128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
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http://cityofcondon.com/

AGENDA
REGULAR CITY COUNCIL MEETING

WEDNESDAY, NOVEMBER 6, 2024, 7:00 PM

https://us02web.zoom.us/j/86367309735?pwd=7rPJYamkLTq7jMTtMGjoQDEpOWuZ8X.1

Meeting ID: 863 6730 9735
Passcode: 944458

1. **CALL REGULAR MEETING TO ORDER**
2. **ROLL CALL**
3. **ADDITIONS TO AGENDA**
4. **PUBLIC COMMENT**
   - 4.1. **The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes.**
5. **CONSENT AGENDA**
   - 5.1. **Review & Approve the Regular Condon City County Meeting Minutes of October 2, 2024.**
   - 5.2. **Review the October Accounts Payable and VISA Statements**
6. **OLD BUSINESS**
   - 6.1. **Condon Community Pool Update**
   - 6.2. **Condon Grade School Update**
7. **NEW BUSINESS**
   - 7.1. **Review & Approve the 2024-25 Condon Community Pool Lease with Condon School District**
   - 7.2. **FEMA - Pre-Implementation Compliance Measures (PICM) for Floodplain Issues**
   - 7.3. **Discuss City Administrator Recruitment for 2025**
   - 7.4. **Review & Approve the Position Description of Transfer Station/Recycle Depot Attendant**
   - 7.5. **Stop Sign Placement**
8. **STAFF REPORTS**
   - 8.1. **Public Works – Public Works Superintendent Gibb Wilkins**
   - 8.2. **Police & Fire – Gilliam County Sheriff Gary Bettencourt**
   - 8.3. **Administration – City Administrator Kathryn Greiner**
9. **COUNCIL INFORMATION**
   - 9.1. **Election Update/Information**
10. **NEXT REGULAR MEETING DATE**

10.1. The next regular Condon City Council meeting will be held on Wednesday, December 4, 2024, 7 p.m. at City Hall.

11. ADJOURN REGULAR 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 October 30, 2024

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Condon, OR 97823
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MINUTES
REGULAR CITY COUNCIL MEETING

WEDNESDAY, OCTOBER 2, 2024, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

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

2. ROLL CALL

Present: Mayor Jim Hassing; Councilors Dustan Hall, Donald Jamieson, Jeremy Kirby and Tom Fatland (zoom); Staff - City Administrator Kathryn Greiner and Public Works Superintendent Gibb Wilkins.

Absent: Councilor Jan Stinchfield and Dawn Parm; Staff -Gilliam County Sheriff Gary Bettencourt.

3. ADDITIONS TO AGENDA

3.1. ** Request by The Condon Local for an OLCC Liquor License

4. PUBLIC COMMENT

4.1. 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

5. CONSENT AGENDA

5.1. Reveiw & Approve the Regular Condon City Council Meeting MInutes of September 4, 2024.

A motion was made by Councilor Fatland to approve the regular Condon City Council meeting minutes of September 4, 2024. The motion was seconded by Councilor Hall and approved unanimously.

5.2. Review the September Accounts Payable & VISA Statements

No questions or comments.

5.3. Review & Approve Payment to Eastern Oregon Contracting, LLC for Meter Project - $387,419.22

A motion was made by Councilor Jamieson to approve the payment to Eastern Oregon Contracting, LLC for the meeting project in the amount of $387,419.22. The motion was seconded by Councilor Kirby and approved unanimously.

5.4. Review & Approve Payment to Rutherford Construction for Golf Course Clubhouse Project $55,000

A motion was made by Councilor Hall to approve the payment of $55,000 to Rutherford Construction for the golf course clubhouse project. The motion was seconded by Councilor Jamieson and approved unanimously.

6. OLD BUSINESS

6.1. Discuss Condon Community Swimming Pool Study and Operations

CA Greiner noted that the study of the pool will be completed by Water Technologies, Inc. next Wednesday, October 9. She stated that the pool was successful in getting a Gilliam County grant for a new summer pool cover that was ordered July 1, 2024, and still has not been delivered. She is following up on that order to determine when it will arrive.

