



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, September 7, 2022, 7:00 PM**

1. COUNCIL MEETING LOCATION & ZOOM LINK

- 1.1. <https://us02web.zoom.us/j/86997974969?pwd=V3FYZFo1eXp2Nm5HVjercjhJUXB6dz09>

Meeting ID: 869 9797 4969
Passcode: 464784
One tap mobile
+13462487799,,86997974969#,,,,*464784# US (Houston)
+16694449171,,86997974969#,,,,*464784# US

2. CALL REGULAR MEETING TO ORDER

3. ROLL CALL

4. ADDITIONS TO AGENDA

5. PUBLIC COMMENT

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

6. CONSENT AGENDA

- 6.1. Review & Approve the August 3, 2022 Regular Condon City Council Meeting Minutes
6.2. Review July Accounts Payable & VISA Statements

7. OLD BUSINESS

- 7.1. CGS Playshed Heating System & Door Replacement Update
7.2. Swimming Pool Operation Update

8. NEW BUSINESS

- 8.1. Review & Approve Land Sale to Larry Conway
8.2. Discuss Condon Grade School Property Issues
8.3. Appoint Budget Committee Members - Letters from Cassandra Flatt and Tara McIntosh
8.4. Review & Award Hay Contract

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



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10. COUNCIL INFORMATION

- 10.1. Accuity CPAs - Audit Letter**
- 10.2. Gilliam County Library Thank you Letter**
- 10.3. USDA Compliance Letter**
- 10.4. Jeff Schott Memo Regarding ODOT Ramp Project**

11. NEXT REGULAR MEETING DATE

- 11.1. The next regular Condon City Council meeting is Wednesday, October 5, 2022, 7 p.m.**

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 August 31, 2022



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City of Condon Regular Council Meeting Minutes Wednesday, August 3, 2022 7:00 PM

1. ZOOM LINK & MEETING LOCATION

- 1.1. <https://us02web.zoom.us/j/86997974969?pwd=V3FYZFo1eXp2Nm5HVjercjhJUXB6dz09>

Meeting ID: 869 9797 4969

Passcode: 464784

One tap mobile

+16699006833,,86997974969#,,,,*464784# US (San Jose)

+12532158782,,86997974969#,,,,*464784# US (Tacoma)

2. CALL REGULAR MEETING TO ORDER

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

3. ADDITIONS TO AGENDA

- 3.1. *** 9.4 - Discuss Proposed Condon Industrial Park

- 3.2. ** 9.5 Discuss Sale of Property from Public Hearing

4. ROLL CALL

Present: Mayor Jim Hassing; Councilors Jan Stinchfield, Tom Fatland, Donald Jamieson, Dawn Parm, Mike Cronk, Jeremy Kirby; staff City Administrator Kathryn Greiner, Public Works Superintendent Gibb Wilkins and Gilliam County Sheriff Gary Bettencourt.

Absent: None

5. PUBLIC HEARING - Sale of City Owned Property ORS 221.725

5.1. Legal Notice, ORS & Map of Property

Mayor Hassing opened the hearing at 7 p.m. The hearing was to take public comment on selling city property.

Larry Conaway, 221 N. Oregon Street, Condon, stated that he is interested in the property as it is connected to his residential property. He stated that he has been in contact with the city to purchase this lot and knows that he will not be able to build on it. He has kept it mowed and parked his RV on this lot.

Mayor Hassing closed the hearing at 7:01 p.m.

6. PUBLIC COMMENT



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

None

7. CONSENT AGENDA

7.1. Review & Approve the July 6, 2022 Condon City Council Meeting Minutes

Councilor Fatland added a correction to the minutes in the public comment regarding the paving of potholes on Oregon Street.

A motion was made by Councilor Parm to approve the July 6, 2022 regular Condon City Council meeting minutes with correction. The motion was seconded by Councilor Stinchfield and approved unanimously.

7.2. Review July Accounts Payable & VISA Statements

CA Greiner stated that due to the end of the fiscal year, VISA statements were paid end of June instead of July and given to the council in July. They will return to be on the agenda in September.

No comments on the accounts payable.

8. OLD BUSINESS

8.1. Condon Grade School Facility Update

8.1. CGS Committee Recommendations

CA Greiner explained that the CGS Committee met in July and gave their three priorities for the CGS Campus:

- Work with landscape architect to design playground area & wait for the results of the energy grant to determine playshed function.
- The property needs to be abated to have a clean/safe building for development or demolition. Find funding to get this done as quickly as possible.
- Immediately look to get housing in the north wing as this is a critical need. Get council approval for an engineer/architect to begin plans for apartments. Once plans are done, look for a developer or non-profit to get the apartments completed.

CA Greiner stated that members of the CGS committee had gone to Baker City to tour Churchill School and St. Elizabeth Towers (condominiums). She asked committee members present (on Zoom) to give what they learned on the tour.

- Steve Campbell said that Churchill School had been vacant for many years. The current owners purchased it and have converted it into an art community where they have their residence. This may not be what the city wants to do with the facility, but it showed what can be done with a similar facility. He added that the conversion was done with little to no money. Campbell noted that one classroom was converted into an apartment by the owner's parents for an approximate cost of \$170,000 for approximately 800 square feet. Campbell added that the second stop was at St. Elizabeth Towers - a condo facility - that was converted from a hospital to condos in mid-1980s. The developer saw this conversion done in Portland and tried to replicate it. CA Greiner said that St. Elizabeth Towers consisted of 28 condominiums, of which 11 were owned by the original developer's daughter. The owner toured the group through two vacant condos and said that several years ago it was difficult to rent for \$650 a month and at current conditions she would rent them at \$1,100 a month. Campbell did add that the attraction of the school for the current owners was that it had been abated by the school district before it was sold and that all spaces were being utilized.
- Heather Devine stated that the positives of (Churchill) school was that it was diverse, with art studios, beauty salon, meditation studio, commercial kitchen, "gorgeous" condo, minimal private residence, welding studio a publishing



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company. The owners started with \$60,000 of their own money and built what they had with donations and rental income. She stated that it seemed that there was flexibility in what you could do with the classrooms. He did note that the owners stated a majority of the expenses were due to the building being vacant for an extended period of time.

- Councilor Parm stated that it was amazing what Churchill School had become in four years. They used the cafeteria as a commercial kitchen used for people to prepare items for farmers market and one person used it for a lunch box business. The school also housed an auditorium with a stage where movies and concerts were held; a bike hostel with 4 sets of bunk beds, First Friday art shows, a smaller room for a beautician and a masseuse, plus the classroom condo used as an AirBnB. Councilor Parm stated that the possibilities are endless.
- Councilor Kirby stated that, talking with the owner, the Churchill School was run by artists and their goal was not to make money but to break even. The owners stated that if they wanted to make money, they would have converted the school into all housing.

Councilors reviewed pictures from Churchill School.

CA Greiner stated that the second priority of the CGS Committee was to immediately start work to convert the north wing of 4 classrooms into housing units. She asked to move forward with hiring an architect to draft a plan to get utilities for the units in addition to any structural tasks to make the units marketable to a developer. Councilor Jamieson suggested that the current water and sewer lines may be used for the units. Councilors discussed the ability to sell portions of an existing building. Councilor Jamieson asked to wait on the RFP for an engineer, but was countered by Councilor Cronk to not wait another month to determine if the housing was feasible.

Council directed CA Greiner to work toward drafting an RFP, with the assistance of Maul Foster Alongi staff for the abatement; start the grant process for abatement from Business Oregon and Gilliam County; draft an RFP for architecture services for the north wing housing development; and get legal opinion on how property can be split for housing development while the rest of the building may remain the city's property.

8.1. Landscape Architect Progress

Councilors received a summary from landscape architect Jenna Witzleben from her listening session with CGS Committee member David Hudson, Councilors Kirby and Fatland and CA Greiner. Hudson added that the summary was reflective of what was discussed with Witzleben and that the space is targeted for visitors and residents. CA Greiner stated that Witzleben's visit had short noticed and to gain more public input, she will put the summary on the website and push out on social media requests to have the public contribute ideas.

