



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

**AGENDA
CITY OF CONDON
REGULAR MEETING
128 SOUTH MAIN STREET, CITY HALL, CONDON, OREGON
Wednesday, April 6, 2022, 7:00 PM**

1. ZOOM LINK & MEETING LOCATION

- 1.1. <https://us02web.zoom.us/j/84411625776?pwd=ODdFTlBwTTZVZWU5M0thRDh2MittZz09>

Meeting ID: 844 1162 5776
Passcode: 846347
One tap mobile
+12532158782,,84411625776#,,,,*846347# US (Tacoma)
+13462487799,,84411625776#,,,,*846347# US (Houston)

2. CALL REGULAR MEETING TO ORDER

3. ROLL CALL

4. ADDITIONS TO AGENDA

- 4.1. *** Oregon Frontier Chamber Summer Road Closure Requests

5. PUBLIC COMMENT

- 5.1. The Council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five minutes.

6. CONSENT AGENDA

- 6.1. Review & Approve the March 2, 2022 Meeting Minutes
6.2. Review March Accounts Payable & VISA Statements

7. OLD BUSINESS

- 7.1. Update Planning Ordinance for Residential 1
7.2. Update of Condon Grade School HBMS & Structural Review

8. NEW BUSINESS

- 8.1. Review & Discuss Baseball Field Deed Restrictions & Extensions
8.2. Review & Appoint Condon Grade School Master Planning Advisory Committee
8.3. ATS - AccTech Solutions Technology Proposal
8.4. Discuss & Approve Finance Committee Recommendations
8.5. ** Oregon Frontier Chamber Summer Street Closure Request

9. STAFF REPORTS

- 9.1. Public Works - Public Works Superintendent Gibb Wilkins
9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt



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9.3. Administration - City Administrator Kathryn Greiner

10. COUNCIL INFORMATION

10.1. City of Condon Budget Committee Meeting Monday, April 18, 2022, 7 p.m.

10.2. Community Clean-Up Day Friday, May 13, 2022, 9 a.m. - 1 p.m.

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City Council meeting is Wednesday, May 4, 2022, 7 p.m.

12. 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 March 31, 2022



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City of Condon Regular Council Meeting Minutes Wednesday, March 2, 2022 7:00 PM

1. ZOOM LINK & MEETING LOCATION

- 1.1. <https://us02web.zoom.us/j/87896603790?pwd=NHhIazd0TjhDS3lvVmErbC9TMVJtZz09>

Meeting ID: 878 9660 3790

Passcode: 786206

One tap mobile

+12532158782,,87896603790#,,,,*786206# US (Tacoma)

+13462487799,,87896603790#,,,,*786206# US (Houston)

2. CALL REGULAR MEETING TO ORDER

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

3. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jeremy Kirby, Donald Jamieson, Dawn Parm, Michael Cronk, Jan Stinchfield and Tom Fatland (zoom); Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner, Gilliam County Sheriff Gary Bettencourt, Planning Consultant Kirk Fatland.

Absent: None

4. ADDITIONS TO AGENDA

None

5. PUBLIC HEARING - A HEARING TO REVIEW & APPROVE A SUPPLEMENTAL BUDGET

5.1. Supplemental Budget Document

Mayor Hassing opened the supplemental budget hearing at 7 p.m. CA Greiner explained that it was to account for the water/pump project at the golf course that went over budget and three grants - two from Oregon Community Foundation for the Condon School District tennis court and swimming pool, plus a Gilliam County swimming pool grant. No questions were asked so Mayor Hassing closed the meeting at 7:01 p.m.

6. PUBLIC COMMENT

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

CA Greiner introduced Arlington City Recorder Kari Hayter and Public Works Superintendent Shanna Gronquist who were spending time with Condon staff to look at the operations of the Condon staff. The Condon staff will go to Arlington in the fall to attend their meeting and discuss possible joint projects.

7. CONSENT AGENDA



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7.1. Review & Approve the Regular February 2, 2022 Council Minutes

A motion was made by Councilor Parm to approve the February 2, 2022 regular city council meeting minutes. The motion was seconded by Councilor Cronk and approved unanimously.

7.2. Review the February Accounts Payable and VISA Statements

Councilor Jamieson asked about the expense for LED lights and PW Wilkins said that it was changing out the lights at the city shop.

8. OLD BUSINESS

8.1. Update Condon Grade School Analysis

CA Greiner stated that she had attached the draft structural report to the council packets that day from Livermore Architecture and Engineering, Inc. of the Condon Grade School Building and a quote from Maul Foster Alongi for additional contract amount for additional testing. She said that after review, to get better abatement costs on the building, the additional work was to do additional testing on the north and south wings, plus the exterior. After further view of the building, it was determined that the south wing has similar flooring to the main portion of the building and it is safe to assume that it is asbestos and doesn't need testing. If the City were to demolish the building, the exterior material would need to be tested and it was thought that the tiles on the north portion of the building may not be asbestos and to have both of them testing. CA Greiner noted that the original contract was for \$69,000 and asked the council if they would consider allowing her to enter into additional work as long as she stayed within the \$69,000 contract amount. She noted that there is a grant of \$60,000 from State of Oregon for this project and City has a match to the grant. It was the consensus to allow CA Greiner to enter into additional testing and getting some abatement numbers up the \$69,000 contract mount.

PW Wilkins went through the building with Gary Livermore and Dallas Harsin approximately two weeks ago and found that there is a cement support wall around the first floor of the main building, that the wings are in good shape and the playshed has no issues. Councilor Cronk and Stinchfield both said that the report was better than expected. PW Wilkins said that the seismic issues may be corrected by furring out the walls, which if remodeled for housing would be done anyway.

CA Greiner stated that she believed that the council needed a master plan of what they wanted on the two block school property. She said that several alumni of Condon Grade School had contacted her with the interest of saving the school property. Vernon Grey has done some preliminary designs of apartments in the wings that would add eight apartment units to the school. Councilor Jamieson said that he was opposed to the city owning any housing or taking on this project and he also said that it needs to be a community group not just alumni. Councilor Fatland agreed that it should be a community group that would participate. CA Greiner asked how they wanted to appoint the group and if the full council wanted to participate, with Councilor Fatland asking if the council is the final authority - which they are as owners of the property. CA Greiner said that during the baseball field development it was discussed that a portion of the school property remain green or recreational space in the city. After a discussion, the council directed CA Greiner to gather a committee of 6-10 community members with interested councilors to participate and to see if there is a facilitator that may have some experience in housing or mixed use projects.

8.2. Update Downtown Wifi Network Plan

CA Greiner stated that a tech company that works for Gilliam County will be in Condon this month and will look at creating a server room at City Hall and designs a Main Street wifi system. She has also contacted Windwave to see what the cost of 1 gig of service would cost over the 200 meg circuit that is currently coming into City Hall. This was an item discussed at the council retreat.

9. NEW BUSINESS

9.1. Presentation of Zoning Ordinance Update - Kirk Fatland of Tennseon Engineering

City Planner Kirk Fatland presented the planning commission's approximate 9-month review and revision of the of the Residential 1 zone in the city's code. He said that there are three tiers to this project with 1- the permitted uses; 2- allowable uses that can be administratively approved with certain criteria that must be met; and 3 - the conditional uses. Fatland went through the definitions that had very few changes other than clarifying dwelling units and short term rentals.



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Permitted uses remain single family dwellings, with duplexes, triplexes, fourplexes, accessory dwelling units (ADU), townhomes and short term rentals (similar to Air B&B) having to meet new criteria that are classified as "supplemental provisions." Apartments were added to Conditional Use Permit chapter as they may require special consideration by the planning commission or council for approval. Under this section major changes were made to setbacks, area requirements for multi-family housing parking regulations and design features. Many of the items were streamlined to allow more flexibility in construction for housing stock. Accessory structures were also revised to allow for 16' building heights and to prohibit containers. Formerly, containers were allowed with peaked roof and proof that they were not formerly used for hazardous wastes.

The new criteria for multi-family housing ADUs and townhomes were presented with similar design standards as single family homes and parking requirements.

CUPs were revised to allow less items that would fall under this category of what the planning commission has seen at their required hearings.

Sheriff Bettencourt stated that he had issues with not enough planning on multi-family units as most people have more than one car per unit. Mayor Hassing asked if people have containers now if they would have to be removed. Fatland stated that they would be grandfathered in if they were put in prior to the rules being implemented.

Fatland stated that the proposed changes would go through the ordinance process at the council level, but must go through the hearing process at the planning commission meeting and be noticed to Oregon DLCD. The schedule for this process is to notice DLCD in March, public hearing at the planning commission at April meeting, first reading of ordinance at the May council meeting and second and final reading at the June council meeting.

9.2. Discuss Applying to Oregon Main Street Program Through Oregon Frontier Chamber of Commerce

The council received information of the Oregon Main Street Program in their packet that was received by K'Lynn Lane of the Oregon Frontier Chamber of Commerce. CA Greiner stated that the city had done a OMS assessment in 2009 which was attached to the packet and the reason that Condon didn't participate in 2009 was that it required staff that the city did not have available. The program allows for grants, technical assistance and possibly another community assessment. This program does not commit any funds or obligations to the program.

It was the consensus of the council to sign up for the OMS program with the Oregon Frontier Chamber of Commerce.

9.3. Land Exchange with Condon School District for ADA Sidewalks

PW Wilkins explained that when ODOT was working on the ADA sidewalk ramp project, they realized through their surveys that a portion of the sidewalks were on private property and not in the state's right-of-way (ROW). ODOT cannot use federal funds for projects if they are not in their right way, so this allows them to proceed with the ADA ramps as planned. The school is required to do a land swap with the city in two places by Condon High School and near the track.

A motion was made by Councilor Stinchfield to approve the land swap with Condon School District to allow for the ODOT ADA project to proceed. The motion was seconded by Councilor Cronk and approved unanimously.

9.4. Review & Approve Resolution 2022-06 - A Resolution of a Supplemental Budget

A motion was made by Councilor Jamieson to approve Resolution 2022-06 -Adopting Supplemental Budget . The motion was seconded by Councilor Parm and approved unanimously.

10. STAFF REPORTS

10.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2 million gallons of water were pumped in February and the Fairway Housing water and sewer project has been completed by the contractors. The city crew is responsible for reseeding the golf course and it will be done when the ground dries out from the recent rains. A pump went out at the headworks and is being replaced and Watkins Trucking is doing some mechanical work on the 10-yard dump truck. PW Wilkins has completed a Safe Routes to School (SRTS) grant for sidewalks and hopes to get some technical assistant money to complete the local SRTS plan in coordination with the Condon School District. Public Works crew has been doing maintenance on machinery, burning weeds and building check dams at City Farm. He reported that the Burning Barrel Open will be held March 12 on the golf course.



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10.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that the Gilliam County Fire Services is holding interviews this week for the coordinator position and he has offered a job to a person for a deputy position in his office. He said he has dealt with a lot of dog issues and that the abatement trial of John Reser was complete and he was found guilty. The city needs to follow up on the abatement of Reser property per the court order.

10.3. Administration - City Administrator Kathryn Greiner

CA Greiner said she followed up on EV charging stations and is in discussion with Judge Farrar-Campbell about placing them at the library and consider them in the county's budget process. She reported that she received \$59,452 from the Coy Real Estate for the baseball field lots; that CIS health insurance will not increase, but property/liability insurance will increase 15-20% next year. She requested that the Finance Committee set a date to discuss employee compensation and projects that will go in the 2022-23 budget and that Sen. Merkley will hold a virtual town hall Tuesday, March 15, 4 p.m. for local leaders which the councilors are invited, followed by a public town hall at 4:30 p.m.