7. NEW BUSINESS

7.1. Discuss Golf Course Road - Drinkwine Wagenaar Property Project

The city discussed at the last meeting contacting Shania Drinkwine-Wagenaar regarding purchasing the street on her property near the golf course, and in exchange for the cost of the property, pay for the survey and assist with partitioning property for her to dedicate a developing lot. CA Greiner has had contact with Drinkwine-Wagenaar, who is agreeable to the land exchange, and it trying to schedule a meeting to discuss the property lines that will be drawn and to sign an agreement to this effect that was drafted by city attorney Wyatt Baum. CA Greiner also contacted Armstrong Surveying and received a quote of approximately $7,500 to survey the street, the city owned lot and the lot to partition another lot for Drinkwine-Wagenaar. She has also spoken with the city contract planner to discuss what will need to be completed on the planning portion of this project and will follow up after it is discussed with Drinkwine-Wagenaar. CA Greiner was given permission to follow up on getting the survey and this process moving forward and she will keep them apprised of the progress on this project.

7.2. Review & Approve the Anderson, Perry & Associates Amendment to the Engineering Contract on Meter Project

Anderson, Perry & Associates representatives Dave Wildman, who is the city's Engineer of Record, and Cayn Osborn, Engineer were present to discuss an amendment to engineering services for the water meter survey/upgrade project. Wildman stated that there are additional costs of $4,500 for construction engineering based on additional GIS work with the old and new meters, implementation of the new law that allows the contractor to have a surety bond instead of retaining a certain percentage, an extended award process for the project, extended period for the service line inventory and the extension of the construction period. Wildman did state that the construction may come in under the award price which would offset this additional cost. Osborn stated that the project is approximately 90% complete and the service line inventory will be submitted next week to Oregon Health Authority as required. Mayor Hassing asked if there were any lead pipes found in the inventory, of which PW Wilkins said there were none.

A motion was made by Councilor Kirby to approve the City of Condon, Oregon and Anderson, Perry & Associates, Inc. amendment No. 1 to the agreement for engineering services associated with water meter upgrade and service line inventory 2024 - Job No. 977-77 in the amount of $4,500.. The motion was seconded by Councilor Jamieson and approved unanimously.

7.3. ** Request by The Condon Local for an OLCC Liquor License

Councilor Kirby declared a conflict of interst and recused himself from the discussion and voted on the OLCC liquor license request.

A motion was made by Councilor Jamieson to approve the OLCC liquor license request of The Condon Local. The motion was seconded by Councilor Hall and approved with yes votes from Councilors Fatland, Hall and Jamieson. Councilor Kirby Astained and the motion passed.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 8 million gallons were pumped at City Farm. The crew has finished the sewer project on Giliam Street that was a failing concrete pipe, and have completed plugging and sanding the greens at the golf course. PW Wilkins stated that the water line inventory is due October 12, then is required to be put on the city's website. He is also looking at the night-sky lighting and has a meeting next week to discuss the cost of the lights.

8.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt

Written reports were provided in Sheriff Bettencourt's absence.

8.3. Administration – City Administrator Kathryn Greiner

CA Greiner reported that she has received the first draft of the Condon Can! vision project report and is working on edits. She anticipates that it will be completed this month and be given to the council to approve at the November meeting. The audit field work was completed earlier this month with no issues. She is going to the League of Oregon Cities conference in two weeks in Bend and the Oregon Connections (Telecommunications) conference in Sunriver at the end of the month along with Councilors Jamieson and Stinchfield.