8.1. Playshed Heating System Update

Councilor Jamieson stated that he had discussed the boiler at the Condon Grade School building with former school maintenance staff Dallas Harsin and it was the consensus to use one of the two current boilers to maintain the temperature of the building above freezing over the winter. He will meet with CA Greiner to work through details of winterizing portions of the building. It was the consensus of the Council to have Jamieson move forward with using one boiler for the next year.

CA Greiner said that she had met with Hermiston Glass earlier in the day to get quotes on two new doors for the playshed and the back/side door of Memorial Hall.

9. NEW BUSINESS

9.1. Review & Approve OLCC Liquor License Approvals

Councilor Fatland asked Sheriff Bettencourt if there were any issues with any of the businesses seeking renewals with a negative response.

A motion was made by Councilor Fatland to approve OLCC licenses for the Buckhorn Saloon, Condon Food Mart, Elks Lodge #1869, Murray's Condon Pharmacy and Two Boys Meat & Grocery. The motion was seconded by Councilor Jamieson and approved unanimously.

9.2. Ordinance 2023-02 - Psilocybin Permanent Ban or Two-Year Moratorium



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Council heard that there are three options for the city to review in regards to The Oregon Psilocybin Services Act which allows the licensure and regulations of psilocybin products and the provision of psilocybin services. Psilocybin is a naturally occurring psychedelic compound found in over 200 species of flung (mushrooms). This act was approved by Oregon voters in 2020 and Oregon Health Authority have not completed the rules and regulations for the use of psilocybin. The Council has three options:

1. Do nothing and allow the Act to be regulated by OHA.
2. Pass an ordinance to ban psilocybin service centers and the manufacture of psilocybin products.
3. Pass an ordinance to put a 2-year moratorium on service centers and manufacture of psilocybin products.

Options 2 and 3 would require passage of the ordinance this evening as an emergency and would go to the voters in November 2022. The issue is that ballot issues such as this, are only allowed to be held during General Elections in even years. The ballot title must be submitted to Gilliam County Clerk Ellen Wagenaar no later than August 18, 2022. Another option to passing the ordinance at this meeting is to hold a special meeting in the next two weeks. CA Greiner stated that the information was derived from LOC and city attorney Wyatt Baum has reviewed the attached ordinances. She stated that in discussion with LOC, the ordinance could be approved then rescinded in the next two years, but it was unclear how this would occur since it goes to the voters.

Councilor Fatland stated that he would like to see a ban and Councilor Stinchfield agreed. It was agreed to move forward with the 2-year moratorium.

A motion was made by Councilor Stinchfield to approve the first and second reading of Ordinance 2023-01 - An Ordinance Declaring a Temporary Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products by title only as an emergency. The motion was seconded by Councilor Tom Fatland. Roll call vote - Yes - Fatland, Stinchfield, Jamieson, Kirby, Parm, Cronk. No - None. Motion passed.

CA Greiner read Ordinance 2023-01 - An Ordinance Declaring a Temporary Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products by title only as an emergency.

A motion was made by Councilor Stinchfield to approve Ordinance 2023-01 - An Ordinance Declaring a Temporary Ban on Psilocybin Service Centers and the Manufacture of Psilocybin Products by title only as an emergency. The motion was seconded by Councilor Tom Fatland. Roll call vote - Yes - Fatland, Stinchfield, Jamieson, Kirby, Parm, Cronk. No - None. Motion passed.

The ordinance will be signed by the Mayor and the ballot title and other information as needed will be submitted to the Gilliam County Clerk by the August 18, 2022 deadline.

9.3. Discuss & Review Bid Process for Paving Pennoyer Street - Appoint Mayor to Approve Bid

PW Wilkins stated that the bids to pave Pennoyer Street are to be opened tomorrow, Thursday, August 4, 2 p.m. and suggested that the council approve the Mayor to sign and approve the bid as recommended by the city's engineer of record Anderson, Perry & Associates.

A motion was made by Councilor Jamieson to approve Mayor Hassing to approve the bid for the Pennoyer paving program as recommended by Anderson, Perry & Associates. The motion was seconded by Councilor Stinchfield and approved unanimously.

9.4. ** Discuss Proposed Condon Industrial Park

Councilors received an outline of converting city-owned property north of the Condon Little League fields from Port of Arlington Executive Director Jed Crowther. It was discussed if the city or Port of Arlington would lead on this project and it was the consensus of the Council to have CA Greiner work with Crowther on this project.



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9.5. Discuss Sale of Property from Public Hearing

CA Greiner stated that city attorney Baum stated that the property could be sold to Conaway without a bidding process and asked the council how they wanted to negotiate the price with the deed restriction that no structures could be built on the property and access to the sewer line that crosses the property. It was the consensus of the Council to allow CA Greiner to negotiate a price and bring the agreement back to the September 7 meeting.

10. STAFF REPORTS

10.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins reported that 11 million gallons of water was pumped at City Farm which is 1 million less than July average. The crew has installed a new connection at 115 W. Frazer and they are nearing completion of water line replacement on Spring Street. He said that he has ordered a new tractor for the golf course after the current tractor quit working. He had it approved by CA Greiner as it was budgeted and through state contracting. PW Wilkins said that a contractor working on the ADA ramps in Condon is available to pave the utility cuts for approximately \$6,000-7,000 and this contractor has interest in paving for private projects. The contractor for the ODOT ADA ramps is putting a concrete batch plant in Condon and may be available for other concrete jobs while here. Councilor Jamieson asked about the water levels at the golf course with PW Wilkins stating that the main well has "tripped" and is on limited use. PW Wilkins stated that he is looking at new meter system that either can be read by a "wand, or driving by or can be centrally gathered at City Hall. The costs range from \$185,000-300,000. Councilor Cronk asked PW Gibbs which meter system he would recommend and he sees benefits in two of the systems that have leak detection at the meter and the city lines. CA Greiner stated that at a cost of \$300,000 they can apply for a Gilliam County Capital Investment grant with the match of \$105,000 of which \$66,000 comes from the remainder of the State of Oregon grant. It was discussed whether the city needed the highest system. It was the consensus of the council to have CA Greiner apply for the grant for \$300,000 and determine later which system they would install.

10.2. Police & Fire - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt stated that there is a property on West Court Street that has been abandoned and is overgrown but nothing can be done until ownership is determined. He said that there is a couple more years until the county can foreclose on the property. Sheriff Bettencourt was asked about the John Reser abatement process and he stated that it is ongoing. CA Greiner stated that Rick Watkins has been hired to abate it but won't get to it until after harvest.

10.3. Administration - City Administrator Kathryn Greiner

CA Greiner stated Gilliam County is working toward joining Mid Columbia Economic Development and opting out of Greater Eastern Oregon Development Corporation. She commended Condon Community Pool manager Shellie Johnson and head swimming lesson teacher Molly Fatland for their time and efforts during lessons. They had 65 students, mostly from Wheeler County, in the current session. CA Greiner and administrative assistant Jessica Isley are attending the CIS conference in Salem August 24-26 and hours may be varied while gone. She reminded the council that the election paperwork is due at the end of August with Mayor and three Council positions on the ballot.

11. COUNCIL INFORMATION

11.1. Election Information - Deadline for Filing August 30, 2022

11.2. Thank You Condon Early Learning Center

12. NEXT REGULAR MEETING DATE

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



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13. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:24 p.m.

14.

