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**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE
Thursday, May 23, 2024, 5:30 PM
CONDON CITY HALL**

1. CALL THE MEETING TO ORDER

Mayor Hassing called the meeting to order at 5:30 p.m.

Present: Mayor Jim Hassing; Councilors Dawn Parm & Jeremy Kirby (arrived at 5:40 p.m.); staff - City Administrator Kathryn Greiner

2. DISCUSS SWIMMING POOL PAY/SALARY

Finance Committee members were shown several hourly pay schedules for the lifeguards and recommended the base rate for the 2024 season as \$14.50 instead of the new minimum wage of \$13.70. For every year of experience on the base wage, the hourly wage will increase 5%. The change was to put wages to keep the guards longer at the pool. In the next years, the base wage will increase by \$.50 per hour. CA Greiner also asked to increase the pool manager's wage by \$500 from \$11,000 to \$11,500 for the season's which would equate to approximately \$23 an hour.

The committee recommended an hourly wage schedule with a base rate of \$14.50 and a 5% increase for steps and a \$500 increase for the pool manager position.

3. DISCUSS & REVIEW CITY OF CONDON'S GENERAL FEE SCHEDULE

3.1. Current General Fee Schedule

CA Greiner presented the committee with a few recommendations on the fee schedule in regard to the golf course fees, hourly rate of staff for public information requests, dog license and conference room rental. The golf course had not had fees increased since 2007 and 2010, so CA Greiner asked that the single, family and daily memberships be increased. The single membership would increase from \$170 to \$200; family from \$250 to \$300, Associate from \$75 to \$100; daily passes from \$10/\$15 to \$15/\$20 (nine holes/all day). She suggested that the reciprocal memberships with Heppner and Kinzua had not been revised in over 20 years, and she said that before the council meeting on June 5 she would reach out to discuss raising those rates also. She said that since the city does not prorate golf fees for partial year use, she would like to not have these fees into effect until the end of the 2024 season, which would be approximately October 1.

Other items requested to change were the staff time of secretarial to change from \$20 to \$50 an. hour and professional or technical to change from \$50 to \$75 and hours. Dog license fees were waived late last year and CA Greiner asked that we keep them at zero for the purpose of just getting people to register their dogs and get them their rabies vaccination. The conference room has a \$50 rental fee and CA Greiner did not recommend changing it but did tell the committee that the city has not been charging for local organizations and Gilliam County to allow them a comfortable meeting space.

The committee recommended the change in golf fees as requested and to have them effective October 1, 2024. All other fee changes were also recommended but will go into effective immediately.

4. DISCUSS AND REVIEW THE 2023-24 FINANCIAL STATEMENTS

4.1. Financial Statements as of 4-30-2024

CA Greiner stated that the financial statements dated April 30, 2024 are all within appropriations and nothing was concerning for the end of the fiscal year.

5. OTHER

CA Greiner stated that a new Public Works employee has been hired and will start June 1, 2024. She asked that there be an insurance cap of \$2,500 per month for health insurance. She noted that it would cover a family insurance plan until at least January 1, 2025. She was unsure if the new employee would take the family plan, but wanted to have this before the council at their June meeting. The new employee will on insurance July 1, 2024.



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The committee recommended that the salary cap be \$2,500 per month for health insurance.

CA Greiner noted that city attorney Wyatt Baum has drafted a letter that will go before the council in regard to purchasing the street from Main Street to the golf course from Shania Drinkwine-Wagenaar and the price will be discussed in executive session at the June 5 council meeting. The costs associated with this street purchase is a survey and recording fees. With regard to the lot that will be sold near this street that has shown interest in Dana and Stephanie Carter, CA Greiner got a quote to survey it and the Drinkwine-Wagenaar street property, which is under \$4,000 for both surveys and if done separately, the cost would be over \$5,500. She is going to recommend to the council that the price set for the lot that will be sold must include the survey and rezoning cost, which would be \$4,000-5,000. She will update the most recent sales of vacant lots for the June meeting to determine the sales price of the lot. The city is not allowed to sell a lot less than market value to a certain individual.

6. ADJOURN

Mayor Hassing adjourned the Finance Committee meeting at 6:10 p.m.