9. COUNCIL INFORMATION

9.1. Thank You Note From Monroe RFPD

9.2. OGEC Public Meeting Training - January 2025

10. NEXT REGULAR MEETING DATE

10.1. The next regular Condon City Council meeting will be held Wednesday, November 6, 2024, 7 p.m. at City Hall.

11. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 7:28 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
ACCTECH - A SYSTEMS INTEGRATOR							
1551	ACCTECH - A SYSTEMS INTEG	5976	TECH SUPPORT SVCS	10/01/2024	375.00	.00	
	Total ACCTECH - A SYSTEMS INTEGRATOR:				375.00	.00	
ACCUITY, LLC							
759	ACCUITY, LLC	11324	Audit	09/15/2024	2,500.00	.00	
759	ACCUITY, LLC	11324	AUDIT SEWER	09/15/2024	2,500.00	.00	
759	ACCUITY, LLC	11324	AUDIT WATER	09/15/2024	2,500.00	.00	
	Total ACCUITY, LLC:				7,500.00	.00	
AKS ENGINEERING & FORESTRY LLC							
1608	AKS ENGINEERING & FORESTR	10645-12	CITY OF CONDON ON CALL	10/09/2024	175.00	.00	
	Total AKS ENGINEERING & FORESTRY LLC:				175.00	.00	
ANDERSON, PERRY, & ASSOC.							
112	ANDERSON, PERRY, & ASSOC.	78237	977-77 WATER METER UPGRAD	09/26/2024	6,047.47	.00	
	Total ANDERSON, PERRY, & ASSOC.:				6,047.47	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X09	PHONE	09/06/2024	18.76	.00	
599	AT&T MOBILITY	872564008X09	PW Cell Phone	09/06/2024	18.76	.00	
	Total AT&T MOBILITY:				37.52	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	35658	Admin Legal	09/17/2024	375.00	.00	
	Total BAUM SMITH LLC:				375.00	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	CR015351	TRANSFER STATION RESTROO	09/25/2024	128.50	.00	
	Total BISHOP SANITATION:				128.50	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	4107	Copier Charge	09/27/2024	4.42	.00	
148	BOHN'S PRINTING	4219	NEW COPIER	09/30/2024	1,425.14	.00	
148	BOHN'S PRINTING	4219	NEW COPIER	09/30/2024	1,425.14	.00	
148	BOHN'S PRINTING	4219	NEW COPIER	09/30/2024	1,425.14	.00	
	Total BOHN'S PRINTING:				4,279.84	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	X059502	Biochemical Oxygen	08/11/2024	67.00	.00	
151	BOX R WATER ANALYSIS LAB	X059502	TOTAL SUSPEND SOLIDS	08/11/2024	45.00	.00	
151	BOX R WATER ANALYSIS LAB	X059781	Biochemical Oxygen	09/10/2024	67.00	.00	
151	BOX R WATER ANALYSIS LAB	X059781	TOTAL SUSPEND SOLIDS	09/10/2024	45.00	.00	
151	BOX R WATER ANALYSIS LAB	X059805	E coli Coliform Testing	09/10/2024	50.00	.00	
151	BOX R WATER ANALYSIS LAB	X059805	SAMPLE COLLECTIONS/TRANS	09/10/2024	50.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total BOX R WATER ANALYSIS LAB:				324.00	.00	
BUREAU OF LABOR & INDUSTRIES							
149	BUREAU OF LABOR & INDUSTR	PROJECT 977-	WATER METER UPGRADE & SV	10/15/2024	753.82	.00	
	Total BUREAU OF LABOR & INDUSTRIES:				753.82	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	SEPT2024	CITY HALL	09/24/2024	157.18	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Golf Course	09/24/2024	146.47	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	PARK	09/24/2024	97.44	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	MEMORIAL HALL	09/24/2024	92.53	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Golf Course	09/24/2024	43.16	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Sewer Plant w pivot	09/24/2024	142.88	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Disposal	09/24/2024	339.59	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Golf Course	09/24/2024	220.66	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	City Farm	09/24/2024	2,723.89	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Street Lights	09/24/2024	1,470.44	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	City Farm	09/24/2024	46.49	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Golf Course	09/24/2024	121.35	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Pool	09/24/2024	531.78	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	Library	09/24/2024	283.06	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	GRADE SCHOOL	09/24/2024	129.01	.00	