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
ACCTECH - A SYSTEMS INTEGRATOR							
1551	ACCTECH - A SYSTEMS INTEG	4760	TECH SUPPORT SVCS	08/01/2022	1,849.00	.00	
Total ACCTECH - A SYSTEMS INTEGRATOR:					1,849.00	.00	
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	JULY 2022	Admin Janitorial	07/31/2022	186.43	.00	
Total ARAMARK UNIFORM SERVICES:					186.43	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	JULY 2022	PHONE	07/06/2022	12.19	.00	
599	AT&T MOBILITY	JULY 2022	PW Cell Phone	07/06/2022	12.19	.00	
Total AT&T MOBILITY:					24.38	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	30365	GRADE SCHOOL LANDSCAPE	07/19/2022	75.00	.00	
Total BAUM SMITH LLC:					75.00	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1052199	LABOR SERVICE CALL	07/29/2022	74.72	.00	
859	BENNETT'S POINT S TIRE & AU	1052199	LABOR SERVICE CALL	07/29/2022	74.73	.00	
859	BENNETT'S POINT S TIRE & AU	1052217	TIRES	08/01/2022	1,240.00	.00	
Total BENNETT'S POINT S TIRE & AUTO:					1,389.45	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	85494	Copier Charge	07/31/2022	21.89	.00	
Total BOHN'S PRINTING:					21.89	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	JULY 2022	City HALL	07/26/2022	174.91	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Golf Course	07/26/2022	119.84	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Park	07/26/2022	118.11	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Memorial Hall	07/26/2022	52.92	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Golf Course	07/26/2022	48.38	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Sewer Plant w pivot	07/26/2022	530.76	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Disposal	07/26/2022	329.51	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Golf Course	07/26/2022	197.53	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	City Farm	07/26/2022	2,890.21	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Street Lights	07/26/2022	1,454.75	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	City Farm	07/26/2022	41.09	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Golf Course	07/26/2022	143.99	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Pool	07/26/2022	659.32	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	Library	07/26/2022	355.44	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2022	GRADE SCHOOL	07/26/2022	517.04	.00	
Total COLUMBIA BASIN ELECTRIC:					7,633.80	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CONDON LOCAL							
1566	CONDON LOCAL	JULY 2022	LUNCH LANDSCAPE ARCHITEC	08/01/2022	20.40	.00	
Total CONDON LOCAL:					20.40	.00	
DEPT. OF ENVIRON. QUALITY							
222	DEPT. OF ENVIRON. QUALITY	SW23-0057	Transfer Station Renewal	07/01/2022	50.00	.00	
Total DEPT. OF ENVIRON. QUALITY:					50.00	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	JULY 2022	FUEL	07/31/2022	902.49	.00	
Total DEVIN OIL COMPANY:					902.49	.00	
DYER, SALLY							
1567	DYER, SALLY	JULY 2022	W/S DEPOSIT REFUND 408 N O	07/28/2022	77.97	.00	
Total DYER, SALLY:					77.97	.00	
GILLIAM COUNTY SHERIFF							
276	GILLIAM COUNTY SHERIFF	JULY 2022	6 months Police Contract	07/15/2022	10,500.00	.00	
Total GILLIAM COUNTY SHERIFF:					10,500.00	.00	
GREINER, KATHRYN							
347	GREINER, KATHRYN	JULY 2022	Travel Reimbursement CIS MEET	07/13/2022	88.75	.00	
Total GREINER, KATHRYN:					88.75	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL05174	Golf Fuel	07/31/2022	482.92	.00	
304	HATTENHAUER DIST.	CL05174	Park Fuel	07/31/2022	117.45	.00	
Total HATTENHAUER DIST.:					600.37	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	JULY 2022	Administration	08/01/2022	274.90	.00	
766	HOME TELEPHONE COMPANY	JULY 2022	Water	08/01/2022	45.30	.00	
766	HOME TELEPHONE COMPANY	JULY 2022	Sewer	08/01/2022	98.54	.00	
766	HOME TELEPHONE COMPANY	JULY 2022	Pool	08/01/2022	47.97	.00	
Total HOME TELEPHONE COMPANY:					466.71	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	JULY2022	MRC Fiber Project	08/01/2022	2,000.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	JULY 2022	Pool supplies	07/31/2022	98.30	.00	
Total JAMIESON & MARSHALL:					98.30	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	JULY 2022	CHAIN & SNAP FOR GRADE SC	07/30/2022	10.36	.00	
371	M & A AUTO PARTS	JULY 2022	DRILL/HOLE SAW	07/30/2022	11.18	.00	
371	M & A AUTO PARTS	JULY 2022	WINDSHIELD WASH	07/30/2022	4.59	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	JULY 2022	WINDSHIELD WASH	07/30/2022	4.59	.00	
371	M & A AUTO PARTS	JULY 2022	TRIMMER LINE	07/30/2022	20.99	.00	
371	M & A AUTO PARTS	JULY 2022	DOWELS FOR SCHOOL WINDO	07/30/2022	21.17	.00	
371	M & A AUTO PARTS	JULY 2022	TRAILER BALL	07/30/2022	34.99	.00	
371	M & A AUTO PARTS	JULY 2022	SAFETY GLASSES	07/30/2022	3.84	.00	
371	M & A AUTO PARTS	JULY 2022	SAFTEY GLASSES	07/30/2022	3.85	.00	
371	M & A AUTO PARTS	JULY 2022	ROLL CVR 3"	07/30/2022	9.98	.00	
371	M & A AUTO PARTS	JULY 2022	NO TRESPASS SIGNS - SCHOO	07/30/2022	15.92	.00	
371	M & A AUTO PARTS	JULY 2022	DUCT TAPE	07/30/2022	19.18	.00	
Total M & A AUTO PARTS:					160.64	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	JULY 2022	Pool Propane	07/31/2022	248.59	.00	
Total MORROW COUNTY GRAIN GROW.:					248.59	.00	
MURRAY'S CONDON PHARMACY							
394	MURRAY'S CONDON PHARMAC	JULY 2022	Pool Supplies	07/25/2022	6.77	.00	
Total MURRAY'S CONDON PHARMACY:					6.77	.00	
OPEN COUNTRY FARM							
433	OPEN COUNTRY FARM	12-22313	Park Supplies	07/25/2022	7.72	.00	
Total OPEN COUNTRY FARM:					7.72	.00	
OXARC							
442	OXARC	31597757	Chlorine	07/30/2022	2,647.88	.00	
442	OXARC	31597757	Chlorine	07/30/2022	2,647.87	.00	
Total OXARC:					5,295.75	.00	
PATTEE, JASON							
1568	PATTEE, JASON	JULY 2022	W/S DEPOSIT REFUND 113 S E	07/19/2022	82.75	.00	
Total PATTEE, JASON:					82.75	.00	
R&R Products							
473	R&R Products	JULY 2022	Golf Supplies	07/12/2022	467.57	.00	
Total R&R Products:					467.57	.00	
TENNESON ENGINEERING							
533	TENNESON ENGINEERING	22-263	Planning Consultant	07/20/2022	276.25	.00	
Total TENNESON ENGINEERING:					276.25	.00	
THE MCGREGOR COMPANY							
1555	THE MCGREGOR COMPANY	JULY 2022	GOLF SUPPLIES	07/31/2022	436.75	.00	
Total THE MCGREGOR COMPANY:					436.75	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	JULY2022	PRINT JOB - 2 PART RECEIPTS	08/01/2022	175.00	.00	
540	THE TIMES-JOURNAL	JULY2022	VACANCY - BUDGET COMMITT	08/01/2022	39.00	.00	
540	THE TIMES-JOURNAL	JULY2022	REQUEST FOR BIDS - HAY	08/01/2022	96.00	.00	
540	THE TIMES-JOURNAL	JULY2022	PUBLIC NOTICE - SALE OF REA	08/01/2022	48.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
540	THE TIMES-JOURNAL	JULY2022	VACANCY - PLANNING COMMIS	08/01/2022	48.00	.00	
Total THE TIMES-JOURNAL:					406.00	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	JULY 2022	Office Supplies	07/26/2022	8.09	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Pool Supplies	07/26/2022	8.09	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	GOLF SUPPLIES	07/26/2022	8.09	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Pool Supplies	07/26/2022	32.08	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Park Supplies	07/26/2022	7.69	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Pool Supplies	07/26/2022	16.18	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Pool Supplies	07/26/2022	17.12	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Office Supplies	07/26/2022	20.51	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2022	Pool Supplies	07/26/2022	15.04	.00	
Total TWO BOYS MEAT & GROCERY:					132.89	.00	
VISA							
559	VISA	JULY 22 5886	ADOBE 1 YEAR	07/22/2022	179.88	.00	
559	VISA	JULY 22 5886	TRAVEL MEAL	07/22/2022	5.00	.00	
559	VISA	JULY 22 5886	TRAVEL MEAL	07/22/2022	5.00	.00	
559	VISA	JULY 22 8577	MONTHLY EMAIL	07/22/2022	80.00	.00	
559	VISA	JULY 22 8577	HOST MEAL - SMALL CITIES ME	07/22/2022	180.00	.00	
559	VISA	JULY 22 8577	POOL TRAINING BOOK	07/22/2022	30.55	.00	
559	VISA	JULY 22 8577	POOL PARADE CANDY JULY 4	07/22/2022	49.33	.00	
559	VISA	JULY 22 8577	TELECOMMUNICATIONS CONF	07/22/2022	240.00	.00	
559	VISA	JULY 22 8577	GOLF - MINI FRIDGE	07/22/2022	148.00	.00	
559	VISA	JULY 22 8577	PENS	07/22/2022	40.44	.00	
559	VISA	JULY 22 8577	SEED - GOLF COURSE	07/22/2022	1,614.92	.00	
559	VISA	JULY 22 8577	CGS COMMITTEE LUNCH	07/22/2022	112.00	.00	
559	VISA	JULY 22 8577	CGS COMMITTEE TRIP GAS	07/22/2022	75.00	.00	
559	VISA	JULY 22 8577	CGS COMMITTEE TRIP GAS	07/22/2022	64.25	.00	
559	VISA	JULY 22 8577	POOL - SCISSORS	07/22/2022	5.94	.00	
Total VISA:					2,830.31	.00	
Western States Equipment							
572	Western States Equipment	IN002081807	Water	07/18/2022	240.50	.00	
572	Western States Equipment	IN002081807	Sewer Repair	07/18/2022	240.50	.00	
Total Western States Equipment:					481.00	.00	
Grand Totals:					36,817.93	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