11. COUNCIL INFORMATION

11.1. Condon Chamber of Commerce Budget Document 2021-22

12. NEXT REGULAR MEETING DATE

12.1. The next regular Condon City Council meeting is Wednesday, April 6, 2022, 7 p.m.

13. ADJOURN REGULAR MEETING

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

Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	FEB 2022	Admin Janitorial	02/28/2022	372.86	372.86	03/11/2022
Total ARAMARK UNIFORM SERVICES:					372.86	372.86	
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X02	PHONE	02/06/2022	9.28	9.28	03/11/2022
599	AT&T MOBILITY	872564008X02	PW Cell Phone	02/06/2022	9.27	9.27	03/11/2022
Total AT&T MOBILITY:					18.55	18.55	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1050109	Battery	03/01/2022	74.97	74.97	03/11/2022
859	BENNETT'S POINT S TIRE & AU	1050109	Battery	03/01/2022	74.98	74.98	03/11/2022
859	BENNETT'S POINT S TIRE & AU	1050190	TRAILER TIRES	03/08/2022	447.76	447.76	03/11/2022
859	BENNETT'S POINT S TIRE & AU	1050190	TRAILER TIRES	03/08/2022	447.77	447.77	03/11/2022
Total BENNETT'S POINT S TIRE & AUTO:					1,045.48	1,045.48	
BISHOP SANITATION							
876	BISHOP SANITATION	A-110057	Park Restroom	03/02/2022	85.00	85.00	03/11/2022
Total BISHOP SANITATION:					85.00	85.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	84230	Copier Charge	02/24/2022	7.25	7.25	03/11/2022
Total BOHN'S PRINTING:					7.25	7.25	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	FEB 2022	City Hall	02/23/2022	322.61	322.61	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Park	02/23/2022	33.77	33.77	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Memorial Hall	02/23/2022	51.52	51.52	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Golf Course	02/23/2022	33.86	33.86	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Sewer Plant w pivot	02/23/2022	282.81	282.81	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Disposal	02/23/2022	590.61	590.61	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	City Farm	02/23/2022	1,130.65	1,130.65	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Street Lights	02/23/2022	1,444.25	1,444.25	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	City Farm	02/23/2022	42.96	42.96	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Pool	02/23/2022	50.29	50.29	03/11/2022
169	COLUMBIA BASIN ELECTRIC	FEB 2022	Library	02/23/2022	384.11	384.11	03/11/2022
Total COLUMBIA BASIN ELECTRIC:					4,367.44	4,367.44	
COUNTRY FLOWERS							
204	COUNTRY FLOWERS	108742	Meeting Expense	02/28/2022	20.40	20.40	03/11/2022
Total COUNTRY FLOWERS:					20.40	20.40	
CRESTLINE CONSTRUCTION CO.							
210	CRESTLINE CONSTRUCTION C	HOUS. INFRA.	HOUSING INFRASTRUCTURE I	03/02/2022	56,561.44	56,561.44	03/11/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CRESTLINE CONSTRUCTION CO.:					56,561.44	56,561.44	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	FEB 2022	Water Fuel	02/28/2022	357.74	357.74	03/11/2022
224	DEVIN OIL COMPANY	FEB 2022	Sewer Fuel	02/28/2022	357.75	357.75	03/11/2022
Total DEVIN OIL COMPANY:					715.49	715.49	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	1077127	WATER IMPROVEMENT	02/28/2022	2,348.28	2,348.28	03/11/2022
Total FERGUSON ENTERPRISES:					2,348.28	2,348.28	
GALLOWAY, AUSTIN							
1553	GALLOWAY, AUSTIN	FEB 2022	W/S DEPOSIT REFUND 216 E GI	03/01/2022	60.01	60.01	03/11/2022
Total GALLOWAY, AUSTIN:					60.01	60.01	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	FEB 2022	Water	03/01/2022	48.31	48.31	03/11/2022
766	HOME TELEPHONE COMPANY	FEB 2022	Sewer	03/01/2022	149.48	149.48	03/11/2022
766	HOME TELEPHONE COMPANY	FEB 2022	Administration	03/01/2022	204.43	204.43	03/11/2022
Total HOME TELEPHONE COMPANY:					402.22	402.22	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	FEB 2022	MRC Fiber Project	03/01/2022	2,000.00	2,000.00	03/11/2022
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	2,000.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	FEB 2022	GALV BELL REDUCER	02/25/2022	14.60	14.60	03/11/2022
Total JAMIESON & MARSHALL:					14.60	14.60	
JOHN DEERE FINANCIAL							
248	JOHN DEERE FINANCIAL	FEB 2022	Park Repair & Maintenance	03/01/2022	13.99	13.99	03/11/2022
248	JOHN DEERE FINANCIAL	FEB 2022	Golf Repair & Maintenance	03/01/2022	14.00	14.00	03/11/2022
Total JOHN DEERE FINANCIAL:					27.99	27.99	
M & A AUTO PARTS							
371	M & A AUTO PARTS	FEB 2022	Water Supplies	02/28/2022	14.50	14.50	03/11/2022
371	M & A AUTO PARTS	FEB 2022	SEWER SUPPLIES	02/28/2022	14.49	14.49	03/11/2022
371	M & A AUTO PARTS	FEB 2022	PARK SUPPLIES	02/28/2022	37.98	37.98	03/11/2022
371	M & A AUTO PARTS	FEB 2022	SEWER SUPPLIES	02/28/2022	4.99	4.99	03/11/2022
371	M & A AUTO PARTS	FEB 2022	PARK SUPPLIES	02/28/2022	51.42	51.42	03/11/2022
Total M & A AUTO PARTS:					123.38	123.38	
MAUL FOSTER ALONGI							
1531	MAUL FOSTER ALONGI	46259	SCHOOL HOUSE ASSESSMENT	03/01/2022	25,849.77	25,849.77	03/11/2022
Total MAUL FOSTER ALONGI:					25,849.77	25,849.77	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	FEB 2022	Memorial Hall Propane	02/28/2022	467.33	467.33	03/11/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
377	MORROW COUNTY GRAIN GRO	FEB 2022	City Hall Propane	02/28/2022	517.83	517.83	03/11/2022
377	MORROW COUNTY GRAIN GRO	FEB 2022	Sewer Plant	02/28/2022	530.94	530.94	03/11/2022
Total MORROW COUNTY GRAIN GROW.:					1,516.10	1,516.10	
POTTER, KEITH							
1554	POTTER, KEITH	MARCH 2022	W/S DEPOSIT REFUND 425 N W	03/09/2022	108.52	108.52	03/11/2022
Total POTTER, KEITH:					108.52	108.52	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	FEB 2022	BUDGET COMMITTEE VACANC	03/09/2022	20.50	20.50	03/11/2022
540	THE TIMES-JOURNAL	FEB 2022	PARK ATTENDANT ADVERT.	03/09/2022	43.00	43.00	03/11/2022
540	THE TIMES-JOURNAL	FEB 2022	SUPPLEMENTAL BUDGET	03/09/2022	234.00	234.00	03/11/2022
Total THE TIMES-JOURNAL:					297.50	297.50	
TK ELEVATOR CORPORATION							
1535	TK ELEVATOR CORPORATION	3006475836	LIFT CHAIR	03/01/2022	264.39	264.39	03/11/2022
Total TK ELEVATOR CORPORATION:					264.39	264.39	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	FEB 2022	Office Supplies	02/27/2022	16.16	16.16	03/11/2022
548	TWO BOYS MEAT & GROCERY	FEB 2022	Water	02/27/2022	8.99	8.99	03/11/2022
548	TWO BOYS MEAT & GROCERY	FEB 2022	sewer Shop Supplies	02/27/2022	8.99	8.99	03/11/2022
548	TWO BOYS MEAT & GROCERY	FEB 2022	Water	02/27/2022	9.64	9.64	03/11/2022
548	TWO BOYS MEAT & GROCERY	FEB 2022	sewer Shop Supplies	02/27/2022	9.64	9.64	03/11/2022
Total TWO BOYS MEAT & GROCERY:					53.42	53.42	
VISA							
559	VISA	5886 FEB 22	OPERATORS CONFERENCE	02/20/2022	125.00	125.00	03/11/2022
559	VISA	5886 FEB 22	OPERATORS CONFERENCE	02/20/2022	125.00	125.00	03/11/2022
559	VISA	5886 FEB 22	TRIP MEAL - GOLF	02/20/2022	9.14	9.14	03/11/2022
559	VISA	5886 FEB 22	TITLE/REGISTRATION 1999 TRA	02/20/2022	86.50	86.50	03/11/2022
559	VISA	5886 FEB 22	TITLE/REGISTRATION 1999 TRA	02/20/2022	86.50	86.50	03/11/2022
559	VISA	5886 FEB 22	STREET STENCILS	02/20/2022	134.00	134.00	03/11/2022
559	VISA	5886 FEB 22	NOTARY STAMP	02/20/2022	23.27	23.27	03/11/2022
559	VISA	5886 FEB 22	FRONT PRINTER	02/20/2022	369.99	369.99	03/11/2022
559	VISA	5886 FEB 22	MAILING STAMPS	02/20/2022	116.00	116.00	03/11/2022
559	VISA	8577 FEB 22	CO. CLERK REPLAT BALLFIELD	02/20/2022	175.28	175.28	03/11/2022
559	VISA	8577 FEB 22	POSTAGE TO MAIL	02/20/2022	21.50	21.50	03/11/2022
559	VISA	8577 FEB 22	STORAGE CABINET	02/20/2022	149.99	149.99	03/11/2022
559	VISA	8577 FEB 22	GRASS SEED	02/20/2022	187.77	187.77	03/11/2022
559	VISA	8577 FEB 22	CLOVER GROUND COVERING	02/20/2022	34.56	34.56	03/11/2022
Total VISA:					1,644.50	1,644.50	
WATKINS TRUCKING							
755	WATKINS TRUCKING	22-07	DUMP TRUCK REPAIR	02/27/2022	610.00	610.00	03/11/2022
755	WATKINS TRUCKING	22-07	DUMP TRUCK REPAIR	02/27/2022	610.00	610.00	03/11/2022
Total WATKINS TRUCKING:					1,220.00	1,220.00	
Grand Totals:					99,124.59	99,124.59	

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

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Account Summary

Billing Cycle		02/20/22
Days In Billing Cycle		28
Previous Balance		\$885.80
Purchases	+	1,075.40
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$885.80
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$1,075.40

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$8,808.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

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

* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR *
* WAS...\$ 13.95 *

Account Inquiries



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



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



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

Payment Summary

NEW BALANCE	\$1,075.40
MINIMUM PAYMENT	\$1075.40
PAYMENT DUE DATE	03/16/2022

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

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

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



Account Number

5886

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

Closing Date

02/20/22

New Balance

\$1,075.40

Total Minimum
Payment Due

\$1075.40

Payment Due Date

03/16/2022

AMOUNT OF PAYMENT ENCLOSED

\$

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



MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1003 5886 00107540 00107540 6

Account Number: ##### 5886

Closing Date: 02/20/22

Credit Limit: \$10,000.00 Available Credit: \$8,808.00

Page 3 of 4

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
02/01/22	02/03/22	8299	24121572033000032010012	EASTERN OREGON AWWA/PN 000-0000000 OR <i>Operators Conference</i>	\$250.00 <i>W280</i>
02/02/22	02/04/22	5814	24445002034500259027637	ARBYS 6745 TROUTDALE OR <i>Trip meal</i>	\$125.52 <i>5280</i>
02/03/22	02/06/22	9399	24717052035150355727907	ODOT DMV 503 945 5000 <i>Title Registration</i>	\$9.14 <i>6150</i>
02/11/22	02/11/22	6010	1 2042121347000160	CONDON OR	\$173.00 <i>W2100</i>
02/15/22	02/16/22	1520	24492162047000000749166	PAYMENT - THANK YOU	\$885.80 <i>310</i>
02/16/22	02/17/22	5300	24692162047100222997706	1-800-STENCIL <i>Stencils</i>	\$134.00 <i>5231</i>
02/16/22	02/17/22	5943	24492152047637736541796	HTTPS1800STEN MI <i>Printer</i>	\$369.99 <i>A10</i>
02/16/22	02/17/22	5943	24492152047637736541796	WWW COSTCO COM <i>Notary Stamp</i>	\$23.27 <i>A10</i>
02/18/22	02/20/22	9402	24137462050001352087675	NOTARYSTAMP.COM <i>Stamps</i>	\$116.00 <i>A10</i>
				USPS PO 4017920823 CONDON OR	

Additional Information About Your Account

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	G	\$ 0.00	1.3200%	15.84%	\$ 0.00	
CASH	F	\$ 0.00	1.3200%	15.84%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 1,075.40

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.

Account Summary

Billing Cycle		02/20/22
Days In Billing Cycle		28
Previous Balance		\$635.42
Purchases	+	569.10
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$635.42
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$569.10

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,430.00
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Important Information About Your Account

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

* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR *
* WAS...\$ 38.22 *

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	\$569.10
MINIMUM PAYMENT	\$569.10
PAYMENT DUE DATE	03/16/2022

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

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

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



Account Number

8577

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

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
02/20/22	\$569.10	\$569.10	03/16/2022

\$

CITY OF CONDON
CITY OF CONDON 2
PO BOX 445
CONDON OR 97823-0445



MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1001 8577 00056910 00056910 4

Account Number: ##### 8577
Closing Date: 02/20/22
Credit Limit: \$10,000.00 Available Credit: \$9,430.00

Page 3 of 4

Cardholder Account Summary						
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
02/02/22	02/03/22	9399	24377352034000003441623	GILLIAM COUNTY CLERK 888-8916064 OR	\$175.28	Replac
02/04/22	02/06/22	9402	24137462036001213509122	USPS PO 4017920823 CONDON OR	\$21.50	Postage A/D
02/05/22	02/06/22	5942	24692162036100444601477	AMZN Mktp US*CM7PS8YS3 Amzn.com/bill WA	\$149.99	cabinet A/D
02/08/22	02/09/22	5942	24692162039100195874817	AMZN Mktp US*Q385D45O3 Amzn.com/bill WA	\$187.77	Grass Seed PO10
02/09/22	02/10/22	5942	24431062040083723631823	AMAZON.COM*G87NN2H83 AMZN	\$34.56	clover PO10
02/11/22	02/11/22	6010	1 2042121347000170	AMZN.COM/BILL WA PAYMENT - THANK YOU	\$635.42	-

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	\$ 569.10

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.

Additions are in bold, text to be removed is struck, some changes are highlighted for clarity.

CHAPTER 152: ZONING REGULATIONS

152.103 DEFINITIONS.

For purposes of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning. As used in this chapter, the singular includes the plural and the masculine includes the feminine and neuter; the word may is discretionary, the word shall is mandatory.

ACCESSORY DWELLING – An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a primary residential use.

~~***APARTMENT.*** A building (or portion thereof) consisting of separate living units designed for occupancy by three or more families living independently of each other.~~

APARTMENT. A building containing five or more dwelling units.

~~***DUPLEX.*** A building containing two dwelling units, each dwelling unit is designed for occupancy by a single family.~~

DUPLEX – Two dwelling units on a lot or parcel in any configuration (detached or attached). In instances where a development can meet the definition of a duplex and also meets the definition of a primary dwelling unit with an accessory dwelling unit (ADU), the applicant shall specify at the time of application review whether the development is considered a duplex or a primary dwelling unit with an ADU.

DWELLING UNIT - A single independent unit providing complete living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. For the purposes of this definition, "independent" means the dwelling unit:

- (a) Is detached from any other dwelling unit or is separated from any other dwelling unit by an approved fire separation as required under the Building Code;
- (b) Includes a kitchen area with a sink and an approved electrical service connection for a stove or range; and
- (c) Does not have a direct interior connection to any other dwelling unit, but may have fire-separated access to a common facility shared with any other dwelling unit

FOURPLEX - Means four dwelling units on a lot or parcel in any configuration.

SHORT-TERM RENTAL – Dwelling units rented for a period of less than 30 days, subject to the City of Condon Transient Lodging Tax.

TOWNHOME - A dwelling unit located on its own lot that shares one or more common or abutting walls with one or more dwelling units on adjacent lot(s).

TRIPLEX - Means three dwelling units on a lot or parcel in any configuration.

LAND USE ZONES

' 152.301 RESIDENTIAL ZONE - R-1.

USES . Buildings or structures hereafter erected, structurally altered, enlarged, or moved and land hereafter used in the R-1 Residential Zone shall comply with the following regulations. One single-family dwelling per lot, or parcel, is the maximum allowed density unless otherwise specified by this chapter.

(1) *PERMITTED USES.*

(A) Single-family dwellings, including manufactured homes meeting the requirements of ' 152.406.

(B) Duplexes, triplexes, and fourplexes meeting the requirement of ' 152.415.

(C) Accessory Dwelling Units meeting the requirements of ' 152.416.

(D) Townhomes meeting the requirements of ' 152.417.

(E) Short term rentals as defined.

(F) Public parks, public recreation areas and publicly owned community or neighborhood centers.

(G) Accessory uses or structures conforming with the requirements of ' 152.301(8) customarily incidental to the above uses. Detached accessory buildings shall not be located within the required setback areas or less than **10 5 feet** from the main building. Accessory uses are those which are clearly incidental and subordinate to the primary use of the main building.

(H) Name plates and signs. One non-illuminated name plate, not to exceed four square feet in area, placed flat against the building, for each dwelling containing a home occupation. One temporary non-illuminated sign not to exceed eight square feet in area appertaining to the lease, rental, or sale of a building or premises upon which it is located. One bulletin board, not to exceed 24 square feet in area for each church, public library, neighborhood or community center. See ' 152.410.

(I) Residential homes.

(J) Home occupation Type I.

(2) *CONDITIONAL USES.* Permitted with approval of the Planning Commission in accordance with ' 152.501.

(A) Churches.

