



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

**AGENDA
CITY OF CONDON
REGULAR MEETING
128 SOUTH MAIN STREET, CITY HALL, CONDON, OREGON
Wednesday, May 4, 2022, 7:00 PM**

1. ZOOM LINK & MEETING LOCATION

- 1.1. Meeting ID: 851 8783 4909**
Passcode: 190840
One tap mobile
+13462487799,,85187834909#,,, *190840# US (Houston)
+16699006833,,85187834909#,,, *190840# US (San Jose)

2. CALL REGULAR MEETING TO ORDER

3. ROLL CALL

4. ADDITIONS TO AGENDA

5. PUBLIC COMMENT

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

6. CONSENT AGENDA

- 6.1. Review & Approve Regular Condon City Council April 6, 2022 Minutes**
- 6.2. Review April Accounts Payable and VISA Statements**

7. OLD BUSINESS

- 7.1. Condon Grade School Committee Minutes & Discussion**
- 7.2. Fairway Housing Update**

8. NEW BUSINESS

- 8.1. First Reading of Ordinance 2022-01 - Residential 1 Zone**
- 8.2. Review & Approve Resolution 2022-05 - A Resolution Dissolving the Fiber Council**
- 8.3. Discuss Potential Sale of CCity Property Sale**

9. STAFF REPORTS

- 9.1. Public Works - Public Works Superintendent Gibb Wilkins**
- 9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt**
- 9.3. Administration - City Administrator Kathryn Greiner**

10. COUNCIL INFORMATION

- 10.1. Draft Budget Committee Meeting Minutes 4-18-2022**



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10.2. Port of Arlington Thank You Letter

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City council meeting and budget hearing, will be held Wednesday, June 1, 2022 7 p.m. at City Hall. A Zoom link will be available.

12. ADJOURN REGULAR MEETING

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

Agenda prepared and distributed April 28, 2022



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City of Condon Regular Council Meeting Minutes 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

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

3. ROLL CALL

Present: Mayor Jim Hassing; Councilors Michale Cronk, Donald Jamieson, Jan Stinchfield, Dawn Parm, Jeremy Kirby and Tom Fatland (zoom); Public Works Superintendent Gibb Wilkins, Public Works Employee Aaron Fitzsimmons; Administrative Assistant Jessica Isley and City Administrator Kathryn Greiner; Gilliam County Sheriff Gary Bettencourt (arrived at 7:25 p.m.).

Absent: None

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.

Jed Crowther, Executive Director of Port of Arlington, introduced himself to the council and stated that he had spent the day in Condon and was impressed with Main Street and the community. He said that he was looking forward to partnering with the city on the project and hopes that the county wide port expands activities to the entire county.

6. CONSENT AGENDA

- 6.1. Review & Approve the March 2, 2022 Meeting Minutes

A motion was made by Councilor Stinchfield to approve the March 2, 2022 regular Condon City council meeting minutes. The motion was seconded by Councilor Parm and approved unanimously.

- 6.2. Review March Accounts Payable & VISA Statements



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No questions on the accounts payable and VISA statements.

7. OLD BUSINESS

7.1. Update Planning Ordinance for Residential 1

The council received the draft of the changes to the Residential zone and a postcard that was mailed to City of Condon residents notifying them of a public hearing at the Planning Commission level. CA Greiner noted that the ordinance will be at the council level, providing it is approved at the April 19 Planning Commission meeting, at the May meeting. She asked that the council review and note any changes they would like to see inserted into the ordinance.

7.2. Update of Condon Grade School HBMS & Structural Review

Council received the final structural report from Livingston Architects in their packets and heard from CA Greiner that there was additional environmental testing done at the Condon Grade School building two weeks ago. The final reports will be completed by May and reimbursement for the grant for the project will be completed by June 1.

8. NEW BUSINESS

8.1. Review & Discuss Baseball Field Deed Restrictions & Extensions

Council received a letter from Jeremy Green, potential purchaser of a lot at the Baseball Field housing development, noting concerns of the ability to apply for extensions if there were circumstances beyond his control to get a home built in the two-year time limit. CA Greiner reported that she had spoken with city attorney Wyatt Baum regarding Green's letter and it was determined that the best course of action is to provide the process and procedure to apply for an extension. The deed restriction would not be revised to include an extension and the timeline started in mid-February when Amy Coy Real Estate purchased the property. Council discussed the need for the extension process and CA Greiner suggested that a policy be drafted, along with appropriate forms, that the request would come to the city administrator who would write a recommendation for approval or denial to the council. The council was in agreement that a process needed to be put in place for extension application and that they understood the possible need for extensions due to market, materials or timing of the sale of the property.

8.2. Review & Appoint Condon Grade School Master Planning Advisory Committee

Council received nine names of residents and property owners within the city and south Gilliam County to be considered for the Condon Grade School Master Plan Committee. The names of Steve Campbell, Heather Devine, Jessica Bates, David Hudson, Jenn Benjamin, Darla Seale, Renee Allen, Hannah Fatland and Teddy Fennern were received as interested members. It was discussed that it may be a good idea to have 1-2 councilors on this committee and Councilors Parm and Kirby volunteers. As a subcommittee of the city, the committee meetings will require public meeting notice and minutes to be kept. CA Greiner stated that she will be responsible for the meeting minutes and agendas and that planner Kirk Fatland will facilitate the first meeting. CA Greiner said that she was going to try and schedule the first meeting this month. Mayor Hassing appointed the nine community members and Councilors Parm and Kirby to the Condon Grade School master plan committee.