AUG - 2 2022

Account Summary

Billing Cycle 07/22/22
Days In Billing Cycle 31
Previous Balance \$1,303.86
Purchases + 189.88
Cash + 0.00
Special + \$0.00
Balance Transfers + \$0.00
Credits - \$0.00
Payments - \$1,303.86
Other Charges + \$0.00
Finance Charges + 0.00

NEW BALANCE \$189.88

Credit Summary

Total Credit Line \$10,000.00
Available Credit Line \$9,810.00
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!

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
07/01/22	07/01/22	6010	1 2182121777000040	PAYMENT - THANK YOU	\$1,303.86 -
07/08/22	07/10/22	5817	24204292189000283480655	Adobe Inc 800-8336687 CA Adobe 1 year	\$179.88 #150
07/19/22	07/20/22	5814	24231682201400000000096	DAIRY QUEEN #16119 Trip lunch	\$10.00
				PRINEVILLE OR	

\$530 \$5-
W300 \$5-

Additional Information About Your Account

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

07/22/22

New Balance

\$189.88

Total Minimum
Payment Due

\$189.88

Payment Due Date

08/16/2022

\$

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



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

AUG - 2 2022

Account Summary

Billing Cycle 07/22/22
Days In Billing Cycle 31
Previous Balance \$927.99
Purchases + 2,640.43
Cash + 0.00
Special + \$0.00
Balance Transfers + \$0.00
Credits - \$0.00
Payments - \$927.99
Other Charges + \$0.00
Finance Charges + 0.00

NEW BALANCE \$2,640.43

Credit Summary

Total Credit Line \$10,000.00
Available Credit Line \$7,359.00
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!

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 \$2,640.43
MINIMUM PAYMENT \$2640.43
PAYMENT DUE DATE 08/16/2022

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.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
06/22/22	06/23/22	5045	24430992173400811140533	MSFT * E0500J9HB1 Monthly Email	\$80.00 AT&T
06/23/22	06/26/22	5812	24786642175016700317732	MSBILL.INFO WA	
06/30/22	07/01/22	8398	24692162181100187162912	THE DRIVE IN CONDON OR Host meal	\$180.00 A 140
				AMERICAN RED CROSS Training Book	\$30.55 Pool 10
06/30/22	07/01/22	5411	24445002182400191775221	800-733-2767 DC	
				WM SUPERCENTER #1817 Pool Parade Candy	\$49.33 Pool 10
				HERMISTON OR	
07/01/22	07/01/22	6010	1 2182121777000030	PAYMENT - THANK YOU	\$927.99 -

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 07/22/22
New Balance \$2,640.43
Total Minimum Payment Due \$2640.43
Payment Due Date 08/16/2022

\$

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 00264043 00264043 0

Account Number: ##### 8577
Closing Date: 07/22/22
Credit Limit: \$10,000.00 Available Credit: \$7,359.00

Page 3 of 4

916

Cardholder Account Summary Continued						004-500 - 600010
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount	
07/13/22	07/14/22	8699	24270742194900013670259	SOREDI 541-7738946 OR Telecom. Conf.	\$240.00	
07/13/22	07/15/22	5200	24943012195010193608501	THE HOME DEPOT #4026 mini fridge	\$148.00	Golf 150
07/19/22	07/20/22	5942	24692162200100978862230	Amazon.com*Q08YU9EI3 pens	\$40.44	A10
07/19/22	07/20/22	5261	24492152200713258104017	Amzn.com/bill WA seed	\$1,614.92	6150
07/20/22	07/21/22	5812	24692162201100982489128	OUTSIDEPRIDE.COM, INC SQ *BARLEY BROWNS BEER committee lunch	\$112.00	
07/20/22	07/22/22	5542	24941662202838005123615	Baker City OR MAIN ST SINCLAIR committee trip gas	\$75.00	A140
07/20/22	07/22/22	5542	24941662202838000091767	BOARDMAN OR HATT'S FUEL STOP No paper for receipt	\$64.25	
07/21/22	07/22/22	5942	24692162202100774061068	CONDON OR AMZN Mktp US*1M2NC8C83 pool scissors	\$5.94	pool 10
				Amzn.com/bill WA		

Additional Information About Your Account

Interest Charge Calculation/Plan Level Information						
Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	G	\$ 0.00	1.3200%	15.84%	\$ 0.00	
CASH	F	\$ 0.00	1.3200%	15.84%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 2,640.43

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.

Grantor:
City of Condon
PO Box 445
Condon, OR 97823

Grantee:
Larry Conaway
PO Box 66
Condon, OR 97823

Until a change is requested, all tax
statements shall be sent to the following address:

Larry Conaway
PO Box 66
Condon, OR 97823

After recording, return to:
Baum Smith, LLC
PO Box 967
La Grande, OR 97850

BARGAIN AND SALE DEED

CITY OF CONDON, OREGON, a municipal corporation of the State of Oregon, PO Box 445, Condon, Oregon, 97823, Grantor, hereby conveys to LARRY CONAWAY, PO Box 66, Condon, Oregon, 97823, Grantee, the following described real property, free of encumbrances except those of record, situated Gilliam County, Oregon, to-wit:

**Lots 9 and 10, Block 31, CONDON & CORNISH SECOND
ADDITION, in the City of Condon, County of Gilliam, and State
of Oregon.**

Acct. No. 243, Map 04S21E10BD, Tax Lot 3500

The true and actual consideration for this conveyance is Five Thousand Dollars and NO/100ths (\$5,000.00).

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY,

UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED this _____ day of _____, 2022.