- (B) Public buildings, schools and libraries.
- (C) Lodge for civic or fraternal organization carrying on no commercial activity.
- (D) Home occupation Type II.
- ~~(E) Duplexes, two unit dwellings, triplexes, and fourplexes.~~
- (E) Necessary public utilities and public services with safeguards against non-compatibility to adjacent or abutting residential property as required by the Planning Commission.
- (F) Mobile home parks.
- (G) Bed and Breakfast facilities meeting the provisions of ' 152.407.
- (H) Boarding house.
- (I) Residential facilities.
- (J) Child care center.
- (K) Temporary use for construction with a one-year time limit, or once an occupancy permit is granted for the constructed structure.

(L) Apartments.

- (3) *HEIGHT.* Buildings, structures, or portions thereof shall not be erected to exceed a height of 2 1/2 stories or 35 feet. Accessory buildings shall not exceed ~~14~~ 16 feet in height.
- (4) *SETBACK AND AREA REQUIREMENTS.*
 - (A) Setbacks. The following setbacks apply to both primary and accessory structures.
 - 1. Front Yard, Setback. There shall be a front yard of not less than 15 feet in depth. **Unenclosed structures such as stairs, decks, or porches may encroach up to five feet into the required setback.**
 - 2. Side Yard, Setback. There shall be a side yard on each side of the main building and each side yard shall have a width of not less than five feet. A corner lot shall have **10** ~~15~~ feet of side yard setback.
 - 3. Rear Yard, Setback. There shall be a rear yard of not less than five feet in depth.
 - (B) Area Requirements.
 - 1. Lot Area. Every lot shall have a minimum average width of not less than 50 feet and an area of not less than 5,000 square feet.

Duplexes	7,500 square feet
Triplexes	8,500 square feet
Fourplexes	9,500 square feet

(5) **PARKING REGULATIONS.** One parking space shall be provided for each dwelling unit. If provided off-street, a driveway apron, as defined shall be provided.

~~(A) Dwellings. Two parking spaces shall be provided on the lot for each dwelling unit. A driveway apron, as defined shall be provided.~~

(A) **On Street Credit.** On street parking spaces meeting the following criteria shall be counted toward the minimum parking requirement above.

1. The space must be a minimum of 22 feet long,
2. The space must be abutting the subject site; and
3. The space must not obstruct a required sight distance area.
4. **Garage Door Orientation.** All garage doors must be subordinate to the primary dwelling's street facing façade. Select at least one of the following options:
 - a) **Front-facing garage door with limited width.** Front-facing garage door(s) extending a maximum of fifty percent of the street facing façade width or 12 feet, whichever is greater.
 - b) **Front-facing garage door beneath a second story.** Front-facing garage door(s) may extend beyond fifty percent of the street facing façade if beneath a full second story.
 - c) **Garage door set back from primary façade.** Front-facing garage door(s) set back at least four feet from the street facing façade.
 - d) **Side or rear facing garage door.** Garage door(s) oriented to a side street or alley.

(B) Uses other than Dwellings. See Supplemental Provisions ' 152.411.

(6) **SANITATION REGULATIONS.** Before any dwelling is occupied, it must be connected to the city sewer system.

~~(7) **DESIGN FEATURES.** One or two family dwellings and manufactured homes shall be provided with at least two of the following design features.~~

(A) **Entry Orientation.** The main entrance for each dwelling unit must:

1. Be within eight (8) feet of the street-facing façade and

2. Either:

- a) Face the street; or
- b) Open onto a porch with at least one entrance facing the street.

(B) A minimum of 15 percent of the area of each street-facing façade must be windows or a main entrance door. Windows in garage doors do not count toward meeting this standard.

- ~~(A) Dormers.~~
- ~~(B) Recessed entries.~~
- ~~(C) Cupolas.~~
- ~~(D) Bay or bow windows.~~
- ~~(E) Attached garage.~~
- ~~(F) Window shutters.~~
- ~~(G) A roof with a pitch greater than nominal 3/12.~~
- ~~(H) Offsets on building face or roof (minimum 12").~~
- ~~(I) Gables.~~
- ~~(J) Covered porch entry.~~
- ~~(K) Pillars or posts.~~
- ~~(L) Eaves (minimum 6").~~
- ~~(M) Tile or shake roof.~~
- ~~(N) Horizontal lap siding.~~

(8) ACCESSORY STRUCTURES OR USES. Accessory uses or structures larger than ~~120~~ **200** square feet must meet all of the following requirements:

(A) Setbacks.

- 1. Accessory structures shall not be located within the required setbacks and;**
- 2. Must be located a minimum of five feet behind the street-facing façade of the primary dwelling.**

(B) Size and Design.

- 1. Have a maximum height of 16 feet.**
- 2. Accessory Dwelling units meeting the design standards of Section ' 152.301 (7) may**

be constructed to a maximum height of 2 ½ stores or 35 feet.

(C) Shipping containers as accessory structures.

1. Shipping containers are prohibited as accessory structures in the R-1 Zone.

(D) Accessory Dwelling Units. See Section ' 152.416

~~(A) Have a peaked roof.~~

(B) If manufactured off site:

1. The manufacture date shall not be more than three years prior to date of placement, and
2. If purchased used, the seller must certify the unit has not been previously used for the manufacture, storage or transportation of hazardous wastes. (Ord. 01-05, passed 6-6-01; Am. Ord. 2012-01, passed 12-7-11)

SUPPLEMENTARY PROVISIONS

' 152.415 DUPLEXES, TRIPLEXES, AND FOURPLEXES. Duplexes, triplexes, and fourplexes are permitted outright on lots or parcels zoned for residential use that allow for the development of detached single-family dwellings. Duplexes are subject to the same approval process as that for detached single family dwellings in the same zone and are subject to the following standards.

(1) Design Standards.

(A) New duplexes, triplexes, and fourplexes shall meet all required design standards (e.g., window coverage, etc.) that apply to detached single-family dwellings in the same zone, unless those standards conflict with this code.

(B) Entry Orientation. The main entrance for each dwelling unit must:

- a) Face the street; or**
- b) Open onto a porch with at least one entrance facing the street; or**
- c) For detached units: if separated from the street by another dwelling, the main entrance may face a common space adjacent to the street.**

(C) Development Standards. Duplexes shall meet all other development standards (e.g., height, setbacks, parking, etc.) for single-family dwellings in R-1 Zone, additionally;

- a) Conversion of an existing, conforming or legal non-conforming single-family dwelling to a duplex is allowed, provided that the conversion does not increase the non-conformity.**

' 152.416 ACCESSORY DWELLING UNITS. Accessory dwellings, where allowed, are subject to review and approval through an administrative review and shall conform to all of the following standards:

(1) Density.

(A) The unit may be a detached building, in a portion of a detached accessory building (e.g., above a garage or shop), or a unit attached or interior to the primary dwelling (e.g., an addition or conversion of an existing floor.)

(B) A maximum of one (1) detached Accessory Dwelling shall not exceed 900 square feet of floor area or 75 percent of the primary dwelling's total floor area, whichever is larger. When the accessory structure has another use (e.g., garage.) This criterion only applies the floor area of the structure used as a dwelling.

(C) Configurations exceeding four (4) units per lot requires a Conditional Use Permit.

(2) Floor area.

(A) A Detached Accessory Dwelling shall not exceed 900 square feet of floor area or 75 percent of the primary dwelling's total floor area, whichever is larger. When the accessory structure has another use (e.g., garage), this criterion only applies the floor area of the structure used as a dwelling.

(B) An attached Accessory Dwelling shall not exceed 900 square feet of floor area, or 75

percent of the primary dwelling's floor area, whichever is greater. However, Accessory Dwellings that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the Accessory Dwelling would be more than 900 square feet.

(3) Other Development Standards. Accessory dwellings shall meet all other development standards (e.g., height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:

(A) Conversion of an existing legal non-conforming structure to an Accessory Dwelling is allowed, provided that the conversion does not increase the non-conformity;

(B) No additional parking is required for an accessory dwelling unit.

' 152.417 TOWNHOMES. Townhomes are permitted outright on lots or parcels zoned for residential use that allow for the development of detached single-family dwellings. Townhomes are subject to the same approval process as those for detached single-family dwellings in the same zone and are subject to the following standards.

(1) Design Standards.

(A) New townhomes shall meet all required design standards (e.g., window coverage, etc.) that apply to detached single-family dwellings in the same zone, unless those standards conflict with this code.

(2) Development Standards. Townhomes shall meet all other development standards (e.g., height, setbacks, parking, etc.) for single-family dwellings in the zone in which it is placed, additionally;

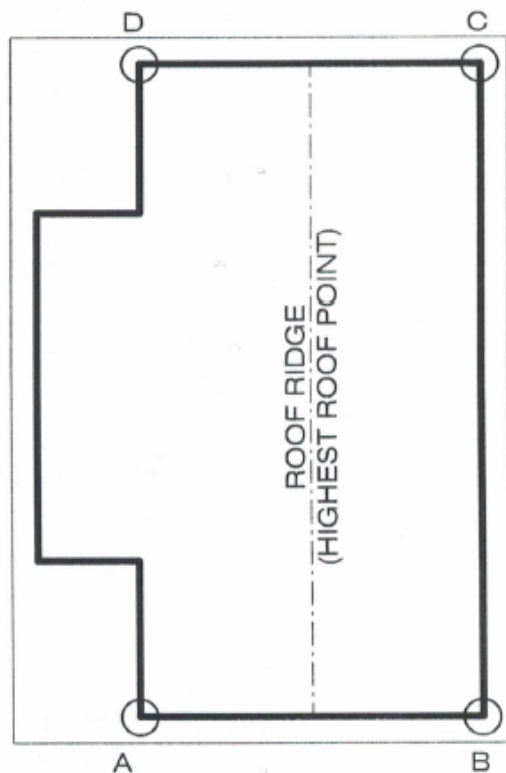
(A) Conversion of an existing, conforming or legal non-conforming single-family dwelling to a townhome is allowed, provided that the conversion does not increase the non-conformity.

(B) Side yard setback requirements are not required where the development abuts an adjacent townhome unit.

' 152.418 MEASURING BUILDING HEIGHT. "Building height" means the vertical distance between the building's highest roof point, not including chimneys or mechanical equipment, and the average finish grade adjacent to the building's foundation. Unless you are planning your addition or new building to meet the maximum height allowed, simple calculations for building height are illustrated here that will not require ladder work or climbing around on your roof. If you are needing precise calculations, perhaps obtaining professional assistance is warranted. There are 4 simple steps: Establish an exterior horizontal exterior line of reference, discover roof pitch (slope) in order to calculate the height of roof, measure grade changes at building corners, and finally add the measurements together.

1. Find or create an exterior horizontal exterior line of reference (such as the siding to foundation) that continues around the building. (see figure 1 below)
2. An easy way to learn the roof height is to first calculate the slope (rise-to-run), by standing beside the building and walk back until your eyesight aligns with the slope of the roof, (see figure 1). If "H1"=5'-6" minus "H2"=9'-6" equals 4'-0" over "L1"=8'-0" means 4/8=6/12, thus the slope is a 6/12 pitch. Now measure the distance horizontally (at ground level) from the edge of the roof to the ridge (roof max, see figure 1). Once you have the slope rise (6" for every 12"), multiply that by the measurement taken at ground level to discover the roof height. Add this height measurement with the distance from the roof edge (roof min. figure 1) to the line of reference established in step 1.
3. Envelope the shape of the building's footprint to corners as shown on the plan below. Label each corner as shown. Measure the height between exterior horizontal line to the ground near the foundation at each corner. Add the four measurements together, then divide that sum x4 to arrive at the average measurement. (see example below)
4. Finally, add the average measurement from step 3 to height from reference line to roof max (step 2). You now have the building height.

Note that if you have scaled architectural drawings of your building, the measurements found on the exterior elevations may be added to the site measurements found in step 3 once the main floor elevation is established in relationship to your building site.



PLAN VIEW

Example; A=6", B=1'-6", C=8'-0", D=7'-6"
 = 17'-6" / 4 (average height, step 3)
 = 4'-6" + 15'-6" (ref. line to roof peak, step 2)
 = 20'-0" building height

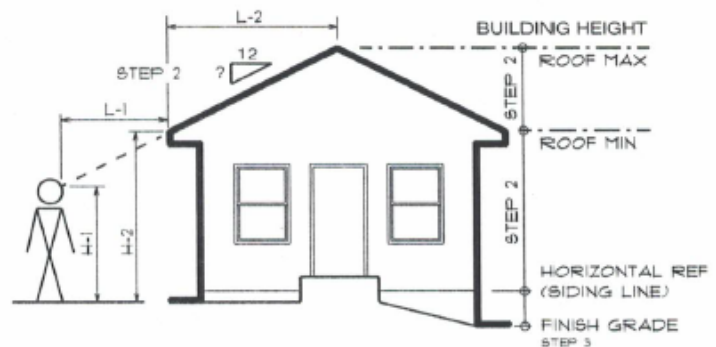


FIGURE 1

Condon Elementary School

220 S. East Street
Condon, Oregon 97823

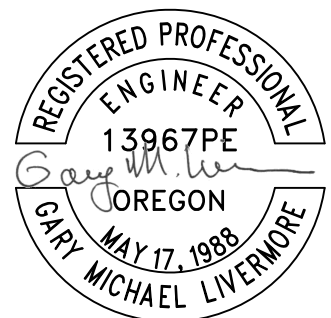


Structural Assessment of Existing Building

Prepared by

Gary Livermore, PE, Architect
Livermore Architecture & Engineering

March 24, 2022
Project Number: 221088.00



EXPIRES: 12/31/22

Purpose of Report

Condon School District will be moving K-8 grades from the existing Elementary School Building to a newly constructed addition to the High School in the fall of 2022. The Elementary School Building is currently in use but will be vacated when that transition occurs. City of Condon is trying to determine if the Elementary School can be modified for other residential and commercial uses or should be demolished. They are currently considering the possibility of converting classrooms into residential rental units at the building north and south wings.

In order to assist in the decision on whether to repurpose the existing structure, City of Condon requires a structural assessment to be performed. Concurrent with this structural assessment, Maul Foster Alongi is developing a hazardous material assessment study of the building. Livermore Architecture & Engineering, Inc. (LAE) has contracted with Maul Foster & Alongi to develop the structural assessment.

The purpose of the structural assessment report is to assess the general condition of the building structure as well as to review the seismic and structural systems for the existing Elementary School. The main goal is to identify any major seismic and structural deficiencies associated with the school that would preclude its use for another purpose. Because the various portions of the building were built prior to the upgrade of seismic codes in the 1970's the building is likely to be deficient in seismic life safety provisions of current codes.

Existing Structures

The Condon Elementary School is approximately 45,000 square feet in total area and has been constructed in several phases. The original, main building was built around 1910-1920. The remainder of the building was built in the 1950's and 1960's. The following is a summary of the various areas of the building structure.