169	COLUMBIA BASIN ELECTRIC	SEPT2024	NEW SHOP	09/24/2024	38.57	.00	
	Total COLUMBIA BASIN ELECTRIC:				6,584.50	.00	
CROWN PAPER & JANITORIAL							
642	CROWN PAPER & JANITORIAL	365180	BLACK TRASH LINERS	10/11/2024	190.00	.00	
	Total CROWN PAPER & JANITORIAL:				190.00	.00	
D & A AUTO BODY							
216	D & A AUTO BODY	10112024	LOCKOUT ENTRY 2010 PICKUP	10/11/2024	50.00	.00	
	Total D & A AUTO BODY:				50.00	.00	
DEPARTMENT OF ENVIRONMENTAL QUALITY							
222	DEPARTMENT OF ENVIRONME	WQ25DOM-08	Water Quality Permit	09/04/2024	2,026.00	.00	
	Total DEPARTMENT OF ENVIRONMENTAL QUALITY:				2,026.00	.00	
EASTERN OREGON CONTRACTING LLC							
1624	EASTERN OREGON CONTRAC	WATER METE	WATER METER UPGRADE & SE	10/11/2024	387,419.22	.00	
	Total EASTERN OREGON CONTRACTING LLC:				387,419.22	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	1279884	STOCK FITTINGS	10/02/2024	570.59	.00	
254	FERGUSON ENTERPRISES	1279884	STOCK FITTINGS	10/02/2024	570.59	.00	
254	FERGUSON ENTERPRISES	1280849	SEWER FITTINGS	09/05/2024	855.98	.00	
254	FERGUSON ENTERPRISES	1280886	WATER FITTINGS	09/27/2024	866.00	.00	
254	FERGUSON ENTERPRISES	1281917	WATER PARTS	09/16/2024	592.00	.00	
	Total FERGUSON ENTERPRISES:				3,455.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL17649	Golf Fuel	10/10/2024	99.97	.00	
304	HATTENHAUER DIST.	CL17649	Park Fuel	10/10/2024	77.40	.00	
304	HATTENHAUER DIST.	CL17649	Water	10/10/2024	102.32	.00	
304	HATTENHAUER DIST.	CL17649	Sewer	10/10/2024	102.32	.00	
	Total HATTENHAUER DIST.:				382.01	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	10168022	Water	10/01/2024	43.89	.00	
766	HOME TELEPHONE COMPANY	10168022	Sewer	10/01/2024	362.46	.00	
766	HOME TELEPHONE COMPANY	10168022	Administration	10/01/2024	221.17	.00	
	Total HOME TELEPHONE COMPANY:				627.52	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	OCT 2024	MRC Fiber Project	10/01/2024	2,000.00	.00	
	Total INLAND DEVELOPMENT CORPORATION:				2,000.00	.00	
JAEGER, FRANK & MARYBETH							
1625	JAEGER, FRANK & MARYBETH	OCT 2024	W/S DEPOSIT REFUND 344107	09/17/2024	109.31	.00	
	Total JAEGER, FRANK & MARYBETH:				109.31	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	47402	Water Supplies	09/30/2024	53.50	.00	
	Total JAMIESON & MARSHALL:				53.50	.00	
KERNS BROTHERS, LLC							
768	KERNS BROTHERS, LLC	3695	5 HP SUBMERSIBLE PUMP REP	10/07/2024	1,971.00	.00	
	Total KERNS BROTHERS, LLC:				1,971.00	.00	
LEAGUE OF OREGON CITIES							
362	LEAGUE OF OREGON CITIES	R23728	LOC FALL CONFERENCE - K. G	09/13/2024	475.00	.00	
362	LEAGUE OF OREGON CITIES	R23846	LOC FALL CONF. AWARDS DINN	09/24/2024	120.00	.00	
362	LEAGUE OF OREGON CITIES	R23956	LOC FALL CONF. AWARDS DINN	10/10/2024	120.00	.00	
	Total LEAGUE OF OREGON CITIES:				715.00	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	OCT 2024	OIL & FILTER	09/30/2024	29.92	.00	
371	M & A AUTO PARTS	OCT 2024	OIL & FILTER	09/30/2024	29.92	.00	
371	M & A AUTO PARTS	OCT 2024	OIL	09/30/2024	12.98	.00	
371	M & A AUTO PARTS	OCT 2024	OIL	09/30/2024	12.98	.00	
371	M & A AUTO PARTS	OCT 2024	WRENCH, GLOVES	09/30/2024	19.11	.00	
371	M & A AUTO PARTS	OCT 2024	WRENCH, GLOVES	09/30/2024	19.10	.00	
371	M & A AUTO PARTS	OCT 2024	BATTERY	09/30/2024	17.94	.00	
371	M & A AUTO PARTS	OCT 2024	BATTERY	09/30/2024	17.93	.00	
371	M & A AUTO PARTS	OCT 2024	WASP SPRAY, SAFETY GLASSE	09/30/2024	7.64	.00	
371	M & A AUTO PARTS	OCT 2024	WASP SPRAY, SAFETY GLASSE	09/30/2024	7.64	.00	
371	M & A AUTO PARTS	OCT 2024	BRASS TWIST NOZZLE	09/30/2024	13.99	.00	
371	M & A AUTO PARTS	OCT 2024	SUCTION HOSE & FREIGHT	09/30/2024	456.32	.00	
371	M & A AUTO PARTS	OCT 2024	SUCTION HOSE & FREIGHT	09/30/2024	456.33	.00	
371	M & A AUTO PARTS	OCT 2024	ALUM TROUGH FLOAT	09/30/2024	27.99	.00	