8.3. ATS - AccTech Solutions Technology Proposal

Two proposals were brought before the council from ATS - AccuTech Solutions with one to build a server and include the network and software for City Hall in the amount of \$11,728 with an option for two security options totaling \$260 a month, and the second proposal to provide annual tech support for \$14,400 annual fee. CA Greiner recommended that the council approve the server proposal to provide better back-ups and security for the city. She reported that she called ATS to discuss the support services and to see if there was some room to reduce the cost of the annual fee. Councilor Jamieson had concerns that the amount was not detailed to what it would entail for the services. Councilor Parm works with ATS at the Gilliam County Courthouse and said that they are responsive to issues and that they pay their service fees monthly. It was discussed that if the city get the system set up, then see if the maintenance contract was needed. CA Greiner stated that this company has helped her two times in the last two months when her computer crashed and they had to retrieve the data from the computer and to reconnect the financial software to the new laptop she was using for the financial software. PW Wilkins has been assisting with some tech issues, and previously there was a person in town that would assist, but he has stopped doing computer work which has left the city without IT assistance. It was the consensus of the council to have CA Greiner contact ATS to determine a termination clause if the city felt that the services were not serving the city, and to contact CIS to



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determine if there was some financial support for hiring an IT service due to increased cyber security issues.

A motion was made by Councilor Stinchfield to approve the contract with ATS-AccTech Solutions for proposed server and network hardware and software for the amount of \$11,728. The motion was seconded by Councilor Dawn Parm and approved unanimously.

The council tabled a decision on the annual support proposal until more information is given.

8.4. Discuss & Approve Finance Committee Recommendations

Council received notes from the Finance Committee meeting that was held March 23, when the personnel compensation was reviewed, spreadsheet of recommended raises for the staff, comparisons of positions from Gilliam County, cities of Arlington, John Day, Maupin, Moro, Mosier, Heppner and spreadsheet of the city's total budget from 2005-22, cash balance as of March 31 2012-22 and list of projects completed during last six years. Also attached were tasks that are completed by current Public Works employees and certifications required. CA Greiner reported that the proposed public works salaries, which includes Public Works Superintendent, Public Works Laborer, 2/3 of the administrative assistant and half of city administrator are paid by fees collected in the water and wastewater funds. One-third of the administration assistant and half of the city administrator are salaries and benefits are paid from the general fund and budgeted at \$86,500 for 2022-23. This amount equals 32% of the administrative department, 32% of taxes collected, 5% of the total General Fund and 8% of the General Fund revenues with beginning cash on hand and grant revenues removed. She stated that the cash reserves have increased and no extra funds will be needed to cover the cost of the raises that are being requested.

Councilor Fatland stated that we "have a fantastic crew" and with only been giving CPI raises in the previous years, the city has not kept up with other cities or remained competitive. Councilors Parm and Stinchfield agreed. Councilor Jameison felt like he was being threatened that employees would leave without receiving raises and that private entities do not receive these types of raises. Councilor Jamieson asked about the cost of benefits. CA Greiner stated that the cost of health insurance was approximately \$800 a month for three of the four employees and the fourth employee was herself at \$1,400 a month. Councilor Kirby stated that the information that was given to the Finance Committee was helpful justification of the need for the requested raises.

A motion was made by Councilor Fatland to approve the Finance Committee's recommendation for staff compensation. The motion was seconded by Councilor Kirby and approved unanimously. CA

CA Greiner stated that the Finance Committee discussed briefly the General Fee resolution and the need to raise some of the connection and planning fees. PW Fitzsimmons indicated that fittings for water connections has increased the cost to necessitate the fees being increased. CA Greiner stated that if the zoning change is approved, building requirements will be relaxed from current standards and should not have as many variances or conditional use requests. She suggested that that fees go from \$150 to \$300. Councilor Jamieson stated that he would like to see the planning fees go to \$500 as there will be less need for variances. CA Greiner will draft the fee resolution with increases and bring to the next council meeting.

8.5. ** Oregon Frontier Chamber Summer Street Closure Request

K'Lynn Lane of the Oregon Frontier Chamber of Commerce requested the closure of Gilliam Street from Ward to Oregon for several summer events. She has also asked for Main Street to be closed from Walnut to Summit Streets, but it was determined that is an ODOT decision since it is the state highway. It was the consensus of the council to approve the closure of Gilliam Street as requested.

9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 2.2 million gallons of water was pumped in March. He was measured wells 3, 5 and 6 as they get ready to be used for the summer months and said that they increased in wells 3 and 6 and decreased in well 5. North Central Public Health inspected the city's water system on Monday and it passed with several items noted for correction. PW Wilkins said that the Safe Routes to School grant made it to the second round being 47 out of 85 for construction grants of \$100,000-500,000 possible if successful. One pump at the headworks went down and is being repaired, Rick Shafer has returned to the golf course, James Gavin has been hired at the park starting May 2 and Shellie Johnson will fill in at the park until Gavin



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begins. PW Wilkins priced out clock for city hall and reported that without chimes it would be \$2,500 and with chimes \$2,900. He is working on converting street lights to be dark sky certified and each block would cost approximately \$14,000. Dark Sky of Oregon is certifying Cottonwood Canyon State Park and met with PW Wilkins this week to discuss possible projects, education and possible certification. He stated that ductile iron prices have increased which also increases water and sewer pipe costs. Working on the road and sidewalks at Pennoyer and Trimble Streets which will be pushed back due to the engineers timelines. Fitzsimmons recently attended short school and they anticipate Spring and Summit Streets will be paved this year by the Gilliam County Road Department.

