home businesses or telecommuting due to a lack of broadband service. Service has improved in the area in the last several years, though as more customers want more bandwidth is has gotten difficult if not impossible to get enough capacity to run a business efficiently. Broadband needs to be ubiquitously available to optimize economic development. Wireless broadband sufficient for agriculture applications in unavailable. Agriculture uses require a "big/fast mobile pipe" that is a "threshold above the norm". Cell phone uses are also limited by the amount of data that can be sent over the current networks. Committee members want to incentivize telecommuters, new small to medium businesses and assist current business with the ability to have affordable, fast broadband. The City of Condon has inexpensive land and home prices, slow paced lifestyle and a safe environment to live while you telecommute. More part-time residents would spend more time and money in Condon if broadband service were affordable and available to them.

Our Priority Action Agenda:

1. **Provide collaboration on increasing adoption rates by establishing access "hubs".** "Hubs" are single locations that have high speed broadband connections and that are open to the public. By establishing hubs we can expose more residents to using broadband. It is important to involve broadband providers in the effort to increase adoption by working with them to establish the neighborhood hubs along with education efforts on broadband benefits and skills.
2. **Recruit and support local entrepreneurs in technology fields to start or expand businesses in the city.** Develop partnerships to increase business awareness to broadband-linked opportunities, to assist with adoption and utilization skills, and to make technology more accessible to small business.
3. **Expand county wide collaboration within Gilliam County on broadband training, adoption and rural access initiatives.** Most likely partnerships are between the cities of Condon, Arlington, Lonerock and rural Gilliam County residents.

Our Implementation Strategy:

- Explore partnership opportunities between Arlington and Gilliam County, as well as the Small Business Development Center at Columbia Gorge Community College or Blue Mountain Community College, Gilliam County Public Library, Gilliam County Cattlemen, and other agriculture groups.

- Work local, State and Federal agencies as well as private companies to better link our educational institutions, workforce development entities, and local businesses to support development of a technically fluent workforce.

This plan was discussed and crafted by the following members in public meetings:

Mayor Jim Hassing – Representing City of Condon
Councilor Jan Stinchfield – Representing City of Condon & Business Owners
Councilor Donald Jamieson – Representing City of Condon & Business Owners
Condon Police Chief Dale Scobert – Representing City of Condon & Public Safety
Rita Rattray – Representing Business & Education
Robert Waltenburg – Representing Education
Rachel Weinstein – Representing Economic Development
Elizabeth Farrar – Representing Business Owner

This plan was adopted 6th day of April, 2016 by the Condon City Council.

Signed:

_____/Jim Hassing_____ __4/6/2016_____

Jim Hassing, Mayor Date

Attest:

_____/Kathryn Greiner_____ ___4/6/2016_____

Kathryn Greiner, City Administrator Date

City of Condon, Oregon

10.07.20

HOUSING DEVELOPMENT

Request for Proposal

Due: January 2, 2021 by 5:00PM

Submit Proposals to:

Kathryn Greiner, City Administrator
128 S. Main Street
Condon, OR 97823

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ADVERTISEMENT

The City of Condon is soliciting written proposals to select a qualified developer to develop residential units on six vacant lots. The lots are one city block totaling 1.39 acres. Respondents to this request for proposal should consider the best way to address the City Council's objectives to meet specific housing needs within the City.

The deadline for submission of responses to this request for proposal is _____ by 5:00 PM. Please address the labels to:

City of Condon

Housing Project

Attn: Kathryn Greiner, City Administrator

128 S. Main Street

Condon, OR 97823

The City of Condon reserves the right to reject any and all proposals or accept any submittal that appears to serve the best interest of the City.

Direct questions regarding the RFP to Kathryn Greiner at (541) 384-2711 or admin@cityofcondon.com

OBJECTIVES OF THE REQUEST FOR PROPOSAL

The City of Condon is seeking to identify a qualified contractor to develop six platted lots each 100 feet by 100 feet. The property is one city block located between E. Summit St. to the north, E. Spring St. to the south, S. Jefferson St., and S Bryan St. to the west and east respectively.