Main Building—The original, main building was built in approximately 1910-1920 and is a two-story structure.

- **Roof Structure**—Roof framing typically consists of wood joist framing spanning between wood stud bearing walls and wood post and beam construction. Over the second-floor gymnasium, wood purlins are supported by heavy timber trusses. Roof sheathing is straight wood decking.
- **Second Floor Framing**—Floor framing typically consists of wood joist framing spanning between wood stud interior bearing walls and wood post and beam construction. Exterior bearing walls are concrete from the ground level to second floor and hollow clay tile (HCT) from the second floor to roof. The HCT is not reinforced. It is unlikely the concrete wall is reinforced. Floor sheathing is diagonal wood decking.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—A straight wood sheathing diaphragm at the roof and diagonal sheathing diaphragm at the floor framing transfer wind and seismic loads to exterior concrete and hollow clay tile shear walls.

North Wing—This building addition was constructed in approximately 1958 and is a single-story structure.

- **Roof Structure**—Roof framing typically consists of 2 x 6 T & G wood decking spanning between glulam beams. The glulam beams span between concrete masonry unit (CMU) bearing walls.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—The wood decking diaphragm at the roof transfers wind and seismic loads to exterior and interior concrete masonry unit (CMU) shear walls. The CMU walls have horizontal reinforcing but no vertical reinforcing.

South Wing—This building addition was constructed in two phases in approximately 1956 and 1958 and is a single-story structure.



- **Roof Structure**—Roof framing typically consists of 2 x 6 T & G wood decking spanning between glulam beams. The glulam beams span between concrete masonry unit (CMU) bearing walls.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—The wood decking diaphragm at the roof transfers wind and seismic loads to exterior and interior concrete masonry unit shear walls. The CMU walls have horizontal reinforcing but no vertical reinforcing.

Fieldhouse—This building addition was constructed in approximately 1955 and is a single-story structure.

- **Roof Structure**—Roof framing metal decking spanning between steel roof purlins that are supported by pre-engineered metal building frames spaced at approximately 25'-0" on center. Walls are constructed of steel decking spanning between horizontal steel girts that are supported by the metal building frames.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—Steel moment frames resist lateral loads in the east-west direction and diagonal steel rod x-bracing resist loads in the north-south direction.

Locker Rooms—This building addition was constructed in approximately 1964 and is a single-story structure.

- **Roof Structure**—Roof framing typically consists of plywood decking spanning between wood joists that are supported by glulam beams. The glulam beams span between concrete masonry unit (CMU) bearing walls.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—The plywood diaphragm at the roof transfers wind and seismic loads to exterior and interior concrete masonry unit shear walls. The reinforcing in the CMU walls is unknown.

Library—This building addition was constructed in approximately 1966 and is a single-story structure.

- **Roof Structure**—Roof framing typically consists of plywood decking spanning wood joists that are supported by glulam beams. The glulam beams span between concrete masonry unit (CMU) bearing walls.
- **First Floor Framing**—This is concrete slab on grade construction throughout.
- **Building Lateral System**—The plywood diaphragm at the roof transfers wind and seismic loads to exterior and interior concrete masonry unit shear walls. The reinforcing in the CMU walls is unknown.

Miscellaneous Structures—Small building additions have been constructed at two locations. One addition is a storage room for refrigerators near the Cafeteria area. This addition is located at the northeast corner of the Main Building. The second addition appears to be storage for maintenance supplies. It is located on the west side (north end) of the Fieldhouse. The date of these two additions is unknown. Both additions are wood frame structures and are in poor condition.

The various phases of the building construction are shown on the attached floor plan diagrams that are located at the back of this report. Building phases and dates were determined from a master plan drawing provided at City of Condon offices. Floor plan diagrams were constructed by LAE from a PDF of floor plan layouts developed by Dull, Olson, Weekes Architects and included in their facility assessment report dated April 2002. LAE has developed their diagrams from these plans and from a general review of existing site conditions. LAE's diagrams are all approximate and have been developed for the intent of providing a reference document for this assessment. A complete more detailed survey of the building should be performed prior to proceeding to the next steps in the process.



Assessment Process

Gary Livermore (LAE) initially visited the site on January 14, 2022 to conduct a visual review of the existing building structure. The school was closed to students on this day. Present at the site on that date were school maintenance staff as well as representatives of Maul Foster & Alongi who were collecting samples for an environmental assessment of the building structure. Gary Livermore conducted a follow-up visit on February 18, 2022 for the purpose of conducting a final visual review of the building. Gibb Wilkins of City of Condon and Dallas Harsin, the former maintenance person for the Elementary School, were present for this walk-through.

No drawings were available of the existing Main Building or the North or South wings. Very limited drawings were available for the Library and Locker Room additions. Plans available for these additions include a Library foundation plan and wall section and a Locker Room foundation plan and floor plan. The site visits and a review of previous building reports are the basis of this report.

Most of the building structural framing is concealed by finish materials, therefore LAE's review of specific structural members and construction details is limited. In most conditions, the structural capability and condition of the structure must be inferred from the condition of the finishes and the longevity of the structure.

Structural Conditions Observations

The following is a summary of our findings related to our site visits. It should be noted that, based on what is visible, the general structural condition of the existing building is good.

Main Building

- Stucco finish on face of exterior walls has cracking throughout. At some locations the stucco has spalled away, exposing the hollow clay tile or concrete wall structure. Although the stucco is not structural, it should be maintained to protect the building structure.
- None of the framing at the second floor is visible for review. It is our understanding, based on Dallas's comments, that extensive repairs were done approximately 20 years ago to a portion of the floor framing (over the existing first floor Boiler Room) at the second floor Gymnasium. This floor area was previously damaged due to heavy suspended equipment loading however it now appears to be level and performing well.
- Chimneys at the east exterior wall of the building (outside of the Boiler Room) appear to have pulled away from the building structure and need to be properly attached or removed.
- It is our understanding that the parapets around the perimeter of the roof were repaired when the roofing membrane was redone approximately 20 years ago. It is our understanding that deficiencies to the parapets were corrected at that time. Parapets are not visible due to the roofing installation.
- Earlier reports indicate that there may be some damage to the wood framing at the second floor and roof levels where it bears directly on HCT and concrete walls. No noticeable settlement or floor movement could be detected at these locations, but this framing should be checked since this is a condition that is not desirable or allowed by code.

North Wing

- Much of the exterior CMU wall surface is covered with wood siding, so the condition of these walls is not readily visible. There is some stair-step cracking in the exposed wall at the west side of the building (at the connecting hallway area). Also, some cracking occurs at the tops of the CMU piers at the glulam beam bearing points on the north side of the building.
- Generally, the structure in this area appears to be in good condition.



South Wing

- Exterior CMU walls have several areas of stair-step cracking, primarily on the north wall of the South Wing (between the Main Building and the South Wing) and in the courtyard area between the two sections of the South Wing. This is likely a result of the limited reinforcing in these walls and does not appear to be a structural issue at this time.
- The exterior concrete flatwork (sidewalks and courtyard slabs) is in poor condition and will need to be replaced if this area of the building is to be utilized. Beyond the general spalling and damage to the exterior concrete surface there are several areas where the slab has heaved or settled creating steps in the surface elevation. At the sidewalk on the south of the South Wing, the exterior edge of the slab has heaved, directing water back to the face of the building.

Fieldhouse

- Other than the general wear and tear on the building, the structure appears to be in good condition.
- Exterior concrete flatwork adjacent to the building is in poor condition.

Locker Rooms

- Exterior CMU walls have limited cracking with the exception of a vertical crack about midway along the length of the south wall. This crack appears to serve the purpose of a control joint in the wall and is not of structural concern.
- The wood fascia board at the edge of the roof has significant rot and will need to be replaced. This is primarily a structural concern if it allows moisture to infiltrate into the building structure.

Library

- The south exterior wall of the Library is visible and appears to be in good condition. The CMU block at this wall is stack bond, rather than the running bond used at other areas of the building.

Miscellaneous Structures

- These structures are poorly constructed and would likely not be part of any re-use of the existing building.

Seismic Assessment

Seismic Overview

Seismic codes were substantially revised in the 1970's and any buildings constructed prior to this date are quite possibly deficient in life safety performance during a major earthquake. All portions of the Condon Elementary School building were constructed prior to 1970.

One of the major changes made in the 1970's is that in any building, floors and roofs are required be attached walls to resist forces both perpendicular and parallel to the walls. Typically, in buildings constructed before this time, this was not a consideration. Lack of consideration of this attachment creates probably the greatest hazard in these buildings due to the potential for building collapse.

Additionally, the ability of structures to absorb energy prior to collapse is a major consideration in the seismic code revisions. Buildings with ductility (ability to absorb energy before failure) are given much more leeway than brittle buildings. Unreinforced masonry buildings (HCT buildings included), due to their brittle nature, are looked at very critically due to their inability to absorb energy prior to collapse.

Because of improvements in construction technology older buildings typically are limited in length of spans and size of open areas compared to newer structures. As a result, older buildings typically have more walls with more limited wall openings and, as a result, are more "redundant" in nature to resist wind and seismic forces. It is critical in the remodel of older, existing



buildings to limit the removal of any existing walls and other support members as they may all contribute to the lateral force resisting system.

Seismicity of Site

Seismicity is the frequency and magnitude of earthquakes in a particular region. Condon is in an area of relative moderate seismicity. Additionally, the soils conditions in Condon are very good seismically. The Geotechnical Site Investigation Report for the new elementary school in Condon, dated March 30, 2021 classifies the site as Site Class C based on properties of the upper 100 feet of soil and bedrock material at the site (IBC 2015).

Per current Oregon Structural Specialty Code (OSSC) requirements, common buildings (Risk Category II) that are not essential after an earthquake are designed to a "Life Safety" level with an Importance Factor of 1.0, correlating to a 500-year earthquake. The PGA (peak ground acceleration) for a typical 500-year earthquake event in Condon is 17.3% per the geotechnical report. For comparison, peak ground acceleration in Portland for a similar building is 40% which means the earthquake shaking force in Portland is more than double the force in Condon, as is the seismic force needed to be considered during design.

The most recent earthquake within a 200-mile radius of Condon was recorded in June of 2021 at Government Camp with a magnitude of 3.9. This was the highest rated one in the last 2 years.

Seismic Observations

The following are our findings for the various areas of the building.

Main Building

The exterior bearing walls at the Main Building (from second floor to roof) are constructed of hollow concrete tile (HCT). This is a very brittle material which does not perform well during earthquakes. The cells in HCT run horizontally without steel reinforcement. Typically, the walls span from floor to floor or floor to roof and the only tie between the blocks is the mortar that binds them. Walls constructed of HCT have little ability to resist out-of-plane forces or in-plane forces. During a major earthquake the walls would likely shatter and collapse.

The exterior bearing walls at the Main Building (from ground level to second floor) are constructed of concrete. It is unknown if these walls have reinforcing, however they likely do not. These walls will perform better for shear than the HCT during an earthquake, however have very limited capacity to resist out-of-plane loading due to wind or seismic.

Roof and floor diaphragms are constructed of decking which has very limited capacity as a diaphragm to transfer loads to the shear walls. Additionally, the roof and floor diaphragms are not tied into the exterior walls and the walls would likely pull away during a major earthquake.

This structure has survived over 100 years while subject to minor earthquakes. It would, however, perform very poorly in a major earthquake.

North and South Wings

The exterior bearing walls at the North and South Wings are constructed of concrete masonry units with limited steel reinforcement (horizontal joint reinforcement). The walls span from floor to roof and the only tie between the blocks is the mortar that binds them, as well as the weight of the walls and roof above. These walls have locations of stairstep cracking throughout but have performed adequately to date. During a major earthquake the walls could possibly collapse.

Roof diaphragms are constructed of 2 x decking which has very limited capacity as a diaphragm to transfer loads to the shear walls. Additionally, the roof and floor diaphragms do not appear to have a positive attachment to exterior and interior CMU walls and the walls could possibly pull away during a major earthquake.



Fieldhouse

The steel construction of this building would likely perform adequately for life safety purposes during a major earthquake. There could be some damage to the building, however collapse is unlikely.

Locker Rooms and Library

The exterior bearing walls at the Locker Rooms and Library are constructed of concrete masonry units with limited steel reinforcement (horizontal joint reinforcement). The walls span from floor to roof and the only tie between the blocks is the mortar that binds them, as well as the weight of the walls and roof above. These walls have locations of stairstep cracking throughout but have performed adequately to date. During a major earthquake the walls could possibly collapse.

Roof diaphragms are constructed of plywood decking which should have good capacity as a diaphragm to transfer loads to the shear walls. However, the roof and floor diaphragms do not appear to have a positive attachment to exterior and interior CMU walls and the walls could possibly pull away during a major earthquake.

It should also be noted that the buildings areas are all independent structures that were not designed as a single, connected building seismically. Because each building area will perform independently from the other, there could be some damage that will occur at the connection points between the buildings in the event of a major earthquake.

Conclusions and Recommendations

The IBC requires that buildings undergoing a change of use are only required to provide a seismic evaluation (and related improvements) if the new use causes the building to be assigned to a higher Risk Category per Table 1604.5 of the OSSC. Change of the building from an Educational use to a Residential (apartments) use would reduce the Risk Category from III to II. Seismic upgrades would not be triggered by the change in use. Also all gravity members (second floor framing at the Main Building) should be checked to ensure they can support higher live loads, if applicable, per Table 1607.1 of the OSSC. This is not anticipated to be a problem.

Another trigger for a seismic evaluation (and related improvements) is if existing lateral load carrying members are decreased in capacity by 10% or more than 10% additional load will be applied to them due to building alterations. Similar to seismic requirements, the capacity of gravity carrying elements can only be decreased by 5% and no more than 5% additional loading can be applied without triggering an analysis and possible upgrade. To meet the seismic requirements of this section, alterations to the building lateral resisting system must be minimized or eliminated.

The IBC also allows voluntary seismic upgrades. Voluntary upgrades simply require an engineering analysis showing that the building will be no less compliant and that new components comply with current OSSC provisions.

While code upgrades will likely not be mandated for the change of use (and assuming only minimal changes are made to the building structure to avoid the 10% seismic rule), the building structure does have several conditions that could be classified as dangerous conditions. In order to provide life safety and protect the owner's investment in the property, these upgrades are strongly recommended. Required dangerous conditions upgrades are listed below.

Main Building

- Connect existing second floor and roof framing to existing exterior walls to meet OSSC requirements. This will require the installation of anchors to attach framing members to the walls and strapping to drag loading into floor and roof diaphragms. This repair will be required around the entire perimeter of the Main Building at the second floor and roof.
- Brace the exterior HCT and concrete walls for out-of-plane loading. One possible repair involves the installation of structural framing at the interior face of these walls. This framing will attach to the existing wall and span from floor to



roof to support wind or seismic loading on the face of the walls. Because HCT walls are difficult to attach to due to their ungrouted cavities, another option may be to replace these walls with reinforced 8" CMU walls.