9.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt said that his department is still down two employees and in the process of hiring one deputy that will take a year to go through training. He reported that Casey Zellers was hired as the Gilliam County Fire Services Coordinator and was introduced to city staff on Monday. The abatement of John Reser property is proceeding with Rick Watkins being hired to do the abatement and a legal document has been drafted by Baum to cover Watkins work on that property. He is working on property near the ODOT maintenance shop for clean-up.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that she is working on getting the transfer station metal collected and having issues with RS Davis being busy and unable to come to Condon. Community clean-up day is scheduled for Friday, May 13, 9 a.m. - 1 p.m., reminded councilors that there is a regional LOC meeting in Hermiston this month and to let her know if they would like to attend. She is going to Arlington Tuesday, April 12 to meet with Port of Arlington, City of Arlington and Nate State of the Governor's office, then traveling to Goldendale, Washington for a tour of TLC Homes. Sen. Wyden is holding a virtual townhall April 19 which is the same day at the Planning Commission hearing on the zoning changes. She reminded the council that a grant of \$100,000 has been received for the Pennoyer and Trimble Street project and the remainder is in a Gilliam County grant request.

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

Mayor Hassing adjourned the meeting at 8:11 p.m.

Date _____
Jim Hassing, Mayor

ATTEST: _____ Date _____
Kathryn Greiner City Administrator

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ANDERSON, PERRY, & ASSOC.							
112	ANDERSON, PERRY, & ASSOC.	BALLFIELD H	Ball field Housing Project	02/28/2022	5,947.43	.00	
Total ANDERSON, PERRY, & ASSOC.:					5,947.43	.00	
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	MARCH 2022	Admin Janitorial	03/31/2022	756.17	.00	
Total ARAMARK UNIFORM SERVICES:					756.17	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	MARCH 2022	PHONE	03/06/2022	8.76	.00	
599	AT&T MOBILITY	MARCH 2022	PW Cell Phone	03/06/2022	8.76	.00	
Total AT&T MOBILITY:					17.52	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1050322	VEHICLE EXPENSE	04/10/2022	30.20	.00	
859	BENNETT'S POINT S TIRE & AU	1050322	VEHICLE EXPENSE	04/10/2022	30.20	.00	
859	BENNETT'S POINT S TIRE & AU	1050662	GOLF VEHICLE	04/11/2022	22.50	.00	
Total BENNETT'S POINT S TIRE & AUTO:					82.90	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-111075	Park Restroom	03/30/2022	85.00	.00	
876	BISHOP SANITATION	A-111496	Park Restroom	04/06/2022	12.50	.00	
Total BISHOP SANITATION:					97.50	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	84477	Copier Charge	03/30/2022	6.14	.00	
Total BOHN'S PRINTING:					6.14	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	X049394	Biochemical Oxygen	03/03/2022	106.00	.00	
151	BOX R WATER ANALYSIS LAB	X049402	E coli Coliform Testing	03/03/2022	76.50	.00	
151	BOX R WATER ANALYSIS LAB	X049581	Consumer Confidence Report	03/15/2022	200.00	.00	
Total BOX R WATER ANALYSIS LAB:					382.50	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	2021079	HOUSING DEVELOPMENT	04/11/2022	3,118.14	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	City Hall	04/11/2022	268.96	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	PARK	04/11/2022	33.03	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Memorial Hall	04/11/2022	48.57	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Golf Course	04/11/2022	38.76	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Sewer Plant w pivot	04/11/2022	301.22	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Disposal	04/11/2022	484.43	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	City Farm	04/11/2022	1,021.64	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Street Lights	04/11/2022	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	City Farm	04/11/2022	40.83	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Pool	04/11/2022	51.03	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
169	COLUMBIA BASIN ELECTRIC	MARCH 2022	Library	04/11/2022	325.94	.00	
Total COLUMBIA BASIN ELECTRIC:					7,176.80	.00	
CROWN PAPER & JANITORIAL							
642	CROWN PAPER & JANITORIAL	318637	Pool Supplies	04/08/2022	330.05	.00	
Total CROWN PAPER & JANITORIAL:					330.05	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	MARCH 2022	Water Fuel	03/31/2022	582.60	.00	
224	DEVIN OIL COMPANY	MARCH 2022	Sewer Fuel	03/31/2022	582.60	.00	
Total DEVIN OIL COMPANY:					1,165.20	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	1077128	WATER PARTS	03/21/2022	2,114.04	.00	
254	FERGUSON ENTERPRISES	1077128-1	GOLF WATER MATERIAL	04/01/2022	421.80	.00	
254	FERGUSON ENTERPRISES	1082498	POOL PARTS	03/14/2022	265.92	.00	
Total FERGUSON ENTERPRISES:					2,801.76	.00	
GREINER, KATHRYN							