The city is offering to the sell the identified property to the selected developer under specified conditions.

- All residences must be stick built out of new materials
- Sidewalks will be installed according to City of Condon Public Works Standards
- All utilities installed must be below ground
- Price per lot is $50,000 with a rebate of $30,000 if home is built within 24 months and $5000 sidewalk credit – rebates will not be given until occupancy is established.
- A process for an extension to the established 24-month timeline will be established before a development agreement is signed.
- The City may entertain reductions in this sale price as necessary to facilitate the development of the property to meet affordable housing objectives.

The City expects that respondents to this RFP will have researched housing needs in Condon and have evaluated the development potential of the site to present a conceptual site plan, approximate number of units, the financing plan, and the project schedule.

The City's primary objectives for this project is to create affordable workforce housing. The preferred outcome is a mix of housing, particularly starter homes and homes suitable in size and price for working families.

PROPERTY CHARCTERISTICS

Located between E. Spring St. and E. Summit St., three of the lots front S. Jefferson St. and the three front the newly extended E. Mckinley St. Legally described as lots 1 through 6 of block 66 of Lancaster's Addition to Condon. The County tax map number is 04S21E10DB-04500. The site has been used in the recent past as a baseball field and has little to no slope. The FEMA established floodplain passes through the southeast corner of the southeastern most lot (see attached map). The six vacant lots make up one city block totaling 1.39 acres. Each lot is approximately 100 feet by 100 feet.

The property is zoned Residential. Single family dwellings to fourplexes are allowed in this zone allowing for a possible maximum number of 24 units on the site. City water and sewage services will be extended to each lot.

The surrounding land uses are predominantly single family residential, with one duplex located across S. Jefferson St. from the property.

RFP REQUIREMENTS

Please submit 5 hard copies as well as an electronic version of the response to this RFP addressing the items listed in the section below.

1. Executive Summary
2. General Information
    a. Name, address, email, phone number and name of primary contact person of entity making the proposal.
    b. State the relevant experience of organization and key personnel. Please include resumes of the project leads/manager(s).
    c. Include current or recent projects of the organization. Particularly projects similar in size or scope to this project.
    d. Describe the organization's capacity to complete this project in the required timeframe.
3. Project Approach
    a. In projects completed previously, how has your organization identified and addressed neighborhood compatibility in the planning and development of the projects? Please give specific examples.
    b. What type of housing has your organization determined to be lacking in the City of Condon? How will this project address these needs?
    c. What financial contingency does your organization have should any funding source fail to provide anticipated financing?
4. References
    a. Provide names, addresses, and phone numbers of references for similar completed projects. Please include a brief description of each project.

b. Please attach photos of previously completed projects to the submittal.

EVALUATION PROCESS

Responses to this RFP will be evaluated the Condon City Council. The selection process will happen in several steps listed below.

1. The City Council will evaluate submittals determining conformance to submission requirements and set criteria.
2. The City may request additional information from respondents. Those most qualified organizations will be invited to interview and present to City Council.
3. The City Council will make the final selection and reach an initial agreement between the City and developer.
4. The selected developer will then be asked to provide detailed plans for the proposed development including project design and financing. The City will review and negotiate with the developer before a development agreement is reached.

SELECTION CRITERIA

Responses to this RFP will be evaluated based on the following criteria:

• Completeness of the proposal relative to RFP requirements. (10 pts)

• Demonstrated experience of the developer in the successful development of affordable housing projects of comparable size, scale, and complexity. (25 pts)

• The developer's proven ability to access funding resources to develop and complete projects of comparable or larger size. (25 pts)

• Ability of the developer to implement high quality affordable housing development

projects on time and at budget. (15 pts)

• Developer responsiveness on previous projects to neighborhood compatibility issues during design and construction. (5 pts)

• Experience in working with the public sector in public/private real estate development projects, willingness to engage in public outreach efforts to affected residents, property owners, pro-active plan to engage with local community in the development review process. (5 pts)

• Developer readiness to proceed. (5 pts).