- Provide bracing of the HCT walls for in-plane loading (shear loading). This can possibly be done as part of the out-of-plane bracing.
- Connect the existing chimneys at the east exterior wall of the building (outside the Boiler Room). Another option is to remove the chimneys completely.
- Possibly install plywood sheathing on top of decking at the floor and roof diaphragms (this improvement can be investigated in further studies and may be reduced or eliminated).

North and South Wings, Locker Room and Library

- Connect existing roof framing to existing exterior walls to meet OSSC requirements. This will require the installation of anchors to attach framing members to the walls and possibly strapping to drag loading into roof diaphragms. This repair will be required around the entire perimeter of the building areas at the roof.
- Brace the exterior CMU for out-of-plane loading. One possible repair involves the installation of structural framing at the interior face of these walls. This framing will attach to the existing wall and span from floor to roof to support wind or seismic loading on the face of the walls.
- At the North and South Wings, install plywood sheathing on top of the existing T & G decking at the roof area (this improvement can be investigated in further studies and may be reduced or eliminated. This work can be done as part of the re-roofing of the North and South Wings.

Fieldhouse

- No dangerous condition repairs required.

Other voluntary improvements can possibly be done to improve the performance of the building during a major earthquake. One such improvement is the installation of plywood sheathing on top of the 2 x wood decking at the North Wing and South Wing. This could be done as part of the re-roofing of these areas.

Disclaimer & Exclusions

The scope of this report is to develop enough information to assist City of Condon in making an informed decision on the whether it is feasible structurally for the existing building structures to be repurposed for a residential or commercial use. This report is not intended as an all-encompassing list of every upgrade required. Instead, it is a summary of the main structural upgrades required for the repurposing of the building. Other requirements will likely be uncovered once a decision is made on how to address the unpermitted items.

Our assessment is limited by the information available for our use in conducting the work. Very limited record drawings were available for our use. Most of the building structure is covered by finishes, so the condition of the structure was inferred by a review of the condition of the finishes. No x-ray testing was done to existing concrete and masonry walls, so information on reinforcing is limited to what is shown on the minimal as-built drawings.

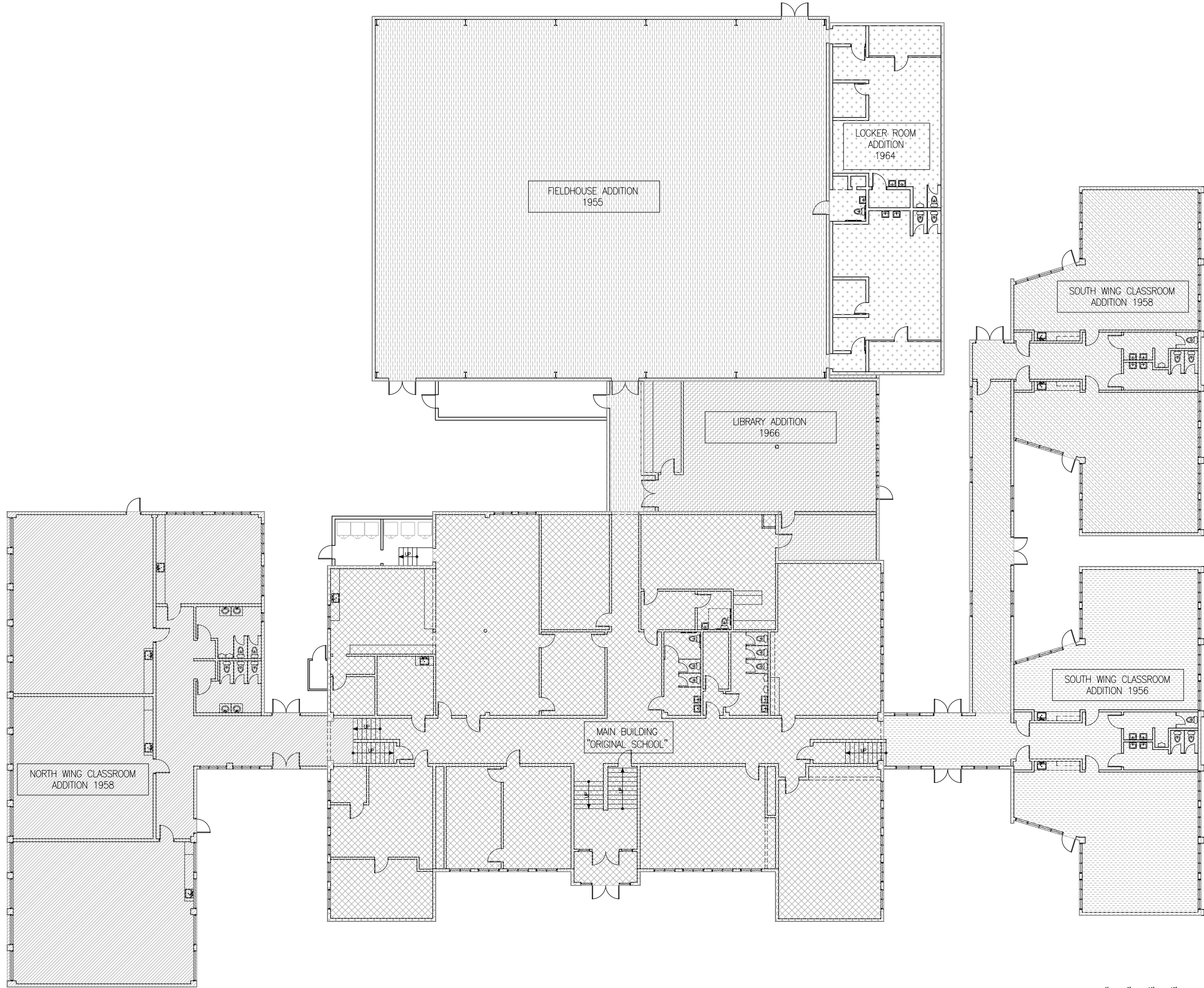
The scope of this structural assessment does not include a structural analysis of the existing building. No structural calculations were performed as part of this work. If City of Condon decides to proceed with the project, this work will be part of the next stage of the project.

This structural assessment does not address Mechanical, Electrical or Plumbing code items. It also does not address life safety issues beyond the structural and seismic items noted. No investigation was done related to Energy Code, or accessibility requirements.



Environmental and hazardous material investigation work is being accomplished by Maul Foster Alongi. LAE has no involvement in this work.





0' 5' 10' 15' 30'
SCALE: 1/8" = 1'-0"

BUILDING ASSESSMENT FOR
CONDON GRADE SCHOOL

DRAWING TITLE:
FIRST FLOOR PLAN
DRAWN BY: MGV
CHECKED BY: GML

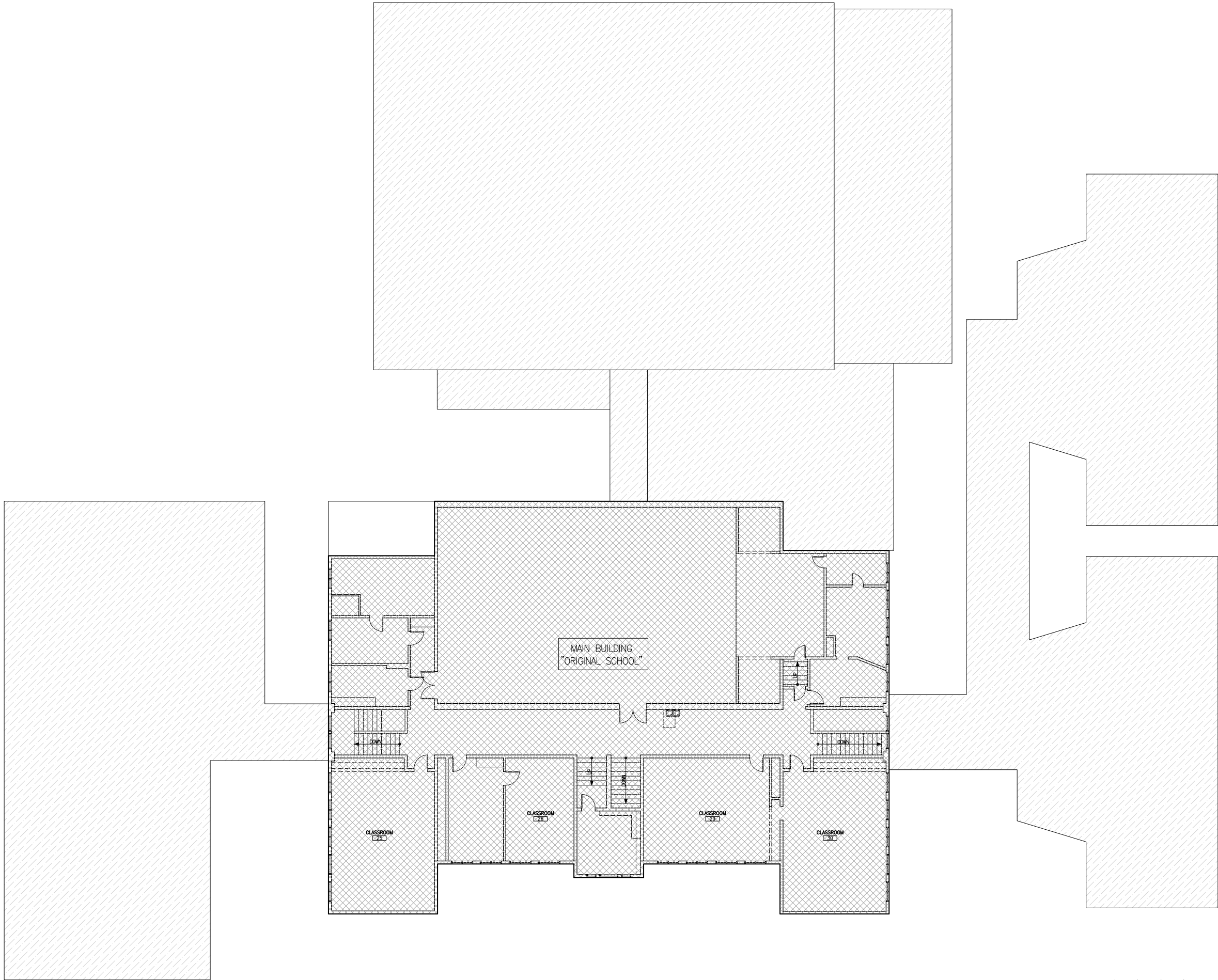
A101

LIVERMORE
ARCHITECTURE &
ENGINEERING, INC.
1500 SW 11th Ave, Suite 240
Portland, Oregon 97201
Phone: 503-482-3002
www.livemore.com

Livermore
JOB NO: 221088.00

**NOT FOR
CONSTRUCTION**

#	DATE	DESC.
A	02/07/22	PRELIMINARY
B	03/01/22	REPORT



0' 5' 10' 15' 30'
SCALE: 1/8" = 1'-0"

BUILDING ASSESSMENT FOR
CONDON GRADE SCHOOL

DRAWING TITLE:
SECOND FLOOR PLAN
DRAWN BY: MGV
CHECKED BY: GML

A2.01

LIVERMORE
ARCHITECTURE &
ENGINEERING, INC.
1500 38TH Ave. Suite 240
Folsom, CA 95630
Phone: 916-482-3002
www.livemore.com

Livermore
JOB NO: 221088.00

**NOT FOR
CONSTRUCTION**

#	DATE	DESC.
A	02/07/22	PRELIMINARY
B	03/01/22	REPORT

To Condon City Council,

My name is Jeremy Green. I spent my younger years growing up in Condon. I went to Condon Elementary and graduated from Condon High School. I fondly remember growing up in Condon; the many great teachers, the coaches, and the community. Those early opportunities and experiences lead me to the place I am today. To this day I still keep in contact with friends and family in Condon, still follow the goings on with a subscription to the Times Journal, and come back to visit when I can. While I have lived in Salt Lake City for the past 22 years, Condon is still my hometown.

Recently I have become aware of both the housing challenges in Condon as well as the availability of the lots that are part of the Ballfield Subdivision. I see both an investment opportunity and a possible future home for myself in this subdivision. My wife, Camilla, and I are in a position where we could invest in this subdivision and have made plans to purchase a lot and build a new home at that site. Our intentions are to offer this residence as a rental property with plans to possibly relocate to the residence ourselves in ~10 years.

While this opportunity is exciting and we are enthusiastic to get started, we are also aware of the Deed Restriction that exists on these lots and the timeline that is associated with that restriction. While doing our due diligence regarding the possibility of purchasing a lot, securing financing for a construction loan, securing a reliable contractor, and ultimately building a home we have significant concerns that completion of construction and obtaining a Certificate of Occupancy by February 15th 2024 may be a challenge. While I am aware that the Deed Restriction does allow for the City Council to extend the deadlines through three one year extensions, there does not appear to be any specific metric or milestone that is documented that would guarantee those extensions would be granted. The tight timeline to complete construction by February 2024, especially with the significant supply chain concerns, without any guarantee of extension makes the project a much larger financial risk.

I would like to propose that the City Council amend the Deed Restriction or potentially add some official language or policy around the Deed Restriction so that if an individual such as myself were to move forward with a good faith effort to secure financing, secure a reputable contractor, and initiate the construction that the City Council would guarantee that the extensions would be granted as those efforts would show significant initiative that the individual was in fact serious about building on the lots.

Our request for an amendment or revision to the current restriction to be documented will provide us with the confidence to invest and move forward with purchasing a lot and building a home on that site. An amendment or revision would provide much needed reassurance that if we were to initiate a construction project that could be delayed through no fault of our own that we would not lose our investment.

Thank you for your time.
Sincerely, Jeremy Green



Baseball Field Housing Extension Request

128 S Main St.
PO Box 445
Condon, OR 97823
Ph. (541) 384-2711
Fax (541) 384-2700

Email: admin@cityofcondon.com

NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMAIL: _____

PROPERTY ADDRESS REQUESTING EXTENSION: _____

DATE PROPERTY PURCHASED: _____

REASON FOR EXTENSION: _____

WHAT STEPS HAVE BEEN TAKEN FOR BUILDING HOME ON REQUESTED PROPERTY?

WHAT WERE THE DATES OF THE PERMITS THAT WERE COMPLETED FOR THE CITY OF CONDON OR THE CITY OF BOARDMAN BUILDING CODES?

HAS FINANCING BEEN SECURED FOR BUILDING HOME ON PROPERTY REQUESTING EXTENSION?