347	GREINER, KATHRYN	MARCH 2022	LOC MEETING MILEAGE	03/24/2022	105.30	.00	
Total GREINER, KATHRYN:					105.30	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL03210-IN	Golf	03/31/2022	121.70	.00	
Total HATTENHAUER DIST.:					121.70	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	MARCH 2022	Administration	04/01/2022	259.23	.00	
766	HOME TELEPHONE COMPANY	MARCH 2022	Water	04/01/2022	44.17	.00	
766	HOME TELEPHONE COMPANY	MARCH 2022	Sewer	04/01/2022	96.28	.00	
Total HOME TELEPHONE COMPANY:					399.68	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	MARCH 2022	MRC Fiber Project	04/01/2022	2,000.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	MARCH 2022	Pool supplies and boiler delivery	04/07/2022	30,029.75	.00	
Total JAMIESON & MARSHALL:					30,029.75	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	MARCH 2022	SHOP TOOLS	03/31/2022	5.99	.00	
371	M & A AUTO PARTS	MARCH 2022	VEHICLE SUPPLIES	03/31/2022	89.50	.00	
371	M & A AUTO PARTS	MARCH 2022	VEHICLE SUPPLIES	03/31/2022	89.49	.00	
371	M & A AUTO PARTS	MARCH 2022	VEHICLE SUPPLIES	03/31/2022	45.70	.00	
371	M & A AUTO PARTS	MARCH 2022	VEHICLE SUPPLIES	03/31/2022	45.70	.00	
371	M & A AUTO PARTS	MARCH 2022	SEWER SUPPLIES	03/31/2022	3.19	.00	
371	M & A AUTO PARTS	MARCH 2022	RAM SUPPLIES	03/31/2022	23.38	.00	
371	M & A AUTO PARTS	MARCH 2022	RAM SUPPLIES	03/31/2022	23.38	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	MARCH 2022	95 PICKUP SUPPLIES	03/31/2022	79.99	.00	
371	M & A AUTO PARTS	MARCH 2022	95 PICKUP SUPPLIES	03/31/2022	80.00	.00	
371	M & A AUTO PARTS	MARCH 2022	GOLF SUPPLIES	03/31/2022	10.68	.00	
371	M & A AUTO PARTS	MARCH 2022	GOLF SUPPLIES	03/31/2022	25.16	.00	
371	M & A AUTO PARTS	MARCH 2022	1ST QTR DEMURRAGE	03/31/2022	30.00	.00	
Total M & A AUTO PARTS:					552.16	.00	
MAUL FOSTER ALONGI							
1531	MAUL FOSTER ALONGI	46616	GRADE SCHOOL PHASE 2	03/16/2022	20,132.00	.00	
Total MAUL FOSTER ALONGI:					20,132.00	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	MARCH 2022	Sewer Plant	03/31/2022	346.80	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2022	City Hall Propane	03/31/2022	298.25	.00	
Total MORROW COUNTY GRAIN GROW.:					645.05	.00	
OFFICE DEPOT							
427	OFFICE DEPOT	233997812001	Office Supplies	03/23/2022	111.95	.00	
427	OFFICE DEPOT	233997812001	Janitorial	03/23/2022	39.98	.00	
Total OFFICE DEPOT:					151.93	.00	
OREGON FRONTIER CHAMBER OF COMMERCE							
196	OREGON FRONTIER CHAMBER	1035	Concert Sponsorship 2022	03/29/2022	2,500.00	.00	
Total OREGON FRONTIER CHAMBER OF COMMERCE:					2,500.00	.00	
PERFORMANCE SYSTEMS INTEGRATION							
442	PERFORMANCE SYSTEMS INT	31493510	Chlorine	03/15/2022	2,473.14	.00	
442	PERFORMANCE SYSTEMS INT	31493510	Chlorine	03/15/2022	2,473.14	.00	
Total PERFORMANCE SYSTEMS INTEGRATION:					4,946.28	.00	
POST MASTER							
463	POST MASTER	MARCH 2022	Postage Trust Account	04/10/2022	250.00	.00	
463	POST MASTER	MARCH 2022	Postage Trust Account	04/10/2022	250.00	.00	
463	POST MASTER	MARCH 2022	Postage Trust Account	04/10/2022	250.00	.00	
Total POST MASTER:					750.00	.00	
THE MCGREGOR COMPANY							
1555	THE MCGREGOR COMPANY	62-7900044	SEWER SUPPLIES	03/31/2022	48.41	.00	
Total THE MCGREGOR COMPANY:					48.41	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	MARCH 2022	PLANNING ADVERTISEMENTS	04/06/2022	96.00	.00	
540	THE TIMES-JOURNAL	MARCH 2022	BUDGET ADVERTISEMENTS	04/06/2022	108.00	.00	
540	THE TIMES-JOURNAL	MARCH 2022	TRANSFER STATION SUMMER	04/06/2022	36.00	.00	
Total THE TIMES-JOURNAL:					240.00	.00	
VERNON GREY DESIGN							
557	VERNON GREY DESIGN	2224	GRADE SCHOOL HOUSING PR	03/10/2022	1,430.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total VERNON GREY DESIGN:					1,430.00	.00	
VISA							
559	VISA	5886 MAR 22	BUSINESS MEAL	03/22/2022	25.00	.00	
559	VISA	5886 MAR 22	TRIP MEAL	03/22/2022	11.59	.00	
559	VISA	5886 MAR 22	POSTAGE	03/22/2022	27.10	.00	
559	VISA	5886 MAR 22	PARK SUPPLIES	03/22/2022	143.73	.00	
559	VISA	8577 MAR 22	MICROSOFT MONTHLY EMAIL	03/22/2022	80.00	.00	
559	VISA	8577 MAR 22	FLAG ACCESSORIES	03/22/2022	38.98	.00	
559	VISA	8577 MAR 22	FLAG ACCESSORIES	03/22/2022	95.80	.00	
559	VISA	8577 MAR 22	FLAG ROPE	03/22/2022	21.00	.00	
559	VISA	8577 MAR 22	MAN HOLE COVER HOOK	03/22/2022	59.38	.00	
559	VISA	8577 MAR 22	CORD	03/22/2022	2.49	.00	
559	VISA	8577 MAR 22	ETHERNET ACCESSORIES	03/22/2022	12.99	.00	
559	VISA	8577 MAR 22	ETHERNET CABLE FOR MH	03/22/2022	6.31	.00	
Total VISA:					524.37	.00	
Grand Totals:					83,340.60	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

APR _ 1 2022

Account Summary

Billing Cycle		03/22/22
Days In Billing Cycle		30
Previous Balance		\$569.10
Purchases	+	316.95
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$569.10
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$316.95

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,683.00
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	\$316.95
MINIMUM PAYMENT	\$316.95
PAYMENT DUE DATE	04/16/2022