GRANTOR:

By: _____

Its _____

STATE OF OREGON)
) ss.
County of Gilliam)

BEFORE ME, the undersigned authority, on this _____ day of _____, 2022, personally appeared _____, on behalf of the City of Condon, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same as their free act and deed and for the purposes and consideration therein expressed.

Notary Public for Oregon
My commission expires: _____



TENNESON

ENGINEERING CORPORATION
CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

August 31, 2022

City Council
City of Condon
128 S. Main Street
Condon, OR 97823

Regarding: Housing Development of former CGS

Dear Mayor and Councilors,

I am writing regarding the potential development of the north wing of the former Condon Grade School. It is my understanding that the citizen committee exploring options for the future of the grade school have identified housing as a potential use for at least part of the building. Though there are various options to structure the north wing of the school as residential units, (apartments, townhomes, etc.) to prepare them for sale, a condominium structure as described below is one that may be particularly beneficial to the City.

A condominium, or condo is a form of property ownership which is created and governed in by the Oregon Condominium Act and is defined by the Oregon Department of Real Estate Agency as such: *"A typical condominium is a combination of two kinds of ownership. The owner of a condominium unit holds title to his individual unit together with an undivided interest in common with all unit owners in the "common elements," that is, the land and those parts of the building or buildings intended for common use such as the foundations, framing, siding, roofs, stairways, utility services and the like, and may also include other facilities intended to be used by all unit owners such as landscaping and parking areas. Each unit owner is entitled to the exclusive ownership and possession of his unit. The undivided interest in the common elements is inseparable from the ownership of the individual unit."*

Essentially, condo owners own their unit as well as a share of the common areas and infrastructure of the property and/or building. Maintenance of these common elements are generally covered by fees collected by a homeowner's association on a monthly basis. In the case of the north wing of the school, the association would be made up of the owners of each unit. There are multiple ways to structure a condominium and nuances to each. Below are a couple of intriguing options that may suit the City's needs.

A "staged condominium" as defined in ORS 100 which governs condominiums, essentially allows for a phased development. The City could, with this structure, establish the north wing units as the first phase and have the option to bring in other portions of the school at a later date, though it would not be required. As part of this process the City would have to declare the uses that may be allowed in the future units (residential, commercial, etc.), it is my understanding that this can be as imprecise as "all uses allowed by the zone in which it is located." As the future use of the main building is yet to be determined this would leave maximum flexibility for the future. In this scenario it is essential that the

units are located entirely within one or multiple lots, which can easily be done if that is not already the case.

Another potential tool available in the condominium structure is that of a “leasehold.” The City may follow the leasehold procedures to sell the units (outright to residents or to a developer to build out) while maintaining the right to the land at the end of a set lease period. This is an interesting model because it allows the City the option to regain the land at the end of the lease period but also does not restrict the ability of the potential lessee or buyer to obtain a traditional mortgage on the condo. Generally, a lease term such as 99 years would be used in this scenario. This option gives future generations of City leaders flexibility to use the land to fit the needs of the times.

To give an example of how this all might look all together:

1. The City alters the underlying lot lines to ensure the north wing is located entirely on its own lot or lots.
2. A staged leasehold condominium structure is established including the north wing as well as the main structure and the south wings. Through this process, the City may set an approximate timeline of potentially including these other areas and their uses, which may be mixed-use and not solely residential.
3. The City finds an interested developer who sees opportunity in developing the north wing units and is able to convert them into residential units and sell them individually.
4. The buyers of each condominium area able to obtain traditional financing to purchase the condos, however, the entirety of the property is leased from the City for 99 years. The condo owners collectively own and manage the common areas, facilities, and maintenance.
5. Condo owners are able to individually sell their units as they please for the entirety of the lease period at which time the City can choose to renew the lease or utilize the property for another purpose.

Of course, there are other possibilities of developing this property as residential units. Regardless of the ownership structure, the City will need to determine whether to develop the units or, similar to the baseball field, attract a developer to build out the units to sell or rent. A challenge of developing the north wing classrooms is the connection to the primary school structure. Whether the classrooms are developed individually on separate townhome lots, together as an apartment, or as condos, the wing will be on a separate lot or parcel from the rest of the school. This creates zoning setback challenges as well as different building code (firewall etc.) requirements depending on the structure. As a unique situation, it is likely the zoning challenges can be addressed through the variance process and a building codes official should be consulted before pursuing any particular route. I look forward to discussing these possibilities with the Council at the upcoming meeting. Please reach out in the meantime with any questions.

Sincerely,

Kirk Fatland

Kathryn Greiner

From: Cassandra Flatt <cflatt920@gmail.com>
Sent: Monday, August 8, 2022 11:04 AM
To: Kathryn Greiner
Subject: Letter of Interest

August 8, 2022

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

Dear Ms. Greiner,

I am respectfully submitting my letter of interest to fill the vacancy for the position of Budget Committee Member for the City of Condon.

Some of the local Committees and Boards I have served on in the past include the following:

Condon Chamber of Commerce / President
North Central Oregon Tourism Committee
Eastern Oregon Visitors Association
Pioneer Community Development Cooperation
BPO Elks Trustee & Current Lodge Officer

I have completed the Ford Institute Leadership Program when it was offered with the outcome being our valuable community project of providing countywide use of tables and chairs which is still being implemented today. I am a local business and property owner and hope to continue to live here as long as possible.

I am excited by the idea of being selected as a Committee Member and would appreciate the Mayor's appointment.

Sincerely,

Cassandra Flatt
PO Box 161
Condon, OR 97823
541-980-1689

Tara McIntosh
703 South McKinley Street
Condon, OR 97823
08/04/2022

City of Condon Administrator Kathryn Greiner,
City Administrator
128 S Main St.
PO Box 445
Condon, OR 97823

Dear City of Condon Administrator Kathryn Greiner,

I am writing today to express my interest in joining The City of Condon's Budget Committee until the term ends on December 31st, 2024. I am looking for ways to participate and give back to the community of Condon, the City's Budget Committee presents a fantastic opportunity for me to do this. While I am not an expert in financial planning, I do have experience sitting on other committee's that require financial planning and financial decision-making skills.

Sincerely,

Tara McIntosh

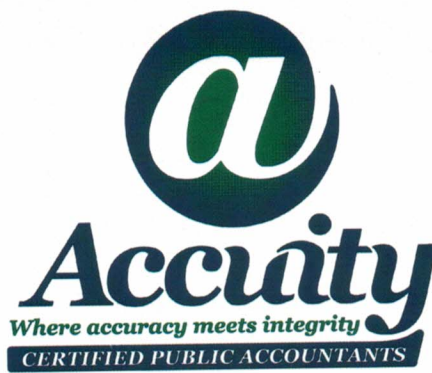
Advertisement:**Request for Bids:**

The City of Condon is accepting sealed bids for approximately 30 tons of grass hay. Minimum bid is \$225 per ton. Delivery is not included in bid amount. Take delivery no later than October 31, 2021. Winning bidder must deposit 20% of winning bid within 10 business days of award. Weight slips will be required for each load.

Sealed bid must clearly state the price per ton, how many tons you wish to bid on (minimum of five tons) and the required deposit amount.

Sealed bids are due Tuesday, September 6, 2 p.m. at City Hall, 128 S. Main Street, Condon, OR 97823. Sealed bids will be opened by Mayor at the September 7, 2022, council meeting and awarded at that time.

Questions – Kathryn Greiner, City Administrator, 541-384-2711 or admin@cityofcondon.com.



RECEIVED

AUG 23 2022

CITY OF CONDON

August 17, 2022

Dear audit clients,

We are now required to communicate significant risks to your board or council as a part of audit procedures. In order to do this, we are asking for you to please include the attached letter in your next board/council packet. We appreciate your help, and are happy to answer any questions you or your governing body might have.

If you have any questions, please contact my office at your convenience.