YES ☐ NO ☐ IF SO, PROVIDE DATE SECURED AND FINANCING COMPANY NAME:

EXTENSION MUST BE ACCOMPANIED BY COPIES OF PERMITS WITH DEADLINES OR TIMELINES TO COMPLETE PROJECT; LETTER FROM FINANCING COMPANY THAT THEY ARE HOLDING CONSTRUCTION LOAN AND ANY DEADLINES FOR FINANCE PACKAGE.

Kathryn Greiner

From: Heather Devine <devineheather2@gmail.com>
Sent: Friday, March 11, 2022 1:40 PM
To: Kathryn Greiner
Subject: Re:

Kathryn,

I would be interested in serving on the advisory committee for the old Condon Grade School property. I appreciate your interest in involving community members.

Thank you,

Heather Devine

On Fri, Mar 11, 2022 at 1:12 PM Kathryn Greiner <admin@cityofcondon.com> wrote:

Here is the request letter

Kathryn Greiner

City Administrator

PO Box 445 – Condon – OR 97823

541-384-2711

March 13, 2022

Ms. Kathryn Greiner
Condon City Manager
City Hall
Condon, OR 97823

Re: Condon Grade School

Dear Kathryn,

I would like to express my interest in serving on any committee that may be established by the City of Condon relative to future use of the soon-to-be former Condon Grade School property.

As many citizens will know, I was raised in Condon and own a house with my brother located due north of the grade school property. I would be honored to have an opportunity like this to give back to a city I love.

I've been a commercial banker for 40 years. Over the past 10 years I've been involved in a lot of construction and development projects in Pendleton and Umatilla County ranging in scope from \$4 million to \$28 million. I have served on the Pendleton Development Commission (Downtown Urban Renewal District) Advisory Committee since 2014 and on both Pendleton City Council and Pendleton Development Commission since 2020.

Please let me know if there is anything in the works and, if so, what I would need to do to proceed.

Sincerely,

Steve Campbell
541.379.0130

Teddy Fennern
P.O. Box 743
Condon, OR 97823
541-705-0326

To the Condon City Council. I am writing to you in reply to your request to have community members that are interested in serving on a committee to determine the future of the School Building.

I am Interested in serving on this committee and the following are things that I feel help me to qualify for this committee:

- I served as a Condon Child Care Board Member for many years as we navigated the process of getting grants and building the new Early Childhood Care and Education Center
- I would have and/or make the time commitment to attend evening meetings
- I can be a creative and organized person
- I like to be action oriented and get to an outcome or solution
- My background is 20 years of working to help people of Gilliam County, and I definitely want to better my community.
- I have been on many projects that I have seen through to completion, and I have also been on some that have taken a long time to get to the end, such as the Early Learning Center.
- I also live in and own property in Condon.

To be up front and honest, I have a vested interest in the school building, and I would like to see the Condon Community Food Pantry be able to move into the cafeteria area. We very much need a new space and I think that this would be perfect for us to be able to move into.

I know that other agencies and organizations would be able to move into other rooms and do good things as well.

I feel very passionate that the play shed should be able to be utilized by the community and that we just need to figure out how that can be done in the best way possible.

I think that serving on this committee would be a very exciting and rewarding one to serve on. If I am chosen, I look forward to getting to work and figuring out some great ways to utilize this building and to move forward.

Thank you for your consideration.

Teddy B Fennern

Kathryn Greiner

From: Jessica Bates <jeslbates@gmail.com>
Sent: Thursday, March 17, 2022 6:46 PM
To: Kathryn Greiner
Subject: CGS Committee

Hello!
I'm interested in being a part of the grade school planning committee. I believe my experience in community, economic and business development, as well as deep passion for our community and it's future could be helpful. I've also been a part of multiphase development projects, marketing and grant writing.

However, I do live 1.5 miles outside city limits. But I am also involved in the lease and management of three different commercial properties in town. I'm hoping that's close enough to count??

Thank you for your consideration.

Jessica Bates

Kathryn Greiner

From: david hudson <dHUDSON97212@gmail.com>
Sent: Friday, March 18, 2022 3:48 AM
To: Kathryn Greiner
Subject: Grade School Committee

Hi Kathryn,

How are you doing?

I see that you are looking for people to serve on a committee to discuss the master plan for the grade school property. If you are considering non -residents and can accommodate me virtually, I'm happy to help.

Have a good weekend.

David

Kathryn Greiner

From: Hannah Fatland <hfatland7@gmail.com>
Sent: Tuesday, March 22, 2022 2:05 PM
To: Kathryn Greiner
Subject: CGS Committee Member Request

Condon City Council,

I am interested in being on the Condon Grade School Committee. As a person who grew up in Condon, currently lives across the street from the property, and cares for the future of this community, I have invested interest in what happens to the Condon Grade School property. I believe there is a great amount of potential for the site to make an important contribution to our community and would love to be a part of its future by serving on this committee. Please consider me as a member.

Respectfully,

Hannah Fatland
413 E. Gilliam St.
Condon, OR 97823

--

Hannah Fatland
541-980-4603
413 E. Gilliam St.
P.O. Box 555
Condon, OR 97823

Kathryn Greiner

From: Darla Seale <darlaseale@gmail.com>
Sent: Monday, March 28, 2022 4:28 PM
To: Kathryn Greiner
Subject: committee

I'd be willing to serve on the committee looking into uses for the grade school. I have lots of practice thinking outside the box!

Sincerely
Darla Seale

Kathryn Greiner

From: Jenn Benjamin <sixbenjamins@icloud.com>
Sent: Tuesday, March 29, 2022 10:25 AM
To: Kathryn Greiner
Subject: Grade school change comity

I would love to be on this committee. I believe that with my experience as a city council member for 5 years in Hamilton Wa. I can bring a unique perspective to this project.

Jennifer Benjamin

Sent from my iPhone

Kathryn Greiner

From: timesjournal1886@gmail.com
Sent: Thursday, March 17, 2022 5:26 PM
To: Kathryn Greiner
Subject: RE: Advertisement

Hi Kathryn,

I'd like to submit my name for the grade school committee. I have an interest as a neighbor to the property and a desire to help Condon thrive. I have a background in research, strategic planning and grant writing.

Many thanks,

Renee Allen
The Times-Journal | Bighorn Press
541-384-2421



ATS - AccTech Solutions

Proposed Monthly Support Services

Presented To

**City of Condon
Oregon**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
I. Support Services Recommendations	3
II. Support Services Proposed Costs	3
Signature Page	4

I. Support Services Recommendations

ATS recommends the following Monthly Support Services for the City's PCs, Network and Wireless Campus. PC Support, Network Support, Wireless Support, Backup and Printing Support

II. Support Services Proposed Costs

Support Services

1. PC Support
2. Network Support
3. Wireless Support
4. Backup Support
5. Printing Support
6. Both Remote and when needed Onsite Support

Total Estimated Annual Support & Travel Costs

\$14,400.00

Signature Page

Accepted By:

City of Condon

AccTech Solutions, Inc.

By:_____

By:_____

Type or Print Name and Title

Type or Print Name and Title

Date

Date



ATS - AccTech Solutions

**Proposed Server and Network Hardware
and Software**

Presented To

**City of Condon
Oregon**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
I. Server and Network Hardware	3
II. Server and Network Hardware Proposed Costs	3
Signature Page	5

I. Server and Network Recommendations

ATS recommends the following Server and Network Hardware along with recommendations for Security Products.

II. Support Services Proposed Costs

Server and Network Hardware

- | | |
|--|------------|
| 1. Dell Power Edge Server | \$5,879.00 |
| a. 64 GB RAM | |
| b. RAID - 5 | |
| c. Qty (4) 1 TB SSD HD | |
| d. Windows Server 2019 | |
| e. Qty (5) Windows Server Client Licenses | |
| 2. Setup and Installation Services for Server | \$5,000.00 |
| 3. Qty (2) WiFi Access Points - Pro Version | \$ 499.00 |
| 4. Qty (2) 5 TB External USB 3.1 Drives for local Backup | \$ 350.00 |

Total Estimated Server and Network Install Services	\$11,728.00
--	--------------------

Other Security Options for Review

- | | |
|---|-----------|
| 1. BitDefender \ Ninja Network Monitoring | \$ 60.00 |
| a. Monthly Cost for (4) PCs and Server | |
| 2. Microsoft AZURE Remote Backup | \$ 200.00 |
| a. Monthly Cost for Data Backup | |

Signature Page

Accepted By:

City of Condon

AccTech Solutions, Inc.

By:_____

By:_____

Type or Print Name and Title

Type or Print Name and Title

Date

Date



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

**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE
Wednesday, March 23, 2022, 5:00 PM
CONDON CITY HALL**

1. ZOOM LINK & MEETING LOCATION

1.1. <https://us02web.zoom.us/j/85489250349?pwd=b1RLSnJ6cEUzUIJtRjhPaThiTHp6Zz09>

Meeting ID: 854 8925 0349

Passcode: 420316

One tap mobile

+12532158782,,85489250349#,,, *420316# US (Tacoma)

+13462487799,,85489250349#,,, *420316# US (Houston)

2. Call the Meeting to Order

Mayor Jim Hassing called the Finance Committee meeting to order at 5 p.m.

Present: Mayor Jim Hassing; Councilors Jeremy Kirby & Dawn Parm; Staff -City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins, Public Works Assistant Aaron Fitzsimmons.

Absent: None

3. Discuss Personnel & Compensation

PW Fitzsimmons submitted a written report of his job duties and stated that he had 20 years experience and certificates for the position that he has not been compensated for when received. The certificates include Water Distribution Level 1, Sewer Treatment Level 1, Cross Connection Specialist and a CDL Class B. PW Fitzsimmons added that he has institutional knowledge of the water and sewer systems in the city for trouble shooting and repairs, and has spent 16 years assisting and replacing over 22,000 feet of water main, 12,000 feet of water services, lines and meters, does the ordering and handles the bidding for the annual water projects. He included the experience of replacing thousands of feet of sewer line, pivot and irrigation maintenance, vehicle maintenance, park and golf course maintenance and repairs. Fitzsimmons also noted that he was able to pull a plumbing permit for the city based on his certificate which was to replumb bathrooms in City and Memorial Halls.

PW Wilkins submitted a written report of current and assumed tasks that may or may not be in his job description. He noted that he has written the plan for the reclaimed water that saved the city over \$20,000 due it not being assigned to Anderson, Perry & Associates (AP).

Several other projects that he was able to be the project manager, saving the cost of AP hiring a project manager. PW Wilkins hold similar certificates as Fitzsimmons that were not compensated for completion. He noted that recent hires of similar positions in cities of similar size have been over \$60,000 a year.

CA Greiner noted that Administrative Assistant Jessica Isley submitted a list of her duties that includes what is in her job description, but has also taken on the website, staff and rental calendars, transient tax, accounts payable and other administrative duties. Fitzsimmons stated that since Isley had started that they have not had issues with meter sheets, accurate in her work and handling front office tasks efficiently.

CA Greiner had sent the Finance Committee members several scenarios of salary increases, plus salaries of similar positions from cities similar in size and staff, plus Gilliam County staff schedules. She gave the committee members the first draft of the city's budget and noted that she had budgeted increases for city staff of \$60,000 annual for PW Wilkins and Fitzsimmons, \$71,000 for CA Greiner, \$20 an hour for Administrative Assistant Isley and Golf attendant Rick Shafer. The budgeted public works salaries are covered by the water and sewer fees and still increased the contingency in those funds. Isley's salary is 2/3 in public works and 1/3 in General Fund and CA Greiner's salary is 50% General Fund and 25% in each of the water and sewer funds. The contingency is also increased in the General



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Fund. CA Greiner noted that the city completed approximately \$1 million in projects in 2021-22 and total cash is at \$5 million, which is similar to other years at this time. The budget can handle the raises that are in the compensation proposal. She also noted that to get these positions as new hires the council would have to advertise at the rates near what is being asked for compensation (based on similar cities in the region).

Councilor Kirby asked for clarification on certifications for the Public Works and length of time to obtain them. PW Fitzsimmons stated that the city paid for the cost of certifications, but in other cities your pay was increased when a certification was obtained and this has not been done in Condon. PW Wilkins stated that it takes one year of work hours to obtain the water certificate and a calendar year of work to obtain sewer certificate. CA Greiner stated that unlike Public Works positions, administrative positions do not require certification.

The Finance Committee recommended the salary schedule as presented and asked staff to submit their written information at the council meeting and additional information on timing to obtain the necessary certificates for water and sewer.

4. Discuss 2022-23 Projects for Budget

CA Greiner went through the draft 2022-23 budget with the committee and discussed projects that have been included. An additional fund (009) has been added to account for the Condon Grade School property, which was approximately \$1.2 million increase to the budget.

This would split the playshed systems - heating, water and sewer - to allow use while the council determines what is going to be done with the other portion of the schools. Other projects include a 6-8 bay equipment building at the city shop, possible wireless project within Condon and further development of Fairway Housing project.

The council will receive the final proposed budget at the April 6 council meeting.

5. Discuss & Review General Fee Resolution

CA Greiner stated that PW Fitzsimmons had done some calculations on the cost of installing new services and due to material increases, they will be revised for the April council meeting. She asked the committee to review the fee schedule to determine if other fees need to be reviewed, but noted the water and sewer fees were stable for the next year. The water rates were redone last year and the sewer fees may need review in 2023.

5.1. Current General Fee Resolution

6. Other

No other topics were discussed.

7. Adjourn

Mayor Hassing adjourned the Finance Committee meeting at 6:25 p.m.