• Developer references. (5 pts)

Respondents to this RFP should request clarification if needed. All requests for information on or clarification of the RFP, must be submitted to Kathryn Greiner in writing at least seven (7) days prior to the date set for the deadline for proposals.

League of Oregon Cities

T4 P1 1090 ********AUTO**ALL FOR AADC 970
[redacted]
City Of Condon-Or
PO Box 445
Condon, OR 97823-0445

July 7, 2020

Dear [redacted]

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses. The National League of Cities (NLC) Service Line Warranty Program, recommended by the League of Oregon Cities (LOC), provides this protection to homeowners.

Offered at no cost to League members, the NLC Service Line Warranty Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to $8,500 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for Oregon cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

The cities of Reedsport, Winston, Umatilla, Hines, Bandon, Coos Bay, Newberg, Glendale, Aurora, Estacada, Hermiston and Cottage Grove currently offer the program, which has saved Oregon homeowners over $500,000 in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues.

The program is offered by HomeServe, a leading provider of home repair solutions in North America with an outstanding national reputation. We encourage you to consider joining over 650 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens.

For more information, please contact Natalie Westphal. She can be reached at 724-749-1006 or Natalie.Westphal@homeserveusa.com. Their website is www.NLC.org/serviceline.

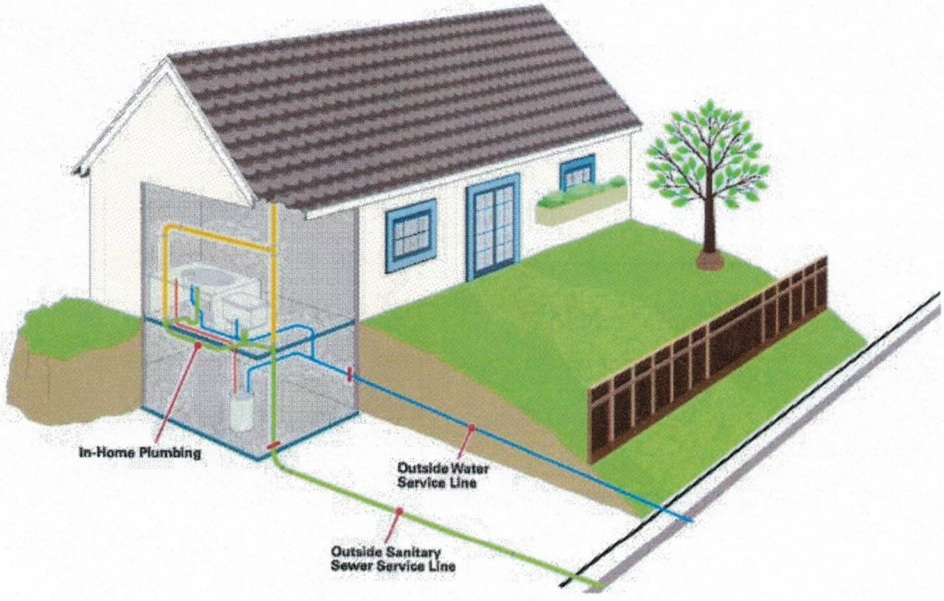
Sincerely,

Mike Cully
Executive Director
League of Oregon Cities

Plan Coverage

The National League of Cities (NLC) Service Line Warranty Program Program offers affordable protection for homeowners that covers the cost to repair or replace broken, leaking or clogged external water lines, sewer lines and in-home plumbing and drainage lines.

These repair plans protect a homeowners budget, providing peace of mind.