371	M & A AUTO PARTS	OCT 2024	MEAL BAIT	09/30/2024	49.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	OCT 2024	SURGE PROTECT	09/30/2024	9.99	.00	
371	M & A AUTO PARTS	OCT 2024	SURGE PROTECT	09/30/2024	10.00	.00	
371	M & A AUTO PARTS	OCT 2024	OIL FILTERS & OIL	09/30/2024	48.24	.00	
371	M & A AUTO PARTS	OCT 2024	OIL FILTERS & OIL	09/30/2024	48.24	.00	
371	M & A AUTO PARTS	OCT 2024	SCREWS	09/30/2024	1.74	.00	
371	M & A AUTO PARTS	OCT 2024	SEALANT	09/30/2024	32.48	.00	
371	M & A AUTO PARTS	OCT 2024	SEALANT	09/30/2024	32.47	.00	
371	M & A AUTO PARTS	OCT 2024	FIX A FLAT	09/30/2024	13.49	.00	
371	M & A AUTO PARTS	OCT 2024	OIL FILTERS	09/30/2024	658.33	.00	
371	M & A AUTO PARTS	OCT 2024	OIL FILTERS	09/30/2024	658.33	.00	
371	M & A AUTO PARTS	OCT 2024	DRILL BIT	09/30/2024	3.49	.00	
371	M & A AUTO PARTS	OCT 2024	GLOVES, PWR STEERING FL	09/30/2024	11.20	.00	
371	M & A AUTO PARTS	OCT 2024	GLOVES, PWR STEERING FL	09/30/2024	11.20	.00	
371	M & A AUTO PARTS	OCT 2024	DEMURRAGE 3RD QTR	09/30/2024	37.50	.00	
	Total M & A AUTO PARTS:				2,756.48	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	810343	MEMORIAL HALL	09/20/2024	327.26	.00	
377	MORROW COUNTY GRAIN GRO	810344	City Hall Propane	09/20/2024	115.58	.00	
	Total MORROW COUNTY GRAIN GROW.:				442.84	.00	
OREGON GOVERNMENT ETHICS COMMISSION							
435	OREGON GOVERNMENT ETHIC	AIE20483	Annual Ethics Billing	09/06/2024	945.68	.00	
	Total OREGON GOVERNMENT ETHICS COMMISSION:				945.68	.00	
RUTHERFORD CONSTRUCTION, LLC							
832	RUTHERFORD CONSTRUCTIO	GOLF CLUBH	GOLF COURSE CLUBHOUSE P	10/02/2024	55,000.00	.00	
	Total RUTHERFORD CONSTRUCTION, LLC:				55,000.00	.00	
S. GILLIAM RFPD							
505	S. GILLIAM RFPD	2024-2025	ANNUAL CONTRACT 2024-2025	10/08/2024	17,500.00	.00	
	Total S. GILLIAM RFPD:				17,500.00	.00	
SNIPES MTN. SAND							
513	SNIPES MTN. SAND	458925	Sand 14 TON	09/19/2024	196.00	.00	
	Total SNIPES MTN. SAND:				196.00	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	OCT 2024	DRINKS & BAGS	09/29/2024	32.16	.00	
548	TWO BOYS MEAT & GROCERY	OCT 2024	WATER	09/29/2024	9.19	.00	
548	TWO BOYS MEAT & GROCERY	OCT 2024	WATER	09/29/2024	9.19	.00	
548	TWO BOYS MEAT & GROCERY	OCT 2024	WATER	09/29/2024	9.19	.00	
548	TWO BOYS MEAT & GROCERY	OCT 2024	BATTERIES	09/29/2024	19.33	.00	
548	TWO BOYS MEAT & GROCERY	OCT 2024	BATTERIES	09/29/2024	19.34	.00	
	Total TWO BOYS MEAT & GROCERY:				98.40	.00	
VESTIS							
115	VESTIS	5291543424	Admin Janitorial	09/10/2024	186.43	.00	
115	VESTIS	5291552326	Admin Janitorial	09/24/2024	186.43	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total VESTIS:					372.86	.00	
VISA							
559	VISA	1827 OCT 24	PH ELCTRODE STORAGE SOLU	09/22/2024	69.09	.00	
559	VISA	1827 OCT 24	BUSINESS CARDS & LETTERH	09/22/2024	137.21	.00	
559	VISA	1827 OCT 24	PARKING SIGNS	09/22/2024	51.50	.00	
559	VISA	1827 OCT 24	DESK	09/22/2024	600.01	.00	
559	VISA	1827 OCT 24	DESK	09/22/2024	599.99	.00	
559	VISA	1827 OCT 24	DESK	09/22/2024	599.99	.00	
559	VISA	5886 OCT 24	ONLINE SVCS	09/22/2024	50.00	.00	
559	VISA	5886 OCT 24	MONTHLY EMAIL	09/22/2024	96.00	.00	
559	VISA	5886 OCT 24	NOTEBOOKS	09/22/2024	15.98	.00	
559	VISA	5886 OCT 24	WATER METER KEY	09/22/2024	59.98	.00	
559	VISA	5886 OCT 24	CARD HOLDER	09/22/2024	9.99	.00	
559	VISA	5886 OCT 24	SIM CARDS	09/22/2024	13.50	.00	
559	VISA	5886 OCT 24	VESTA AT&T CANCELLED ORD	09/22/2024	300.00	.00	
559	VISA	5886 OCT 24	SIM CARD MONTHLY DATA PLA	09/22/2024	10.00	.00	
559	VISA	5886 OCT 24	CARD HOLDER	09/22/2024	4.73	.00	
559	VISA	5886 OCT 24	GOOGLE BLUETOOTH SPEAKE	09/22/2024	99.95	.00	
559	VISA	5886 OCT 24	SECURITY CAMERA	09/22/2024	118.99	.00	
559	VISA	5886 OCT 24	SECURITY CAMERA	09/22/2024	119.00	.00	
559	VISA	5886 OCT 24	RECORD DEFERRED DEV. IMP	09/22/2024	98.40	.00	
Total VISA:					3,054.31	.00	
Grand Totals:					505,945.94	.00	