City of Condon
Payroll Negotiations
Set Annual Amounts- 2022

<u>Employee</u>	<u>Position</u>	<u>FTE</u>	<u>2021-22</u>	<u>2022</u>	<u>2022-23</u>	<u>Monthly</u>	
Kathryn Greiner	Administrator	1	\$ 65,150.94		\$ 71,000.00	5916.67	9%
Gibb Wilkins	PW	1	\$ 50,647.90		\$ 60,000.00	5000.00	18.50%
Aaron Fitzsimmons	PW	1	\$ 52,538.87		\$ 60,000.00	5000.00	14.20%
Rick Shafer	Park/Golf	0.58	\$ 17.00		\$ 20.00		17.60%
Jessica Isley	Utility Billing Clerk	0.8	\$ 17.00		\$ 20.00		17.60%
Chuck Wise	Transfer Station	0.12	\$ 20.00	1.50	\$ 21.50		7.50%
Sandra Myers	Recycle Depot	0.12	\$ 20.00	1.50	\$ 21.50		7.50%
Shelli Johnson	Pool Manager	0.3	\$ 8,523.27	639.25	\$ 9,162.52		7.50%

** K Greiner took off \$775 for insurance for two years so that was added back in to determine 2022-23 raises

* *payroll*

Job Description - P.W. assistant

Aaron Fitzsimmons

Certifications required by State and City

- Water distribution Level 1 - state drinking water
- Sewer treatment Level 1 - DEQ
- sewer collection Level 1 - DEQ
- Crossconnection Specialist
 - a. work directly with backflow testers on assemblies
 - b. reporting backflow assembly reports to state
- competent person
 - a. excavation trench safety
- CDL class B

20 years of experience on the water system

- a. Knowledge of water pipe locations & condition of pipes
- b. Pump and motor replacement & troubleshooting
- c. Keeping up on inventory and stock

16 years of Water Project (Master Plan)

- a. Replaced over 22,000 ft. water main
- b. Replaced over 12,000 ft water service lines & meters
- c. All the layout on the right of way (pipe alignment)
- d. Water & sewer utility locating existing lines
- e. material take-off and ordering, tracking of shipments
- f. Assembly of valves, tees, crosses
- g. heavy equipment operations (excavation)

20 years experience on sewer system

- a. several thousand feet sewer line replacement and new sewer lines
- b. sewerline cleaning/maintenance - water jetting
- c. manhole installations
- d. Knowledge of system + locations
- e. Pump and motor replacement on lift stations
- f. maintenance on irrigation pivot - gear boxes, drive motors
- g. winterization on pivot, draining and cleaning contact chambers

Parks - Golf course - 20 years

- a. Installed irrigation on 4 fairways
- b. trouble shooting electrical issues on valves, pumps, control wires
- c. installed all plumbing + electrical through out the park and golf course to new restrooms
- d. Knowledge of irrigation system layout, pipes + valves
- e. golf greens aeration and top dressing program
- f. a lot of maintenance on golf mowing equipment
- g. irrigation valves and sprinkler head maintenance
- h. winterization of restrooms + irrigation system

Other assigned duties

- a. All monthly & annual water/sewer samples for the state
- b. replumbed bathrooms/Kitchen at Memorial Hall
- c. minor paving repairs; potholes, ~~p~~ utility crossings
- d. weed spraying - lagoons, shop, transfer station, headworks
- e. BII locate tickets - water/sewer pipe locations
- f. concrete/sidewalk repair
- g. snow removal - backhoe
- h. annual equipment service; lawn mowers to excavator

Public Works Superintendent, Condon Oregon

Current Assigned and Assumed Tasks

I. Operator of Record, Water Distribution System (Certification Required)

a. City Farm Intake

- i. Legally Responsible for operation City Farm in accordance with Rules and regulations of the Oregon Health Authority
- ii. Perform Daily Checks, and every other weekend Checks
- iii. Manage Property to capture and improve water table for wells and spring production
- iv. Manage Invasive Plant Species
- v. Coordinate Contractors working on Intake system
- vi. Perform Maintenance and repairs of all systems at City Farm
- vii. On call alternating weekends and after hours for emergencies at City Farm
- viii. Coordinate, encourage and utilize ordinances to ensure water customers conserve water
- ix. Supervise or assign work to City crews

b. Distribution (Certification Required)

- i. Legally Responsible for operation of water distribution system in accordance with the rules and regulations of the Oregon Health Authority.
- ii. Coordinate with City Engineer on expansion and improvements to the system to support new buildings. Maintain a rolling 5-year plan of all future projects in accordance with the Water System Master Plan
- iii. Research water rates to be approved by the City Council (Contracted out by most towns for \$5,000 to \$10,000)
- iv. Inspect and sign off on Contractors doing work on the Water Distribution System. (Contracted out in some towns*)
- v. Ensure City Crews perform work to standard.
- vi. Primarily the "Ditch Worker" on all water line installations
- vii. On call alternating weekends and after hours for watermain and service line breaks

II. Operator of Record, Wastewater Collection System (Certification Required)

- a. Legally Responsible for operation of the Wastewater Collection System in Accordance with the Oregon DEQ
- b. Coordinate with City Engineer on expansion and improvements of the Wastewater Collection System to support the growth of the town. Maintain a 5-year rolling plan of all future projects in accordance with the Wastewater System Master Plan.
- c. Research wastewater rates to be approved by the City Council (Contracted out by most towns for \$5,000 to \$10,000)
- d. Inspect and sign off on Contractors doing work on the Wastewater Collection System. (Contracted out in some towns*)
- e. Primarily the "Ditch Worker" on all sewer line installations

- g. Starting the Greenhouse and Solar Power project
- VI. Permit and Grant Writing (Contracted out by most Towns)
 - a. Rewrote Wastewater treatment permit (A&P quoted \$25,000 to \$30,000)
 - b. Wrote Safe Routes to School Construction Grant and Project Identification Grant (Unknown amount saved)
 - c. Write permits for work with in the ODOT Right-of-Way (Unknown amount Saved)
 - d. Assist City Manager in grant writing
- VII. Golf Course Superintendent (Assigned to Councilors in other Towns)
 - a. Overall responsibility for growing of grass (Self Taught)
 - b. First line supervisor of the Golf Course Attendant
 - c. Pitch in and help get golf course ready for major events
 - d. Maintain a long-term plan for improvements at the Golf Course
 - e. With the assistance of billing clerk, contact individuals who are not paying to use the course
- VIII. Park Manager (Assigned to Councilors in other Towns)
 - a. First line supervisor of Park attendant
 - b. Overall responsibility of growing grass, flowers and planning plantings (Self Taught)
 - c. In absence of Park Attendant, performs all task necessary at park
 - d. Maintain a long-term plan of improvements at the Park
 - e. Coordinate with users of the park to ensure events are successful. (This is less now that stage and chairs are easier for people to set up)
- IX. First Level IT (Help Desk IT) (Contracted Out in other Towns)
 - a. Manage e-mail accounts for staff and councilors
 - b. Perform basic network repairs
- X. GIS and Mapping
 - a. Map all upgrades to the Water and wastewater system
 - b. Coordinate contractor as they perform work on the GIS map
 - c. Distribute GIS information to the necessary people
- XI. Sanitation (Management of Personnel mostly assumed by City Manager)
 - a. Support transfer station and recycling center attendants in their duties
 - b. Operate Transfer station and recycling center when others are not available
- XII. Other Duties
 - a. Basic Maintenance at Swimming Pool
 - b. Advise Council and Manager on long term goals of the City, usually by attending meetings to be available as a reference
 - c. Serve as the Gilliam County City Representative for the Lower John Day Are Council on Transportation

Administrative Assistant Job Duties

Provides administrative and clerical support for the City Administrator

Answers phones and greets visitors/customers

Manages staff and rental calendars

Coordinates the rental of facilities and equipment

*Maintains, edits, and upgrades the City of Condon website

- Recently added a calendar to the website for events, meetings, and to see when rentals are available as well as updating the PHP (programming language) to the most current version for up-to-date security – this must be done manually through the hosting provider.

Handles utility billing and customer service

Handles accounts receivable for utilities, golf, pool, transient lodging tax and all other payments to the city

*Handles accounts payable

*Provides notary services to the City of Condon

Safety coordinator who performs quarterly safety inspections, assigns CIS learning, and holds monthly safety meetings

Performs office cleaning duties every other week and cleans rental facilities as necessary

Manages mail delivery, pick up, and distribution

Assists with yearly audits

Maintains spreadsheets for transient lodging tax, pay as you go golfers, and a monthly spreadsheet of residents who move in and out to help keep 911's address list updated and accurate

Checks inventory and orders supplies for the office, rental spaces, and the pool

Prepares communications such as memos, emails, letters, flyers, advertisements, invoices, reports, etc.

Maintains both physical and electronic filing systems

Use this information to help you determine what level of operator certification you should apply for.

Note: A high school diploma, or GED is required for all levels

Operator Type & Level	Experience & Post HS education		Operational Decision Making (ODM)
	Experience	Education	
Small Water System	none	6 hours of approved State training	None
Operator in Training (OIT)	3 months	HS/GED	None
WD/WT Level 1	12 months	None	None
	None	12-month certificate or Associates degree in Authority approved water & environmental technology program	None
WD/WT Level 2	36 months	None	None
	24 months	12 months	None
WD/WT Level 3	96 months	None	30 months
	60 months	12 months	30 months
	48 months	24 months	24 months
	36 months	36 months	18 months
WD/WT Level 4	120 months	None	36 months
	84 months	12 months	30 months
	72 months	24 months	30 months
	60 months	36 months	30 months
	48 months	48 months	24 months
Filtration Endorsement	Level 2 operator		One year at a conventional or direct filtration treatment plant

- One year of experience is equivalent to 12 months of full-time employment with 100% of the applicant's time dedicated to activities directly related to the certification they are applying for. (*See rules regarding substitute experience.*)
- Operating experience earned at a water treatment plant or distribution system is considered qualifying experience for certification up to 1 classification level higher than that of the water system facility where the experience was earned.
- 45 quarter hours or 30 semester hours of professional continuing education can be substituted for 1 year of post high school education.
- Individual contractors must submit a signed contract by both parties to the DWS before work can begin to determine if it meets the DWS rules.
- Small Water System** = Community or non-transient non-community having less than 150 connections using groundwater as its source or purchasing its water without adding any additional treatment
- ODM** = Operational Decision Making
- FE** = Filtration Endorsement (This requires an exam but no additional yearly certification fees.)

A full set of OARs can be found on the website bit.ly/drinkingwaterrules



State of Oregon Department of Environmental Quality

Pathways to Entry Level Operator Certification for Your Community

Wastewater System Operator Certification Program
700 NE Multnomah Street, Suite 600
Portland, OR 97232

Contact: 503-229-5161, 503-229-5349, or opcrt@deq.state.or.us

DEQ knows that Oregon communities have challenges finding certified operators for their domestic wastewater treatment and collection systems. This factsheet describes three different pathways to entry level certification and clarifies the requirements on experience and education for certification and the certification exam.

Path 1: Operator in Training

This path is for applicants who do not meet the experience requirement for a Grade I certificate, but are otherwise qualified because they meet the education requirement of being enrolled in or have completed a DEQ-approved training program, in addition to having a high school diploma or GED. These applicants can take a Grade I Collection and/or Treatment examination. Upon passing the exam, they are recognized as an Operator in Training ("OIT"). They have 3 years (36 months) to gain the necessary 1 year of qualifying experience. Upon gaining the 1 year or more of acceptable operator experience in domestic wastewater collection and/or treatment, they must submit a post-examination ("Application for Post-Exam Supplemental Experience and Education") application and fee for evaluation of qualification for the standard Grade I certification. If the applicant does not submit a post-exam application within the 36 month period, the scores expire, and the applicant must re-apply with a new exam application.

Path 2: Provisional Grade I Certificate

A Provisional Grade I certificate is an optional certificate available to new operators who meet the following requirements: 1) are currently gaining acceptable operating experience at a wastewater collection and/or treatment system; 2) have a high school diploma or GED; 3) are enrolled in or have completed a DEQ-approved training program; 4) are being supervised by a certified operator. This is a 12-month non-renewable certificate.

Passing the Grade I exam is not required to be provisionally certified. Possessing a Provisional Certificate is not required for gaining on-the-job operator experience, as long as the worker is working under a certified supervising operator. The provisional applicant will automatically be enrolled to take the Grade I exam and will have one year to take the test once approved. Like the Operator in Training path, once the 1 year or more of acceptable operator experience in domestic wastewater collection and/or treatment is gained, they must submit a post-examination ("Post-Exam Supplemental Application") application and fee for evaluation of qualification for the standard Grade I certification.

Path 3: Small Wastewater Systems Certificate (SWWS)

DEQ may issue a Small Wastewater System Operator certificate to an applicant who meets the education and experience requirements and has passed the Small Wastewater System certification exam. A wastewater system classified by DEQ as a Small Wastewater System may be supervised solely by a small wastewater system certified operator.

Small Wastewater Systems Classification = A system less than 500 design population or less than 150 connections can contact their DEQ permit compliance person to be considered for Small Wastewater System reclassification.

Qualifying Experience

DEQ evaluates experience based on acceptable operating experience. Experience is evaluated on a case by case basis and the following may apply:

➤ **For SWWS and Grade I Certificate**

- One year of part-time or full-time experience in routine performance of operator duties, tasks and responsibilities at a domestic wastewater collection or treatment system (includes operator intern or trainee). Part time experience is generally acceptable for operators working less than 40 hours a week if it is part of the operators' regular duty.
- Associate of Applied Science degree in (DEQ-approved) water quality technology or equivalent may substitute for 6 months experience.
- Credit for experience in a related field, may substitute for some operator experience, as allowed by rule.

➤ **For Grade II-IV Certificate**

Visit the operator certification program website at:

<https://www.oregon.gov/deq/wq/wqpermits/Pages/Wastewater-Operator-Certification.aspx> for more on Grade II-IV certification requirements.

Kathryn Greiner

From: City of Moro Oregon <morocityhall@cityofmoro.net>
Sent: Friday, March 11, 2022 9:56 AM
To: Kathryn Greiner
Subject: Re: Salaries
Attachments: image001.jpg

Hi Kathryn,

Always the funnest part of the year!

City Administrator- I'm currently at \$25.00

PW Superintendent- \$30.89 per hour

PW Laborer- Minimum wage, going to \$15.00

Admin Assistant or Utility billing clerk- We don't have.

We have the most expensive CIS coverage, 0% for employee, 10% for employee/depen/spouse. City picks up 6% IAP, plus redirect.

I will pass on another couple of numbers because I happen to have them handy. The City of Wasco Oregon has a PW Laborer he is full time and is at \$17.00 an hour.

City of Maupin Oregon (same size as us) runs between \$50,000-\$80,000 for their City Manager.

City of Mosier Oregon (same size as us) runs \$70,000-\$90,000 for their City Manager

Bingen Washington (same size as us) runs \$64k to \$90+ for their City Administrator.

If I recall correctly, Sherman County pays the 6% IAP, and also pays 100% of all insurance costs for employee/dependants.

The City Council last year approved a COLA of less than CPI, I think it was like 2% instead of 2.5%.

This year CPI is running 7.1%, for the index we use. I am going to strongly push for that plus step for all staff.

It may be a little bit different in Gilliam CO, but it is terribly hard to find people to work. We had not had that trouble with our primary positions fortunately. I just spoke with someone in the dental industry yesterday, and they have had hygienist openings for 2 years. They cannot seem to get them filled for any amount of money. You probably have seen it, but it used to be housing prices were very cheap in Sherman and Gilliam County. Doesn't seem to be the case anymore.

Good luck!

-Erik

On Fri, Mar 11, 2022 at 9:24 AM Kathryn Greiner <admin@cityofcondon.com> wrote:

Hi Erik,

Kathryn Greiner

From: City Manager <heppner@centurytel.net>
Sent: Tuesday, March 8, 2022 4:29 PM
To: Kathryn Greiner
Subject: RE: Salary schedules

Sure. Please send me back your results.