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
03/22/22	\$316.95	\$316.95	04/16/2022

\$

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 00031695 00031695 8

Account Number: ##### 8577

Closing Date: 03/22/22

Credit Limit: \$10,000.00 Available Credit: \$9,683.00

Page 3 of 4

929

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
02/23/22	02/23/22	5045	24204292054000058353832	MSFT * E0500HS5W3 <i>microsoft monthly e-mail</i>	\$80.00 <i>A150</i>
03/02/22	03/03/22	5942	24692162061100365763536	AMZN Mktp US*1W5VF1NM0 <i>Flag Accessories</i>	\$38.98 <i>PAID</i>
03/02/22	03/03/22	5942	24692162061100796853831	AMZN Mktp US*1W84P4VD1 <i>Flag Accessories</i>	\$95.80 <i>PAID</i>
03/02/22	03/03/22	5942	24692162061100808039932	AMZN Mktp US*1W2EX1VQ1 <i>Rope</i>	\$21.00 <i>PAID</i>
03/09/22	03/10/22	5942	24692162068100162242992	AMZN Mktp US*1Z6DB00C1 <i>manhole cover hook</i>	\$59.38 <i>\$270</i>
03/11/22	03/11/22	6010	1 2070121433000010	PAYMENT - THANK YOU	\$569.10 -
03/11/22	03/13/22	5942	24692162070100696623408	AMZN Mktp US*1Z7LX5EI0 <i>cord</i>	\$2.49 <i>A40</i>
03/12/22	03/13/22	5942	24692162071100730051623	AMZN Mktp US*1Z1O38GW0 <i>Ethernet Accessories</i>	\$12.99 <i>A40</i>
03/12/22	03/13/22	5942	24692162071100730359323	AMZN Mktp US*1Z9UL1SV1 <i>ethernet cable for mem. Hall</i>	\$6.31 <i>A40</i>

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	\$ 316.95

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

RECEIVED

APR - 1 2022

CITY OF CONDON

Account Summary

Billing Cycle		03/22/22
Days In Billing Cycle		30
Previous Balance		\$1,075.40
Purchases	+	207.42
Cash	+	0.00
Special	+	\$0.00
Balance Transfers	+	\$0.00
Credits	-	\$0.00
Payments	-	\$1,075.40
Other Charges	+	\$0.00
Finance Charges	+	0.00

NEW BALANCE \$207.42

Credit Summary

Total Credit Line	\$10,000.00
Available Credit Line	\$9,792.00
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!

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* 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	\$207.42
MINIMUM PAYMENT	\$207.42
PAYMENT DUE DATE	04/16/2022

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 ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date

03/22/22

New Balance

\$207.42

**Total Minimum
Payment Due**

\$207.42

Payment Due Date

04/16/2022

\$

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

Account Number: ##### 5886
Closing Date: 03/22/22
Credit Limit: \$10,000.00 Available Credit: \$9,792.00

Page 3 of 4

1349

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
03/02/22	03/04/22	8641	24786642062015875801443	CONDON LODGE 1869 BPO EL CONDON OR	\$25.00
03/03/22	03/06/22	5814	24692162063100052829069	CARLS 650 BOARDMAN OR	\$11.59
03/11/22	03/11/22	6010	1 2070121433000020	PAYMENT - THANK YOU	\$1,075.40
03/15/22	03/16/22	9402	24137462075001302651761	USPS PO 4017920823 CONDON OR	\$27.10
03/18/22	03/20/22	5072	24492162078000002177756	HARNEY HARDWARE HTTPSHARNEYHA FL	\$143.73

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	\$ 207.42

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.



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Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

**CITY OF CONDON
WORK SESSION AGENDA
CGS COMMITTEE
Thursday, April 21, 2022, 6:00 PM
CONDON CITY HALL**

1. ZOOM Link & Meeting Location

1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/84221792024?pwd=ZUZPVdJrQkdvVWlBaHZaY0F0UUFdTdz09>

Meeting ID: 842 2179 2024

Passcode: 768159

One tap mobile

+13462487799,,84221792024#,,, *768159# US (Houston)

+16699006833,,84221792024#,,, *768159# US (San Jose)

2. Call the Meeting to Order

CA Greiner called the committee meeting to order at 6:04 p.m.

Present: Committee members Teddy Fennern, Jenn Benjamin, Darla Seale, Heather Devine, Hannah Fatland, Steve Campbell; Councilors Dawn Pam & Jeremy Kirby; staff City Administrator Kathryn Greiner and Public Works Superintendent Gibb Wilkins.

Absent: Committee member David Hudson

3. Introductions

Members introduced themselves and told why they wanted to participate on this committee.

4. Tour Condon Grade School Property

The tour was moved to the end of the meeting for some committee members had to leave prior at 7:15 p.m.

5. Organization & Council Mandate

CA Greiner stated that city planner Kirk Fatland was going to facilitate this meeting, but was unable to do a scheduling conflict. She asked if the committee wanted to elect a chairman to run the meetings or to continue with her at this point and determine if they would like a change in future meetings. It was the consensus of the committee to continue with CA Greiner to facilitate the meeting.

The council's expectation of the committee is to bring a Master Plan for the entire two-block area for review and approval. This would include what will be placed in the building and the one-block playground area. CA Greiner noted that some of the council have been vocal that the city does not want to be landlords and will need to factor in funding, along with ownership or management of the property. CA Greiner stated that at the budget hearing (early this week) that she had put in \$150,000 transfer from the General Fund to split off the playshed with it's own systems (heating, water, electricity) and after a discussion with Gilliam County Judge Elizabeth Farrar-Campbell, put in a \$1 million grant for housing, business conversation or recreation. The city is working on getting information together to release an RFP for the boiler system in the playshed.

