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**CITY OF CONDON  
WORK SESSION AGENDA  
BUDGET COMMITTEE MEETING 4-17-2023  
Monday, April 17, 2023, 7:00 PM  
CONDON CITY HALL**

**1. ZOOM LINK**

- 1.1. Join Zoom Meeting**  
<https://us02web.zoom.us/j/86846777650?pwd=WDJpNnFicERrSHN2VWFSNkE0RUwvUT09>

**One tap mobile**  
+13462487799,,86846777650#,,, \*133221# US (Houston)  
+16694449171,,86846777650#,,, \*133221# US

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

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

**3. ROLL CALL**

**Present:** Mayor Jim Hassing; Councilors Donald Jamieson, Dustan Hall, Dawn Parm, Jan Stinchfield (zoom) and Tom Fatland (zoom); Budget committee members - Dan Schott, Dennis Bruneau, Jay LaRue, Mark Wilson, Stephanie Carter and Tara McIntosh; Staff -City Administrator/Budget Officer Kathryn Greiner and PW Superintendent Gibb Wilkins.

**Absent:** Councilor Jeremy Kirby, Cassandra Flatt

**4. ELECTION OF BUDGET COMMITTEE MEETING OFFICERS**

**4.1. Elect Budget Committee Chairperson**

A motion was made by Bruneau for Mayor Hassing to be budget committee chair. The motion was seconded by Councilor Jamieson and approved unanimously.

**4.2. Elect Budget Committee Secretary**

A motion was made by Councilor Jamieson to nominate CA Greiner as budget committee secretary. The motion was seconded by Councilor Parm and approved unanimously.

**5. PUBLIC COMMENT ON THE 2023-24 CONDON BUDGET & STATE REVENUE SHARING**

- 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 on the state revenue sharing.

**6. REVIEW & APPROVE THE APRIL 18, 2022 BUDGET COMMITTEE MEETING MINUTES**

**6.1. Budget Committee Meeting Minutes of April 18, 2022**

A motion was made by Councilor Parm to approve the April 18, 2022 budget committee meeting minutes. The motion was seconded by Bruneau and approved unanimously.

**7. REVIEW THE 2023-24 CITY OF CONDON BUDGET MESSAGE**



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### 7.1. Budget Message for the 2023-24 City of Condon Budget

The committee received a written budget message and opted not to have it read.

### 7.2. Budget Notes for the 2023-24 City of Condon Budget

Budget committee received budget notes summarizing the different funds and overall costs with insurance, payroll and PERS.

### 7.3. 2023-24 City of Condon Budget and Other Related Documents

The committee received the budget document that included the budget calendar, notes, message, approved council goals from the February 8, 2023 retreat and the detailed budget.

## 8. DISCUSS THE 2023-24 CITY OF CONDON BUDGET

### 8.1. Discuss & Review the 2023-24 City of Condon Budget

CA Greiner stated that there are some general budget assumptions made that include insurance, payroll increases and PERS rates. She budgeted 10% for health insurance when it was announced that it is coming in at 6%, the PERS rates remain the same in the budget and the property and liability insurance will stay at 17%. Workers' compensation insurance rate has not been determined. at this time but was budgeted at 10%.

CA Greiner summarized the following funds and answered questions:

**General Fund** - Revenues are up with an increase of \$200,000 in the cash on hand/carryover. Smaller changes were decreases in the telephone/internet franchise fee and Liquor apportionment, which includes alcohol and marijuana tax revenue. There were slight increases in property taxes, SIP and host fees. Wilson asked about the SIP funds and was told it was passed through funds from Gilliam County for the windmill agreements. Administration expenses were up slightly due to wage increases due to inflation and insurance costs, increasing council stipends for the first time in 30 years and building improvements to cover the cost of upgrading the city hall bay window. Police, fire, golf and park expenditures email relatively the same from the prior year. The swimming pool increased for a project but none have been earmarked at this time. Due to the larger cash carryover, the transfers increased for projects in the other funds in the budget.