Service Line Warranty Plan Coverage Highlights

- The program includes educational outreach, service delivery and program administration, and is offered at **no cost to the city**.
- Generous coverage with most repairs completed within 24 hours.
- Warranty covers failures due to normal wear and tear, including age, ground shifting, fluctuating temperatures, tree root invasion and frozen lines. Participation is voluntary and warranties can be cancelled at any time.
- No service fees, deductibles, permit fees, or lifetime or annual limits.
- Around-the-clock claims hotline, including weekends and holidays.
- Use of only licensed, local-area contractors ensures repairs are made to local code.
- Residents and city officials give the program positive reviews.

Service Line Warranty Plans

Water Line Warranty

Coverage to locate, excavate and repair/replace a leaking exterior water service line. Covered repairs include, but are not limited to: leaks, breaks, corrosion, blockages, root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system.

- Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

Sewer Line Warranty

Coverage to locate, excavate and repair/replace a leaking exterior sewer service line. Covered repairs include, but are not limited to: leaks, breaks, corrosion,

blockages (due to fats, oils and grease), root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system.

- Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

In-Home Plumbing and Drainage

Coverage includes the emergency breakdown costs of repairing or replacing interior water service and drainage pipe materials, valves and other plumbing-related material, including unblocking, repair and replacement.

- Includes repair or replacement of floor drain, toilet flanges, supply or drain pipes, angle stops, P-traps and ball valves.

READY TO GET STARTED?

About
Partnerships
Are You a Homeowner?
Plan Coverage
Blog
City Participation
Contact
Privacy Policy

2018 WINNER Torch Awards for Ethics

BBB ACCREDITED BUSINESS A+

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NLC Service Line Warranty Program by HomeServe

Oregon
Kate Brown, Governor

Department of Environmental Quality
Eastern Region The Dalles Office
400 East Scenic Drive, Suite 307
The Dalles, OR 97058
(541) 298-7255
FAX (541) 298-7330
TTY 711

August 31, 2020

Kathryn Greiner, City Administrator
City of Condon
PO Box 445
Condon, OR 97823

RE: Compliance Inspection Report
Condon Transfer Station
Solid Waste Disposal Permit No. 415
Gilliam County

Dear Ms. Greiner:

On August 25, 2020, I completed a compliance inspection at the Condon Transfer Station. The purpose of the inspection was to determine the extent of compliance with the conditions in your Solid Waste Disposal Site Permit No. 415.

Based on the results of my inspections, your transfer station was determined to be operating in compliance with permit requirements.

If you have any questions or comments, please contact me at (541) 298-7255 x 236 or by email at: slafkosky.matt@deq.state.or.us.

Sincerely,

Matt Slafkosky
Natural Resource Specialist III
Materials Management Program
Eastern Region – The Dalles office

ec: Ron Doughten, Manager, Materials Management – Eastern Region

Enc.: Compliance Inspection Forms

Oregon DEQ Eastern Region Solid Waste Inspection Form

FACILITY: Condon Transfer Station **PERMIT NO:** 415

INSPECTOR NAME: Matt Slafkosky **INSPECTION DATE:** August 25, 2020

COUNTY: Gilliam **TIME SPENT:** 45 min

Inspection Basis:

☒ Compliance Inspection	☐ Plan Review/Report Review	☐ Citizen Complaint
☐ Comprehensive Inspection	☐ Permit Condition	☐ Field Siting
☐ Compliance Audit	☐ Enforcement Follow-Up	☐ Other (specify)

Facility Type:

☐ Open MSW Landfill	☐ Open Construction/Demo LF	☐ SWLA Facility
☐ Closed MSW Landfill	☐ Closed Construction/Demo LF	☐ Tire Storage Facility
☐ Open Industrial Landfill	☒ Transfer Station	☐ Tire Carrier
☐ Closed Industrial Landfill	☐ Material Recovery Facility	☐ Private Business (no permit)
☐ Open Woodwaste Landfill	☐ Septage Lagoon	☐ Private Residence (no permit)
☐ Closed Woodwaste Landfill	☐ Other (specify)	

Inspection Summary:

I conducted an announced compliance inspection of the Condon Transfer Station on August 25, 2020. The facility is open Wednesday and Saturday. I conducted the inspection while the facility was closed.