CA Greiner stated that the city has completed a structural review and a hazardous building materials survey (HBMS) with a company. She gave a brief summary of both reports, noting that the structural review showed that the building, mainly the main part that is 100 years old, is not as bad as originally thought to be. The play shed is in the best shape structurally. The wings have some issues that will need to be addressed and the main part of the building has a concrete wall support for the first floor. The building, with the exception of



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the playshed, has large amounts of asbestos, which is main flooring, pipe coverings and lead paint on the walls underneath several layers of other paint. The playshed has some asbestos on pipe coverings that is labeled.

She acknowledged several different projects that have been mentioned to be placed in the grade school building - food pantry in the kitchen area by Fennern and additional day care by Judge Farrar-Campbell - but due to the systems and asbestos present, these are not viable options until the systems are separated. The boiler system did not pass inspection this spring and will not be usable in the building in future projects.

6. Set Goals of Committee

Specific goals were not set at this meeting, but CA Greiner did note that if the city was going to apply for the Capital Improvement grant in October, a project would need to be identified and have an estimate of costs by September 2022.

7. Discuss Condon Grade School Property

The committee decided to do categories as follows:

What we have:

- Space - open which may be used for recreation; office or residential
- Local financial resources - Gilliam County grants, city assistance with infrastructure
- Community partners - city, county, chamber, health district, non-profits (SSV & PCDC), school and businesses

What we need:

- Housing
- Community Center
- Food pantry - larger space
- Child care
- Car Chargers
- Office Space - government, state, federal, local, private, shared office space
- Laundromat
- Employees or organization to operate

What we want:

- Attraction - health and fitness focus with spa, gym, healthy meals, sports court
- Community garden
- Adult education
- Rural health care - focus on emergency or after hours
- Hostel
- Park
- Youth needs - skate park

The group then discussed that the committee may need to focus on a theme or attractions to bring people to Condon. The following ideas were brought up:

- Family activities
- Cultural or Education Opportunities
- Tourism
- Facilities - mixed use of offices and housing

The committee reached an hour and wrapped up ideas of where to go for the next meeting with the items discussed. The committee will concentrate on the themes and attach the needs, wants and haves to them and determine what they want to see in different parts of the facility. It was discussed how to share ideas on a certain platform in between meetings for which CA Greiner would see what may be



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used to be efficient and meet public meeting law.

8. Set Meeting Scheduled - Time, Date & Frequency

It was determined that the CGS Committee will meet on the first and third Wednesdays of the month with the next meeting on Thursday, May 5, 2022, 6 p.m. with a zoom link available.

9. Adjourn

The committee took a tour of the CGS facility from 7:10 - 8 p.m. and adjourned the meeting at 8:05 p.m. when they returned back to City Hall.

Ordinance 2022-02

AN ORDINANCE REVISING 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 containing five or more dwelling units.

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 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) 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.
- (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 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.
- (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) 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.*

(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.

(8) *ACCESSORY STRUCTURES OR USES.* Accessory uses or structures larger than 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 stories 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

(E) 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 those 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 is allowed on an individual lot per primary residential use (single-family dwelling, duplex, or triplex.)
 - (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 conforming or legal non-conforming structure to an Accessory Dwelling is allowed, provided that the conversion does not increase the non-conformity;
 - (B) Accessory dwellings are exempt from the parking standards of Section 152.301 (5).

' 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.

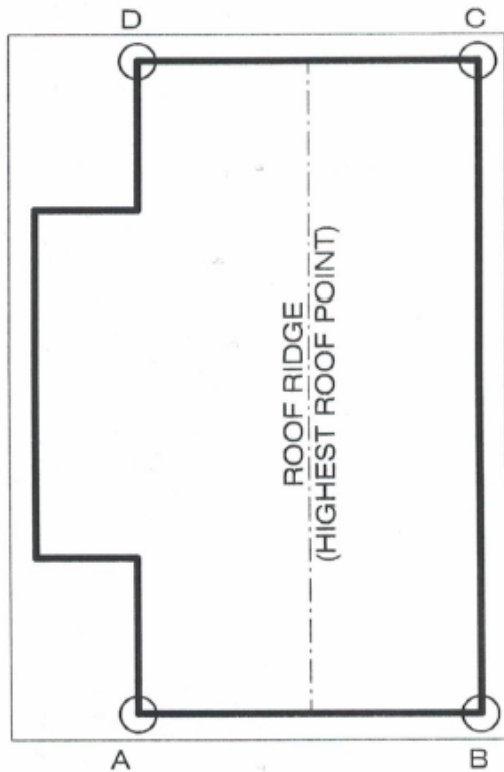
- (B) Side yard setback requirements are not required where the development abuts an adjacent townhome unit.

' 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

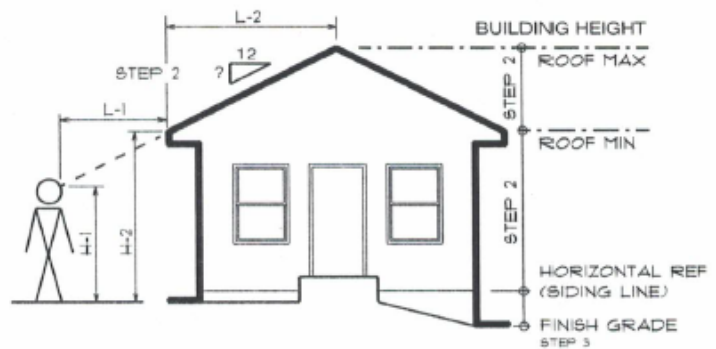


FIGURE 1

This ordinance was passed and adopted by the council of a vote of ___ for and ___ against and approved by the Mayor on June 1, 2022.