Very truly yours,


Accuity, LLC



June 8, 2022

City Council
City of Condon
128 S. Main Street
Condon, OR 97823

City Council:

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Condon for the year ended June 30, 2022. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

As stated in our engagement letter dated June 6, 2022, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of City of Condon. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As a part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of City of Condon's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with

respect to management's discussion and analysis, schedules of the government's proportionate share of the net pension and OPEB liabilities and government contributions, if applicable, and schedules of funding progress and government contributions, if applicable, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

The following RSI is required by the Governmental Accounting Standards Board and will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedules of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund and Major Special Revenue Funds, if any

We have been engaged to report on combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for all nonmajor governmental funds, if any, and schedules of revenues, expenditures, and changes in fund balance - budget and actual - nonmajor special revenue funds, debt service funds, and capital projects funds, if any, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on schedule of long-term debt transactions, and schedule of future requirements for retirement of long-term debt, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited, and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

1. Organizational Structure - The size of the City's accounting and administrative staff precludes certain internal controls that would be preferred if the office staff were large enough to provide optimum segregation of duties. Due to the limited number of staff, many critical accounting duties have been combined. The situation dictates that the City Council remains involved in the financial affairs of the City to provide oversight and independent review functions.

We expect to begin our audit on approximately September 21, 2022, and issue our report on approximately December 31, 2022. Kori Sarrett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the City Council and management of City of Condon and is not intended to be, and should not be, used by anyone other than these specified parties.

If you have any questions, please contact my office at your convenience.

Very truly yours,


Accuity, LLC

City of Condon Arts Grant Final Report

Fifteen students were cast in the Missoula Children's Theater production of *Johnny Appleseed*. The youth attended 18 hours of rehearsal during the week and put on two performances at the Condon Liberty Theater. Some cast members were nervous about performing in front of a live audience, but after the fact were very excited about the reception they received. Building self-confidence is what it is all about!

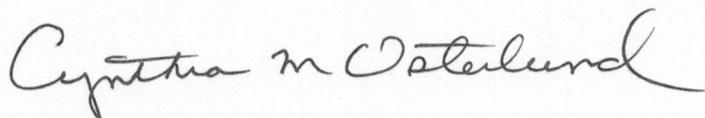
Covid disruptions caused this production to be postponed until August 2022. This was the first time we scheduled MCT for the summer instead of during the school year. The number of participants was a little disappointing, but understandable when considering older youth employment, family vacations and other youth camps scheduled during the summer. However, the small number created opportunities for some youth to step up into duplicate roles and each participant received a significant amount of excellent performing arts instruction. For the final performance, the audience was unaware that the show was trimmed a little for the reduced number of cast members.

Gilliam County Library Board partnered with the Condon Arts Council to facilitate this year's tour of Missoula Children's Theater. Cindy Osterlund and Jane Cadousteau co-chaired the week-long theater camp. Members of both boards and other volunteers stepped up to assist in a variety of ways. The CAC put on a production camp involving 5 youth and several adults to transform the theater into an apple orchard, very appropriate for *Johnny Appleseed*. The audience, which totaled about 125, enjoyed sitting *under the apple trees* complete with birds!

We may never know the full impact of this performing arts opportunity. Certainly, the participants gained some performing arts skills – projection, expression, bodily movement and listening to each other. Memorization, following directions, and patiently waiting for your cue were additional skills stressed in preparation for the performance. Most importantly, the participants gained self-confidence in being able to stand on a stage and be part of a very well received production.

We were very thankful to be able to access funds from the City of Condon Arts Grant and Gilliam County Special Projects Grant. We very much appreciate our grantors and in-kind donations from community members to help with housing, meals and promotion.

Thank you Condon City Council for providing funding to support this special educational opportunity for the youth of the Condon community.



Cindy Osterlund

Financial Reporting

Attachment "A"

Complete this form using the same categories as your original grant application. Add additional lines, if necessary

Totals automatically round to the nearest dollar

A	B	C	D	E	F	G
Itemize actual expenses under each of the following categories:	Unit Number (e.g., # of hours)	Unit Cost (e.g., hourly rate)	County Funds	Cash Match	In-Kind Match	Total Costs (add columns D, E, F)
Salaries, Wages, and Benefits. List position titles, include only costs of employees charged to this grant.						
						0
						0
SUBTOTAL (1)			0	0	0	0
Contracted Services. Labor, supplies, and materials to be provided by non-staff for project implementation.						
Missoula Children's Theater			1,075	2,500		3,575
						0
SUBTOTAL (2)			1,075	2,500	0	3,575
Travel. Mileage, per diem, lodging, etc. Must use current State of Oregon rates.						
Housing	7 nights		651		370	1,021
Meals/Groceries			423		250	673
SUBTOTAL (3)			1,074	0	620	1,694
Materials/Supplies. Materials and Supplies are defined as consumable items, purchased by the grantee, that are normally used up during the course of the project.						
Script Folders			6			6
Posters, flyers, programs					100	100
SUBTOTAL (4)			6	0	100	106
Equipment/software.						
						0
						0
SUBTOTAL (5)			0	0	0	0
Other. This category refers to items that do not fit in the other budget categories, including fees and project-specific costs.						
Advertising			261			261
Theater Rent			404	96		500
Volunteer Hours	100	15/hr			1,500	
			665	96	1,500	2,261
SUBTOTAL (6)			2,820	2,596	2,220	7,636
GRANT BUDGET TOTAL (8)						



Cast of *Johnny Appleseed*:

Left to Right: Kylee Anderson, Connor Volker, Catherine Conboy, Layla Cooper (hidden). Top Killian Takagi as Johnny Appleseed, Below Killian is MCT Tour Director Emily Mohler, Below Emily is Cohen Hall (face turned away), Emelia Volker, Aaron Bates, Victoria Cadousteau, Keifer Takagi and Autumn Ackerman. In front dressed as apples are Emery Hall and Mana Cadousteau. Not shown: Anna Bates.

MISSOULA
CHILDREN'S
THEATRE

A PRODUCTION OF MCT, INC.

PRESENTS

**Johnny
Appleseed**



**LIVE
PERFORMANCE!**

**Saturday, August 6th
2 pm and 5 pm
Condon's Liberty Theater**

Entrance by Donation

Sponsored by Gilliam County Public Library and Condon Arts Council. Financially supported by Gilliam County Special Projects Grant, City of Condon Arts Grant, Condon Education Foundation and Barb and Randy Anderson



Rural Development

August 10, 2022

Roseburg Area Office

2593 NW Kline Street
Roseburg, OR
97471

Voice 541.378.3532
Fax 855.824.6182

Sent Via Email only to: admin@cityofcondon.com
jhassing@cityofcondon.com

City of Condon
Attn: Jim Hassing – Mayor
Kathryn Greiner – City Administrator
PO Box 445
Condon, OR 97823

Dear Mayor Hassing and Administrator Greiner,

A Civil Rights compliance review was completed on July 12th, 2022 in connection with the financing that your City received from Rural Development for your wastewater system. As you are aware, per the letter of conditions for your loans, the City of Condon is subject to Civil Rights laws and policies during the term of your loans. From my review, it appears that your city needs to take several actions. Please review the following and take appropriate action as necessary:

1. As we discussed during the compliance review, including the language from the attached current version of the Departmental Regulation 4300-003 “Equal Opportunity Public Notification Policy” that primary compliance is achieved by posting the current version of the “And Justice for All” poster in public areas. The poster which contains the verbiage as addressed in this regulation, a current version was provided to you during our visit.

In addition, the pertinent language as shown in paragraph 6b. or Appendix D of the policy, depending on size, must also be incorporated into all publications made available to the public. This includes the City of Condon’s webpage, Facebook, or any other social media utilized. One suggestion would be to place the abbreviated statement--“This institution is an equal opportunity provider”—on the main page or page footer as a hyperlink to the full statement.

Notify RD that the statement has been incorporated into the electronic and paper media as described above.