Facility accepts municipal solid waste, scrap metal/appliances, yard debris/clean wood, paint, and CEDs. There is a recycling depot in the City of Condon. The site was clear of litter and no odors were detected. MSW is hauled to the Columbia Ridge landfill. Chem Waste(Waste Management) picks up the paint. RS Davis picks up the scrap metal and white goods.

I followed up with the City Administrator on August 26, 2020 regarding the paint storage. The City was scheduled to have the paint picked up in May but the event was cancelled due to Coivd-19 restrictions. A new paint collection event is scheduled for September.

Arrival: 3:30 PM Departure: 4:15 PM

Weather: approx. 82º F, sunny

Photos of this inspection are attached at the end of the report.

Permit Requirements Checklist for Transfer Stations –
(Yes answers indicate compliance)

1) Changes In Ownership - Has the permittee reported to the Department any changes in either ownership of the TS property or of the name and address of the permittee or operator within ten (10) days of the change?
☒ Yes ☐ No Notes: **No change in ownership since last inspection.**

2) Wastes Authorized for Receipt - Is only solid waste being accepted at the TS for disposal?
☒ Yes ☐ No Notes:

3) Salvaging and Recycling - Are they being conducted in a controlled and orderly manner?
☒ Yes ☐ No Notes:

4) Hazardous Wastes - Are NO hazardous wastes, liquid wastes, lead-acid batteries, source separated recyclable materials, asbestos, infectious wastes, or explosives being accepted for disposal at the TS? Except as authorized in the permit?
☒ Yes ☐ No Notes:

5) Open Burning - Is NO open burning being conducted at the TS, except as authorized in the permit?
☒ Yes ☐ No Notes: **Open burning is authorized per the DEQ approved Operations Plan and is conducted during winter.**

6) Prohibited Materials - Are there NO prohibited materials in the authorized open burn pile (only materials allowed in authorized open burn piles are unpainted dimensional lumber and tree/shrub debris)?
☒ Yes ☐ No Notes:

7) Operations Plan - Is the TS being operated in accordance with the approved Operations Plan?
☒ Yes ☐ No Notes: **The approved Operations Plan includes CED management.**

8) Permit - Is a copy of the permit displayed where it can readily be referred to by operating personnel?
☒ Yes ☐ No Notes:

9) Solid Waste Containers - Are all solid waste containers being kept cleaned as necessary to maintain a sanitary operating environment and to prevent malodors, unsightliness, and attraction of insects?
☒ Yes ☐ No Notes: **All containers observed were in adequate condition.**

10) Litter - Are the TS site and adjacent lands being maintained virtually free of litter at all times?
☒ Yes ☐ No Notes: **No litter was observed**

11) Air Quality and Noise - Are dust, malodors and noise being controlled?
☒ Yes ☐ No Notes: **Noise and odors were minimal.**

12) Drainage - Is surface water drainage being diverted around or away from the waste handling and storage area and are surface water diversion ditches or structures in a serviceable condition and free of obstructions?
☒ Yes ☐ No Notes:

13) Waste Removal - Is the permittee removing waste from the TS as often as needed/required to prevent nuisances?
☒ Yes ☐ No Notes:

14) Unloading Areas - Are the areas for unloading of solid waste clearly defined by signs, fences, or barriers?
☒ Yes ☐ No Notes: **Signs indicate unloading areas.**

15) Access Control - Is public access to the TS being controlled to prevent unauthorized entry and dumping?
☒ Yes ☐ No Notes: **The facility is fenced and the entrance gate is locked when the facility is closed.**