**Memorial Hall** - Increased due to a grant that has been reassigned to the Memorial Hall from the Condon Grade School project. The \$20,000 grant will pay for heat pump and to refinish the floor. Wilson asked if that was a transfer from the General fund and CA Greiner said "yes."

**State Streets** - This fund decreased due to not being budgeted for a sidewalk grant from the previous year. The grant includes the Trimble and S. Washington Streets paving and sidewalk that is funded by a \$100,000 grant from ODOT and \$346,000 from Gilliam County. This is to improve the area near the new Condon Grade School building.

**State Revenue Sharing** - This fund has remained relatively the same and includes payments for the dark fiber lease and a potential internet project for residents to use the leased fiber. Wilson asked if the project would be in competition with Rally (current provider), and CA Greiner said that it may be a competitor but not details yet.

**Development Grant** - This has increased to account for the Fairway Housing project. The council has approved a subdivision concept for the acreage north of the golf course and the area will need to go through the subdivision process with a planning commission that will include surveying, engineering design and construction of infrastructure. She anticipates the planning process and infrastructure design may take approximately one year.

**Water** - The water fund increased slightly due to wages and the cash carryover.

**Sewer** - Slight increase due to cash carryover, interest rates and sewer receipts for income and wages and benefits on the expense side of the fund.

**Equipment Reserve** - No major purchases allowed this fund to increase from transfers from other funds.

**CGS Building/Facility** - This fund has gone down due to it being transferred to Port of Arlington Environmental Sentry Corporation (ESC) for abatement and possible development. The city and ESC will discuss development options when the



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abatement is completed. Councilor Fatland asked why this fund was still in the budget if transferred to ESC. CA Greiner stated that there is some uncertainty if the property is going to be returned to the city, plus the council directed her at the retreat to place some funds in the budget for assistance with infrastructure if ESC develops the property. It was also discussed that the playground and playshed may be a leased facility after abatement.

**Sewer Service** - This fund remains the same with monthly sewer reserve receipts and interest.

**Water Trust** - This fund is not budgeted per auditor's instructions.

**Transient Room Tax** - This fund has increased slightly and is divided 60% to the chamber, 30% to the city's tourism efforts and 10% to the city's tourism facilities.

**Water System Improvement** - This fund has increased due to a water meter replacement project of approximately \$300,000 that is funded 65% by a Capital Investment Grant from Gilliam County. The new meters will be remotely read with leak detection. The meters will be read nightly and staff have the ability to see if there is a leak immediately instead of waiting for the monthly meter read date. At the council retreat in February, a new line for transmission line repair or replacement was added. The 95-year old transmission line runs from City Farm to the reservoirs and was tested several years ago with positive results. The reserve is small, but the city hopes to build it for emergencies.

**Wastewater System Improvement** - Slight decrease in this fund with no projects being completed or planned in the near future.

**Water Equipment Reserve** - Slight increase due to no major purchases in the current fiscal year.

**Waste Water Equipment Reserve** - Slight increase due to no major purchases in the current fiscal year.

**Debt Service** - This fund pays for the bond that built the sewer facilities and shop that will be paid off in 2039. Taxes pay a majority of this payment.

**9. MOTION TO APPROVE THE 2023-24 CITY OF CONDON BUDGET OR CONTINUANE TO APRIL24, 2023, 7 P.M.**

**9.1. Motion to Approve the 2023-24 City of Condon Budget or a Continuance**

**A motion was made by Councilor Jamieson that the City of Condon budget committee to approve the taxes for the 2023-24 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 Bruneau and approved unanimously.**

**A motion was made by Councilor Jamieson that the City of Condon budget committee approve the 2023-24 proposed budget as presented. The motion was seconded by Councilor Parm and approved unanimously.**

**10. Adjourn**

Mayor Hassign adjourned the budget committee meeting at 7:26 p.m.