 Jim Hassing, Mayor

 Date

Attest:

 Kathryn Greiner, City Administrator

RESOLUTION 2022-05

CITY OF CONDON

A RESOLUTION DISSOLVING THE FIBER COUNCIL

WHEREAS, Gilliam County ("the County") is a political subdivision of the State of Oregon authorized and operating under ORS Chapter 203 and the City of Condon ("the City") is a municipal corporation within the State of Oregon (collectively, "the Parties"); and

WHEREAS, pursuant to Ordinance No. 2019-02 the County and the City formed the Fiber Council, an intergovernmental agency in accordance with ORS 190.010, et. seq., for the purposes of managing the Fiber Project, including the negotiation of fiber leases and related contracts, the administration of funds and expenses related to the Fiber Project; and

WHEREAS, the County and the City find that it is in their respective governments' best interests and will benefit the public to dissolve the Fiber Council.

NOW THEREFORE, the Gilliam County Court resolves as follows:

1. It is the intent of the Condon City Council, by the adoption of this resolution, to dissolve the intergovernmental entity known as the Fiber Council, and to terminate the Fiber Council Intergovernmental Agreement, which is attached hereto as Exhibit A.
2. As the Fiber Council has no employees, no revenues, no assets, no debts, no personal property, and no equipment or furnishings, it is the intent of the Condon City Council resolution fulfills the process for dissolution which is contained in Section 6(g) of the Intergovernmental Agreement.
3. The effective date of the termination of the Fiber Council Intergovernmental Agreement shall be July 1, 2022.

ADOPTED by the Condon City Council this 4th day of May, 2022.

Jim Hassing, Mayor

ATTEST:

Kathryn Greiner, City Administrator



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

**CITY OF CONDON
WORK SESSION AGENDA
BUDGET COMMITTEE MEETING
Monday, April 18, 2022, 7:00 PM
CONDON CITY HALL**

1. ZOOM LINK & MEETING LOCATION

1.1. <https://us02web.zoom.us/j/83596436168?pwd=ZTBxY001TFI3ejUwZDIlaWl3T2lIQT09>

Meeting ID: 835 9643 6168

Passcode: 992468

One tap mobile

+13462487799,,83596436168#,,, *992468# US (Houston)

+16699006833,,83596436168#,,, *992468# US (San Jose)

2. PRIOR YEAR CHAIRMAN OR MAYOR CALL BUDGET COMMITTEE MEETING TO ORDER

3. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Donald Jamieson, Jeremy Kirby, Michael Cronk ; Budget Committee Members Jay LaRue, Dan Schott & Mark Wilson

Absent: Councilors Dawn Parm, Tom Fatland ; Budget Committee Members Dennis Bruneau, Cheryl Baker, Stephanie Carter.

4. ELECTION OF BUDGET COMMITTEE OFFICERS

4.1. Elect Budget Commission Chairperson

A motion was made by Councilor Jamieson to nominate Mayor Hassing as chairman of the budget committee. The motion was seconded by Dan Schott and approved unanimously.

4.2. Elect Budget Committee Secretary

A motion was made by Councilor Jamieson to nominate Councilor Stinchfield as the budget committee secretary. The motion was seconded by Councilor Cronk and approved unanimously.

5. PUBLIC COMMENT ON 2022-23 CITY OF CONDON BUDGET & STATE REVENUE SHARING

None

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

No public comment was received.

6. REVIEW & APPROVE THE MINUTES OF THE APRIL 19, 2021 BUDGET COMMITTEE MEETING

6.1. Budget Committee Minutes of April 19, 2021

A motion was made by Mark Wilson to approve the April 19, 2021 budget committee meeting minutes. The motion was



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seconded by Councilor Stinchfield and approved unanimously.

7. REVIEW THE 2022-23 CITY OF CONDON BUDGET MESSAGE

7.1. Budget Message for 2022-23 City of Condon Budget

Committee waived the reading of the budget message since it was in their packets.

7.2. Budget Notes for 2022-23 City of Condon Budget

Committee waived the reading of the budget notes since it was in their packet.

7.3. 2022-23 City of Condon Budget & Related Documents

Committee members received the council's 2022 goals and priorities and the approved budget calendar.

8. DISCUSS THE 2022-23 CITY OF CONDON BUDGET

8.1. Discuss & Review the 2022-23 City of Condon Budget

CA Greiner went through the budget and discussed several projects that are in the 2022-23 budget document. Overall comments that affect the budget in different areas are the following:

- Cash on Hand is an estimate of cash at July 1, 2022
- PERS rates have decreased due to a buy-down of unfunded liabilities two years ago.
- Health insurance will not increase next year
- Property & Liability insurance will see a significant increase in 2023 (insurance rates are based on calendar year) by 15% and workers' compensation insurance decreased due to CIS switching to SAIF

CA Greiner went through the funds and noted the following changes:

- Administration - Down slightly due to less cash on hand and decrease in estimated outside funding. This year the city has been awarded approximately \$150,000 from the Oregon Legislature, but no direction has been given on how it must be spent. Administrative expenses showed a significant decline due to less funds put in Community Projects (for COVID issues) and building improvements. Police depart decreased slightly due to taking out the placeholder for hired officers. Fire Department increased slightly due to more being required for the Gilliam County Fire Services coordinator position. Golf course expenses down significantly due to the water pump project being completed in the current year and no major project planned for the 2022-23 year. Park expenditures increased slightly due to personnel costs, but will actually be less due to new employee not being PERS eligible. Pool expenses decreased substantially due to completing the boiler and piping projects that were completed in the current fiscal year. Transfers have increased slightly due to forming a new fund and re-allocating the transfers from previous year. Budget Committee member Mark Wilson questioned the Community funds and if they would be increased. CA Greiner stated that funds were put in the Community line item for potential projects or backfill due to COVID. She does not anticipate spending the entire \$7500 in the budget.
- Memorial Hall - increased slightly due to no projects completed in the past year, no any anticipated in the next fiscal year.
- State Streets - This fund has increased due to anticipated work on Pennoyer & Trimble Streets, plus one block sidewalk on S. Washington Street - near the new Condon Grade School. The city has been awarded \$100,000 from ODOT and has a grant request to Gilliam County for the remainder of this project. Due to the backlog of the city's engineers, this project will not be completed until the summer of 2023. The city has an approximately \$75,000 match for the sidewalk project on North Main Street that is scheduled to be completed in the summer of 2022.
- State Revenue Sharing - this fund was used for the fiber project and the monthly lease payments of the dark fiber. At the council retreat, one goal was to utilize this dark fiber for the best interests of the city of Condon residents. The suggestion of staff to the council is to fulfill the goal of designing and installing a Main Street/Commercial district free wifi network and to design a wireless system for residents.
- Development Grant - this fund has been used for planning consultant and issues over the past several years. City



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donated approximately \$15,000 from this fund to assist the planning of the site for the new Condon Grade School.

Also, this fund was where the cost of the planning and utilities for the Baseball Field project were expensed - approximately \$400,000. Future expenses will be for the Fairway housing development of planning and infrastructure and possibly the green space development near the Baseball Field project.

- Water - Remained relatively the same. City has not noticed an increase of the water receipts with the new tiered water rates that were effective July 1, 2021.
- Sewer - increased slightly due to a cash carryover larger due to not transferring the funds in the current year to pay off debt. The budget committee and council had the option of transferring funds to retire sewer debt, but the decision was made to continue making payments since there were several large projects that were being completed in the current year.
- Equipment Reserve - No major purchases were made in the current fiscal year, nor do we anticipate any in the 2022-23 year.
- CGS Building - new fund. Transferring over \$150,000 to pay for expenses of electricity, insurance and possibly splitting off the play shed to be on separate systems. This would require a new system for heating and separating the water and electricity from the main building. Council has formed a committee that is meeting this Thursday to suggest a Master Plan for this two-block parcel of land.
- Sewer Reserve - increased slightly due to the \$1 monthly per service for future sewer plant expansion.
- Water Trust - this is not budgeted per auditors' advice.
- Transient Tax - anticipate a small increase. City distributes 60% of the funds to the chamber, 30% for city tourism activities (website, donations to community functions) and 10% for community tourist facilities (Memorial Hall, park, flower boxes on Main Street).
- Water System Improvement - decreased due to a water project near the golf course being completed. This project got the infrastructure to the property line of the Fairway Housing project that is 9+ acres. City has offered several acres to PCDC for location of affordable workforce housing. Projects for this fund is 50% of the equipment shop near city shop and a telemetry upgrade. Cell revenue is transferred from the General Fund to this fund per direction of the council for water line replacement. this fund pays for 20% of the public works payroll costs.
- Waste Water System Improvement - This has transferred from the General Fund for 50% of an equipment shop near the city shop and a telemetry upgrade. The fund is considerably less with the decision not to retire the debt accounted for in this fund.
- Water Equipment - increased slightly due to a smaller transfer from the water fund. No major purchases were completed from this fund, nor is one anticipated in the 2022-23 budget.
- Sewer Equipment - increased slightly due to a smaller transfer from the wastewater/sewer fund. No major purchases were completed from this fund, nor is one anticipated in the 2022-23 budget.
- Debt Service decreased slightly due to bond requirements being met and did not increase the transfer amount.

9. MOTION TO APPROVE THE 2022-23 CITY OF CONDON BUDGET OR CONTINUANCE TO APRIL 25, 2022

9.1. Motion to Approve 2022-23 Budget or Continuance

A motion was made by Councilor Kirby for the City of Condon budget committee approve taxes for the 2022-23 fiscal year at the rate of 7.2820 per \$1,000 of assessed value for operating purposes, and in the amount of \$26,000 for payment of bond principal and interest. The motion was seconded by Councilor Stinchfield and approved unanimously.

A motion was made by Mark Wilson that the City of Condon budget committee approve the 2022-23 proposed budget as presented. The motion was seconded by Councilor Jamieson and approved unanimously.

10. ADJOURN BUDGET COMMITTEE MEETING

Mayor Hassing adjourned the meeting at 7:34 P.M.

Jim Hassing, Mayor/Budget Committee Chair

Date



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

Attest: _____
Kathryn Greiner, City Admin/Budget Officer



PO Box 279
Arlington, Oregon 97812
541-454-2868

April 11, 2022

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

Dear Kathryn:

Thank you for the gift of the surplus pickup by the City of Condon to the Port of Arlington! We appreciate your generosity and good will!

I thoroughly enjoyed spending my time in Condon last week. I love vibrant communities. Your main street program is fabulous! I enjoyed meeting many business owners and residents. In addition, I met together with Gilliam County officials, and served at the Frontier Chamber on the Small Business Grant Committee.

It was a delight to attend your City Council meeting and to witness firsthand the civic pride and service of your community. I enjoyed excellent overnight accommodations at Hotel Condon and a nice morning walk to the City Park.

Thank you for your hospitality! Please convey my appreciation to the Mayor and Council. I value Gilliam County and look forward to working together in my role at the Port.

I wish you the best in all your community endeavors.

Sincerely,

Jed Crowther
Executive Director