16) Fire Protection - Is adequate on-site fire control protection being provided? Have arrangements been made with the local fire control agency to immediately acquire their services when needed?
☒ Yes ☐ No Notes:

17) Roads - Is the access road/s providing reasonable all-weather access for vehicles using the site?
☒ Yes ☐ No Notes:

18) Entrance Sign - Is there a sign at the TS that contains: name of facility, emergency phone number, days and hours of operation, authorized and prohibited wastes, solid waste permit number and operator's address?
☒ Yes ☐ No Notes: **Facility has an entrance sign that meets the requirements.**

19) Recyclable Materials - Is the permittee providing a place for receiving the recyclable materials listed in the permit ---- either at the TS or at a more convenient location to the population served by the TS?
☒Yes ☐ No Notes: **Scrap metal collected at TS, there is a recycling depot in Condon.**

20) Recycling Information - Is the permittee providing recycling information to disposal site users on printed handbills which includes the following information: the location of the recycling center at the disposal site or another location; the hours of operation of the recycling center; instructions for correct preparation of accepted source separated recyclable material; the materials accepted for recycling; and, the reasons why people should recycle?
☒ Yes ☐ No Notes: **The recycling depot has current recycling information.**

21) Recycling Sign - Is there a recycling sign, prominently displayed at the TS, which indicates: the availability of recycling at the TS site or another location; the materials accepted at the recycling center; and the hours of operation of the recycling center (if different than TS site hours)? (Note: The sign must indicate the recycling center location, if not at the TS site.)
☒ Yes ☐ No Notes:

22) Recyclables Storage - Are all recyclable materials, except car bodies, white goods and other bulky items being stored in containers at the TS?
☒ Yes ☐ No Notes:

Violation Type:

☐ General Permit Violation	☐ Customer-Generated Waste Violation
☐ Construction Violation	☐ Health and Safety Violation
☐ Landfill Operation Violation	☐ Security and Access Violation
☐ Transfer Station Operation Violation	☐ Emergency Management Violation
☐ Material Recovery Facility Operation Violation	☐ Financial Assurance Violation
☐ Compost Facility Violation	☐ Closure/Post-Closure Violation
☐ Leachate Management Violation	☐ Illegal Disposal Site Violation (no permit)
☐ Landfill Gas Management Violation	☐ Nuisance Ordinance Violation
☐ Groundwater Monitoring Violation	☐ Waste Tire Violation
☐ Air Monitoring and Emissions Violation	☐ Tire Storage Permit Violations
☐ Recycling Violation	☐ Other (specify)

Cause of Violation:

☐ Design	☐ Operations	☐ Monitoring
☐ Plans	☐ Training	☐ Reporting

Violation Source:

☐ Federal Rule:

☐ State Rule:

☐ Permit Requirement:

☐ DEQ Letter Requirement:

Violation Comments:

Enforcement Type:

☐ None ☐ NON, No Enforcement Referral ☐ NON, With Enforcement Referral

Corrective Actions:

-
-
-
-

Due date:

Facility Representative Signature **Date**

DEQ Representative Signature **Date**

Transfer Station Signage

Transfer Station Signage

Yard debris pile

White goods/appliances

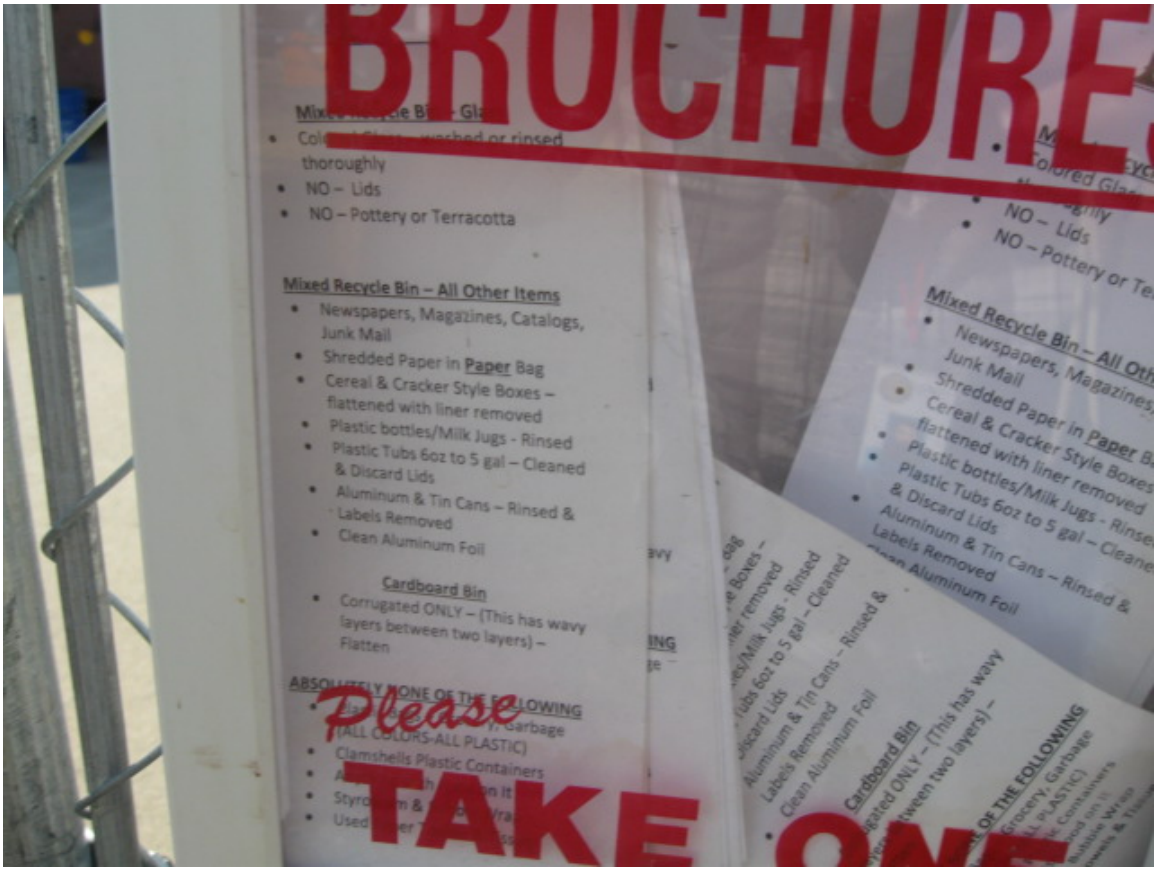
CED storage

Paint awaiting pickup from Chem Waste

Scrap metal storage

MSW tipping area

Recycling depot



Recycling brochures at depot

WASTE MANAGEMENT

18177 Cedar Springs Lane
Arlington, OR 97812

September 25, 2020

We are pleased to announce Waste Management's commitment to a sizable donation to support the critical work of the Arlington Chamber of Commerce and the Condon Chamber of Commerce.

This donation represents an affirmation of Waste Management's continued commitment to the health and economic vitality of Gilliam County as we look to the future.

Each year for five years, Waste Management will donate $25,000 to be shared equally by the chambers in Arlington and Condon. Each chamber will receive $12,500 each year, from 2020 through 2025.

Along with this donation, we offer our gratitude to the Gilliam County Court, the City of Arlington, the City of Condon and the leadership of both chambers. Our community is strong and healthy today as a result of your leadership. Thank you for your dedicated service.

Most sincerely,

David K. Lowe
Area Director of Disposal Operations
Waste Management - PNW/BC

Alan Anderson
Senior District Manager
Columbia Ridge Landfill

Robert Mulholland
District Manager
CWM

Leah Shannon
Environmental Protection/Compliance Manager
Columbia Ridge Landfill and CWM