2. Limited English Proficiency (LEP) requirements. Section 504 of the Rehabilitation Act of 1973 and Executive Order 13166 both require that you take reasonable steps to ensure that persons who do not speak English as their primary language and/or have a limited ability to read, speak, write, or understand English, receive language assistance to have meaningful access to USDA programs, services, and information the city provides. Your primary responsibility in this regard would be to prepare a LEP plan.

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Please see the attached “LEP Four Factor Analysis Quick Guide” (a hard copy of document was provided during our visit) for assistance. Additional guidance for completing an LEP plan can be found at www.lep.gov. The following is a link to resources put out by the Texas Rural Water Association directly in response to Rural Development’s LEP requirements and have attached their draft LEP sample plan. You can find that information at <http://www.trwa.org/page/LEP>. I have also attached a copy of the “I speak” Cards which you might find to be a helpful part of your LEP plan.

Since the City of Condon most likely serves few or no non-English speaking individuals and provides no essential emergency services—i.e., Fire, Police, Medical—your LEP plan may be simple. Please **provide a copy of the LEP plan once completed.**

3. Section 504 of the Rehabilitation Act of 1973 also requires recipients of federal assistance to complete a Self-Evaluation and Transition Plan. (Note: this also appears to be a requirement of Title II of the ADA).

The most recent version that I found for the City of Condon is dated 03/03/2003. Since the City indicated that you do not have a self-evaluation and Transition Plan, I have attached the document that we have on file for the project. It is recommended that the plan is reviewed and updated, if necessary, each year and stored in a place that the employees or public can access it if requested.

To assist you with your review, I have attached some resources.

Resources for completing the Self-Evaluation and Transition Plan, attached:

- SETP_2003 – Completed by City of Condon
- Section 504/ADA Technical Assistance Handbook from North Dakota Division of Community Services
- Non-Architectural Barrier Self-Evaluation Guide (*Worksheet*)
- Self-Evaluation for Compliance with Section 504 (*Worksheet*)
- ada-checklist-word-fillable-form, from Institute for Human Centered Design
- Blank Self-Evaluation and Transition Plan

The Self-evaluation which addresses policies, procedures, hiring practices, communications, etc., also includes a transition plan. The transition plan identifies all physical barriers to accessibility—i.e. no ramps at steps, no accessible parking, etc.—and then provides a place to plan the elimination those barriers.

Provide a copy of your updated Self-Evaluation and Transition Plan once updated, if applicable.

4. Collection of user demographics. **Begin collecting** this information on new applications for wastewater services. You may collect this data for existing users; however, it is not required at this time. Utilize the attached this format in conjunction with your application for service, to collect the data. This format includes an explanation for the applicant about why the data is collected and what happens if they opt not to provide the information. Maintain the records and be sure disposition of the applications are recorded.

Regarding the Vulnerability Assessment and Emergency Response Plan. Gib Wilkins, Public Works Director said that there isn't a VA/ERP for the City that includes the wastewater treatment facility. He indicated that he would write something up for the county VA/ERP regarding the chlorine used at the facility. **Notify RD once this has been completed.**

I've tried to offer as much guidance here as practical to assist you, however, I realize it is quite a bit of information to take in. As such, I am available by phone to answer any questions and offer additional guidance to ensure we are on the same page moving forward. While some actions can be taken easily, others may take some time. I do need a response within 30-days. The response should indicate what actions, if any, have been taken, and provide a timeframe for addressing remaining items.

In the meantime, if you have any questions or concerns regarding these or other matters, do not hesitate to contact me.

Sincerely,

Community Programs Area Specialist
Attachments

To: City of Condon, City Council

From: Jeff Schott, P.E.

Re: New curb, gutter, and sidewalks adjacent ODOT ROW- Slope issues.

Council,

I have observed the construction of the new sidewalks, curbs and gutters along the ODOT rights-of-way. There has been some very nice work performed.

However, I am concerned that in at least one location, the SW corner of Main ST and Gilliam ST adjacent Condon Local, the sloping of the curb and gutter that is normally designed to convey water in the gutter line and along the street is sloped such that water from the street will be discharged across the sidewalk walking surface towards the adjacent building. I have not investigated other locations to the same degree, but it appears that there may be similar conditions, such as along west Walnut ST on the low side of the intersections. It is unusual for stormwater in the gutter to flow into a ramp or walking surface (normally it flows away from the ramp), and it presents several potential risks, including:

- Increased slip and fall risk due to additional water on walking surface,
- Debris in sidewalk from street that is unsightly
- Potential risk of water intrusion into building in significant storm events.

I have attached ODOT Standard detail *DET 1752 Curb Ramp Curb & Gutter*. It does not appear that the installed gutter conforms to this standard at the location(s) under consideration.

The actual installation in the pictures that follow occur at the intersection of Main and Gilliam, southwest corner, adjacent Condon Local. The pictures show water flowing from the gutter, into the ramp, and on to the sidewalk. I hope that the City of Condon will address this issue with ODOT and that the installation will come into compliance with the ODOT Standard Detail. There is a significant amount of money being spent on this project. While the current configuration may solve some accessibility issues, it appears to create other issues that will adversely impact the City. It has been my understanding that ODOT typically leaves regulation of the sidewalks in the ODOT right of way to the local jurisdiction, and the maintenance of said sidewalks is the responsibility of the adjacent property owners.

The pictures that follow were taken to observe the flow path, with a water hose flowing into the gutter, parallel to the flowline. As you may observe, the water is flowing from the gutter, into the walking surface and onto the sidewalk.