From: Kathryn Greiner [mailto:admin@cityofcondon.com]
Sent: Tuesday, March 8, 2022 3:56 PM
To: City Manager <heppner@centurytel.net>
Subject: Salary schedules

Good afternoon,

I am looking to get some salary schedule information for Heppner for the following positions for the 2021-22 year (or if you have negotiated for the 2022-23 year please include) for the following positions:

City Administrator-~~\$60,000~~ (Recorder)

Public Works Superintendent – \$72,000

Public Works Laborer or Assistant –level 1&2 \$32,000-48,000

Utility Billing Clerk- \$36,000 17.31

(Finance Officer)- \$ 52,000 25⁰⁰

These are annual and there is no union in Heppner.

We are negotiating March 23 and would like to have them sooner to get the to Finance Committee members.

Thank you!

Kathryn Greiner
City Administrator
PO Box 445 – Condon – OR 97823
541-384-2711

City of Arlington
Salaries
2021 - 2022

	<u>Current</u>	<u>Previous</u>
PW Superintendent	67,250.00	71,765.00
PW Laborer	48,800.00 23.50hr.	
City Recorder	60,000.00	69,466.00
Utility Clerk	37,195.00 17.88hr.	

2021-22 Non-Represented Salary Schedule (Approved on 2/2/2022)

CPI 2.50%

Position (Hourly)	Base	STEP A	STEP B	STEP C	STEP D	STEP E
		Yrs 0 - .99 Base + CPI	Yrs 1.0 - 1.99 A @ + 2%	Yrs 2.0 - 3.99 B @ + 3%	Yrs 4.0 - 6.99 C @ + 4%	Yrs 7.0 D @ + 5%
		Hourly	Hourly	Hourly	Hourly	Hourly
Crusher Dept. Supervisor	\$27.52	\$28.20	\$28.77	\$29.63	\$30.82	\$32.11
Custodian	\$18.34	\$18.80	\$19.18	\$19.75	\$20.54	\$21.63
Youth Librarian	\$15.26	\$15.64	\$15.95	\$16.43	\$17.09	\$17.94
Public Transportation Driver	\$15.00	\$15.38	\$15.68	\$16.15	\$16.80	\$17.65
Senior Cook	\$14.87	\$15.24	\$15.55	\$16.01	\$16.65	\$17.50
Assistant Cook	\$12.53	\$12.84	\$13.10	\$13.49	\$14.03	\$14.73

Position (Salaried)	Base	Annual	Annual	Annual	Annual	Annual
		Yrs 0 - .99	Yrs 1.0 - 1.99	Yrs 2.0 - 3.99	Yrs 4.0 - 6.99	Yrs 7.0
Road Master	\$65,628.18	\$67,268.88	\$68,614.26	\$70,672.69	\$73,499.60	\$76,433.11
Chief of Staff	\$59,523.23	\$61,011.31	\$62,231.54	\$64,098.49	\$66,662.43	\$69,323.94
Public Transportation Director	\$54,530.00	\$55,893.25	\$57,011.11	\$58,721.45	\$61,070.31	\$63,511.11
Admin Assistant - Commissioners	\$40,294.18	\$41,301.53	\$42,127.56	\$43,391.39	\$45,127.04	\$46,933.11
Exec. Assistant - County Judge	\$54,530.00	\$55,893.25	\$57,011.11	\$58,721.45	\$61,070.31	\$63,511.11
Public Health Administrator	\$5,854.00	\$6,000.35	\$6,120.36	\$6,303.97	\$6,556.13	\$6,818.11

STEP	STEP F
- 9.99	Yrs 10.0+
+4%	E @ +5%
Hourly	Hourly
05	\$33.65
37	\$22.43
77	\$18.66
47	\$18.34
32	\$18.19
59	\$15.32

Annual	Annual
9.58	\$80,261.56
8.92	\$72,795.37
3.12	\$66,688.77
2.13	\$49,278.73
3.12	\$66,688.77
3.37	\$7,159.29

2021-22 Represented Salary Schedule (Proposed 03/02/22 Revision)

CPI 2.50%

Position (Hourly)	Base *as of FY 20/21	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
		Yrs 0 - .99 Base + CPI	Yrs 1.0 - 1.99 A @ + 2%	Yrs 2.0 - 3.99 B @ + 3%	Yrs 4.0 - 6.99 C @ + 4%	Yrs 7.0 - 9.99 D @ + 4%	Yrs 10.0+ E @ + 5%
		Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
Appraiser/Data Analyst	\$26.22	\$26.88	\$27.41	\$28.24	\$29.36	\$30.54	\$32.07
DA Office Manager/Paralegal	\$26.22	\$26.88	\$27.41	\$28.24	\$29.36	\$30.54	\$32.07
Road Equipment Operator II	\$26.02	\$26.67	\$27.21	\$28.02	\$29.15	\$30.31	\$31.83
Shop Mechanic	\$25.68	\$26.32	\$26.85	\$27.66	\$28.76	\$29.91	\$31.41
Weed Control Officer	\$24.96	\$25.59	\$26.10	\$26.88	\$27.96	\$29.08	\$30.53
Victims & Witness Assistance Director	\$24.26	\$24.87	\$25.37	\$26.13	\$27.17	\$28.26	\$29.67
Court Administrator - Justice Court	\$22.38	\$22.94	\$23.40	\$24.10	\$25.06	\$26.07	\$27.37
Weed Control Assistant	\$22.38	\$22.94	\$23.40	\$24.10	\$25.06	\$26.07	\$27.37
Road Equipment Operator I	\$21.28	\$21.81	\$22.25	\$22.91	\$23.83	\$24.78	\$26.02
Crusher Equipment Operator	\$21.28	\$21.81	\$22.25	\$22.91	\$23.83	\$24.78	\$26.02
Family Services Coordinator	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Office Manager-Road/Weed Depts	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Administrative Assistant - Justice Court	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Deputy Clerk	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Deputy Assessor	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Deputy Treasurer & IT Coordinator	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Trainee Appraiser/Data Analyst	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Public Transportation Coordinator	\$21.13	\$21.66	\$22.09	\$22.76	\$23.67	\$24.61	\$25.84
Senior Services/Transportation Assist	\$20.74	\$21.26	\$21.68	\$22.34	\$23.23	\$24.16	\$25.37
Building & Grounds Maint Coord	\$20.18	\$20.68	\$21.10	\$21.73	\$22.60	\$23.50	\$24.68
Library Director	\$19.57	\$20.06	\$20.46	\$21.07	\$21.91	\$22.79	\$23.93
Docket Clerk - Justice Court	\$19.14	\$19.62	\$20.01	\$20.61	\$21.43	\$22.29	\$23.40
Transportation Dispatcher	\$16.40	\$16.81	\$17.14	\$17.66	\$18.36	\$19.10	\$20.05

Position (Salaried)	Base	Annual	Annual	Annual	Annual	Annual	Annual
Planning Director	\$51,128.93	\$52,407.15	\$53,455.30	\$55,058.96	\$57,261.31	\$59,551.77	\$62,529.36
Juvenile Director	\$51,128.93	\$52,407.15	\$53,455.30	\$55,058.96	\$57,261.31	\$59,551.77	\$62,529.36
Bi-County Juvenile Director	\$54,537.53	\$55,900.96	\$57,018.98	\$58,729.55	\$61,078.73	\$63,521.88	\$66,697.98

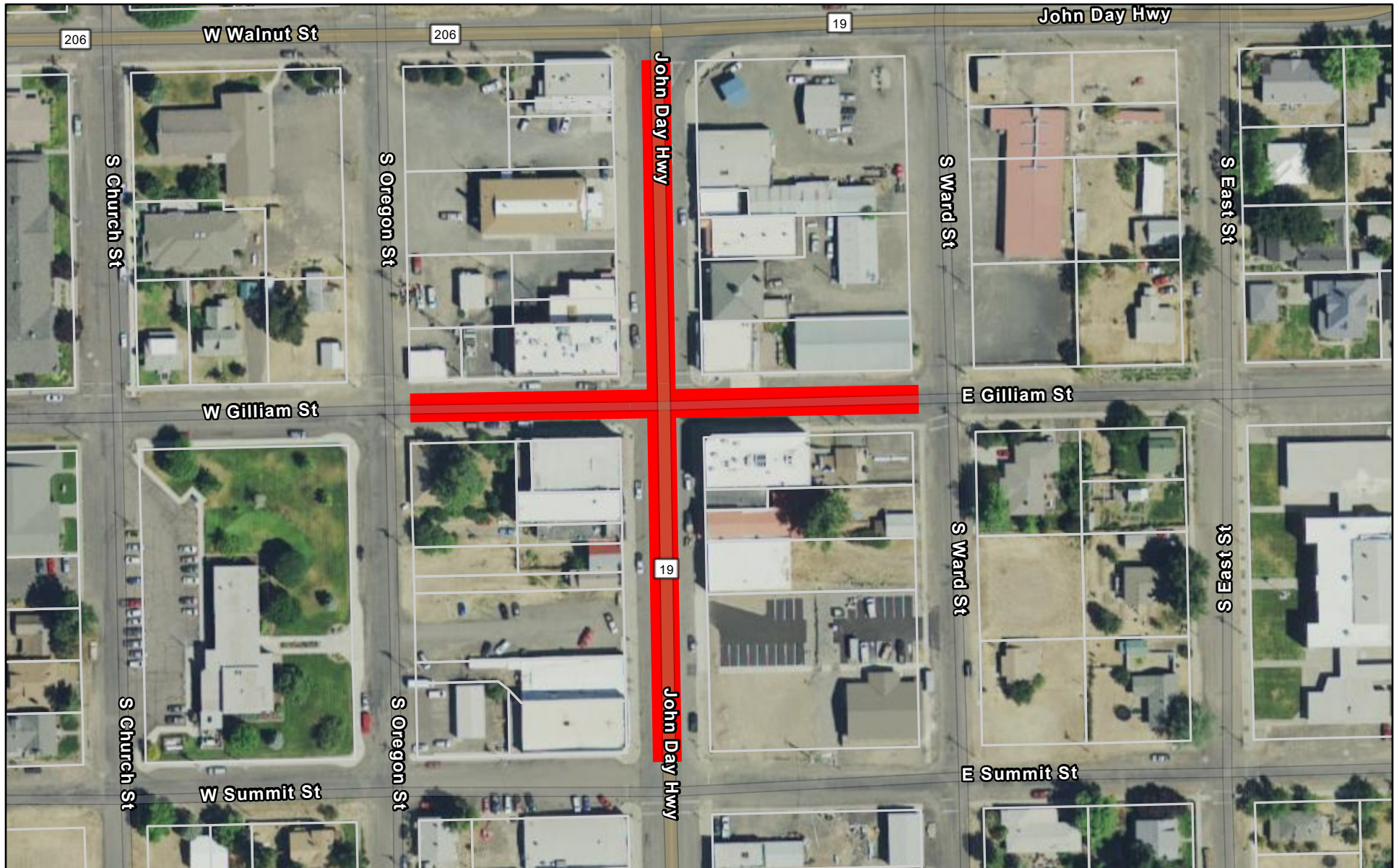
Job Title	Hourly	Annual Compensatic Wages
City Manager	40.41	84,052.80
City Recorder		
Sr Accts Clerk	17.77	36,961.60
Planning	21.64	45,011.20
Administrative Asst	16.64	34,611.20
PW/Fire/Agri	34.40	71,552.00
Police Chief	31.48	65,478.40
Police Officer	27.02	56,201.60
Police Officer	19.67	40,913.60
Police Officer	18.91	39,332.80
Reserve	18.91	39,332.80
Reserve	18.91	39,332.80
Public Works Director	36.50	75,920.00
Contract Officer	28.61	59,508.80
Agri-Business	16.26	33,820.80
Treatment Plant Op	26.61	55,348.80
Water System Op	26.61	55,348.80
Utility Worker II	18.91	39,332.80
Utility Worker II	22.66	47,132.80
Temp PW EE	16.15	33,592.00
Utility Worker II		-

Annual salary based on 2080 hrs per year - full time



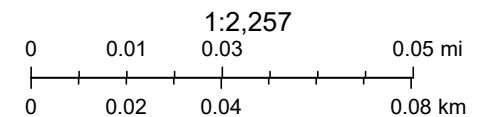
<u>Year</u>	<u>Total Budget</u>	<u>Total Cash 3/31</u>	<u>Projects</u>
2005-06	2,245,000.00		
2006-07	3,024,000.00		
2007-08	2,768,365.00		
2008-09	3,818,500.00		
2009-10	4,768,275.00		
2010-11	3,806,824.00		
2011-12	4,504,750.00		
2012-13	5,507,250.00	2,863,620.62	
2013-14	6,269,950.00	3,878,324.89	GC Grant \$3 million - \$1.7 million WW
2014-15	7,319,950.00	4,679,525.22	Water Line Improvements
2015-16	5,761,150.00	4,687,591.88	Water Line Improvements
2016-17	5,826,300.00	4,409,404.78	Water Line Improvements
2017-18	6,888,850.00	4,514,067.27	Down to 2 PW Employees
2018-19	8,245,450.00	5,027,983.23	Memorial Hall \$100k
2019-20	7,387,500.00	5,266,957.56	Fiber -\$700K
2020-21	7,706,950.00	4,980,937.24	City Hall Remodel \$300k
2021-22	8,507,000.00	5,264,001.75	Crestline - Golf/Housing \$1 million
2022-23	9,603,100.00	5,063,993.39	

Condon-2 Block Main Street Closure



4/5/2022, 1:31:57 PM

- Override 1
- Taxlots



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, Source: Esri, DigitalGlobe,

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2022 MSRS

March

	County	Arlington	Condon
Alarm	0	0	0
Medical	4	3	0
Assist Fire Dept.	1	1	0
Animal Problem	8	5	1
Assist Person	22	6	0
Assist Officer	6	2	0
Assist Outside Agency	6	0	1
Civil Matter	2	2	0
Disturbance	2	2	0
Juvenile	1	1	0
Suspicious Circumstances	20	9	0
Traffic Problem	22	0	0
Lost or Found Property	2	2	0
Traffic Stop (No Citation)	57	11	2
Civil Service	4	0	4
Ordinance Violations	4	3	1
K9 Deployment	0	0	0
Security Check	16	0	0
Training	8	6	0
Court/Court Security/Transport	5	1	2
All Other	17	1	2

TOTAL	207
Arlington City Limits	55
Condon City Limits	13

TRAFFIC CITATIONS

I-84	149
Hwy. 19	16
Condon	1
Arlington	7
Hwy. 206	1
Hwy. 74	1
Cedar Springs Road	0
Blalock Road	0
Upper Rock Creek Road	0
TOTAL	175

INCIDENT REPORTS

County Total	24
City of Arlington	11
City of Condon	2