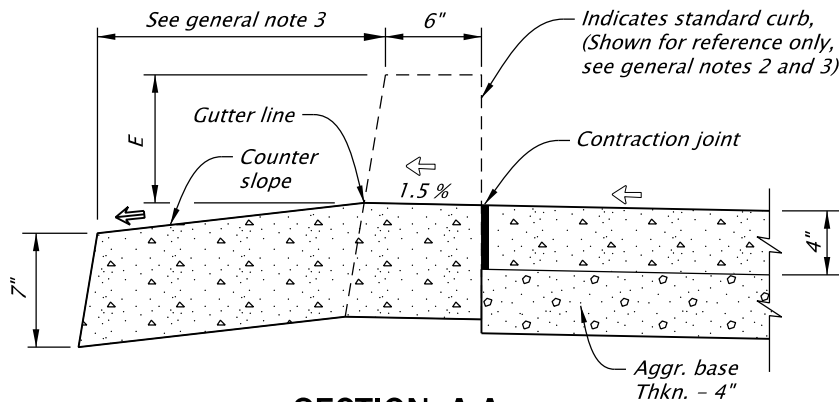
Figure 1: East ramp, looking southeast



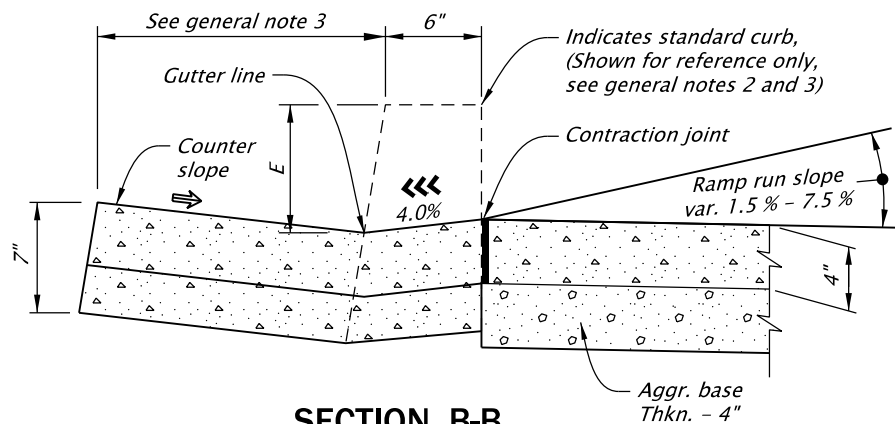
Figure 2: East ramp looking southwest



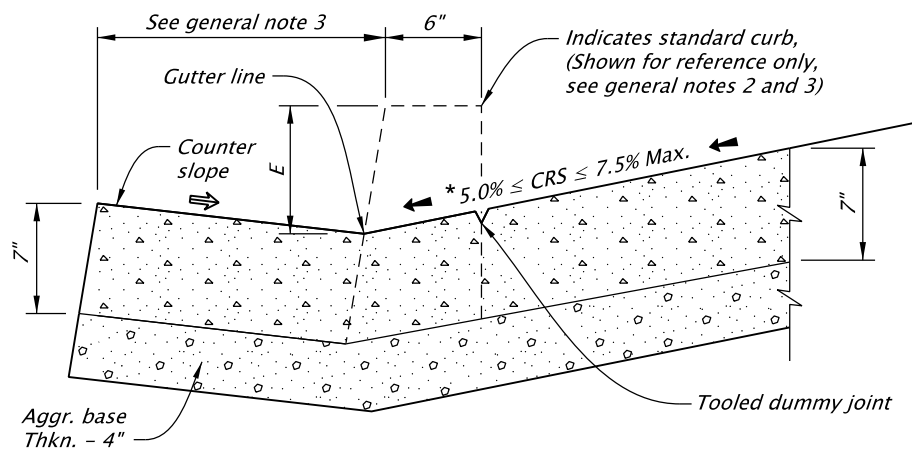
Figure 3: North ramp, looking south



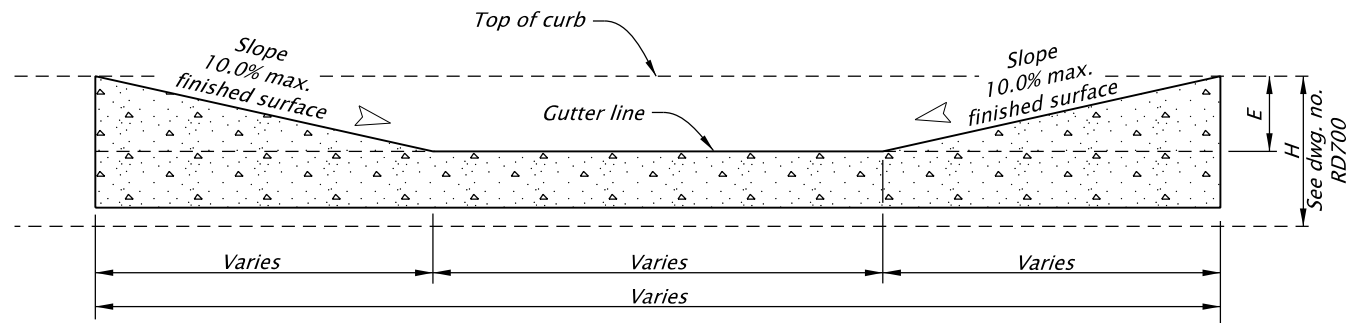
SECTION A-A
CURB RUNNING SLOPE = 1.5 %
For use with raised, or superelevated crossings.



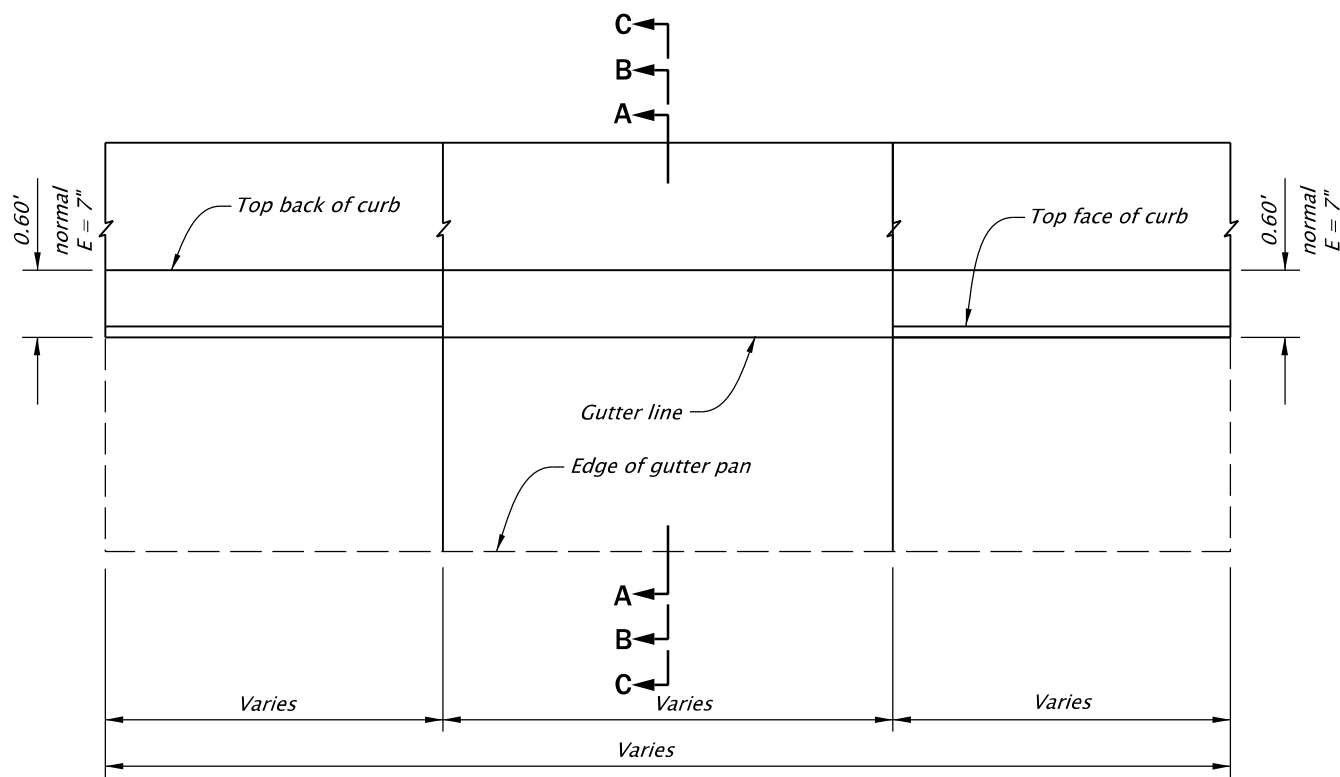
SECTION B-B
CURB RUNNING SLOPE = 4.0%
For parallel, depressed corners, and combination perpendicular blended transition ramps.



SECTION C-C
CURB RUNNING SLOPE ≥ 5.0%
* Monolithic curb const. reqd.
Ramp run slope must equal curb running slope.



ELEVATION



PLAN

LEGEND:

- ← Cross slope 1.5% maximum
(Maximum 2.0% finished surface slope)
(Normal sidewalk cross slope)
- ↔ Running slope 4.0% maximum
(Maximum 4.9% finished surface slope)
- ↔ Running slope 7.5% maximum
(Maximum 8.3% finished surface slope)
- ↔ Counter slope 4.0% maximum ascending or descending
(Maximum 5.0% finished surface slope)
Slope as required for drainage
- ↔ Flare slope
(Maximum 10.0% finished surface slope)

GENERAL NOTES FOR DESIGNER:

- Design curb exposure "E" between 3 inches and 7 inches based on site conditions. Label "E" height on curb ramp details per DET 1720 and DET 1721.
- See dwg. no. RD700, and project plans, for curb details.
- Width to match adjacent gutter pan, if present.
- For profile and cross slope, see project plans.

The selection and use of this detail, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.



OREGON DEPARTMENT OF TRANSPORTATION
TECHNICAL SERVICES
DETAILS

**CURB RAMP
CURB AND GUTTER**

DETAIL NO.
DET1752