Dated: ____

Mayor: ____

City Admininstrator: ____

Report Criteria:
- Detail report.
- Invoices with totals above $0.00 included.
- Paid and unpaid invoices included.

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2
Account Number: #### #### #### 1827

VISA

RECEIVED
SEP 30 2024
CITY OF CONDON

Account Summary

Billing Cycle		**09/22/24**
Days In Billing Cycle		**31**
Previous Balance		$1,372.33
Purchases	+	2,057.79
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$1,372.33
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$2,057.79**

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	**$2,057.79**
MINIMUM PAYMENT	**$2057.79**
PAYMENT DUE DATE	**10/16/2024**

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.

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$7,942.00
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	
08/22/24	08/23/24	5169	24116414235744544887197	HACH COMPANY 970-663-1377 CO pH Electrode storage solution	$69.09	5530
08/22/24	08/23/24	2741	24036294235742610372956	VISTAPRINT 866-207-4955 MA business cards + letterhead	$137.21	A10
08/22/24	08/23/24	5399	24055224235066402008492	SMARTSIGN WWW.SMARTSIGN NY Parking signs	$51.50	A10
09/04/24	09/05/24	5712	24036294248714553922225	WF *WAYFAIR4264771667 866-263-8325 MA Desk	$1,799.99	

A10 $600.01, W10 $599.99, S10 $599.99

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

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

Account Number
1827

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

Closing Date	**New Balance**	**Total Minimum Payment Due**	**Payment Due Date**
09/22/24	$2,057.79	$2057.79	10/16/2024

AMOUNT OF PAYMENT ENCLOSED
$ 2057.79

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

911

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1004 1827 00205779 00205779 2

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 2

Account Number: #### #### #### 1827
Closing Date: 09/22/24
Credit Limit: $10,000.00 Available Credit: $7,942.00

VISA

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code		Reference Number	Description	Amount
09/13/24	09/13/24	6010	1	4257121208000210	PAYMENT - THANK YOU	$1,372.33 -

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	$ 2,057.79

[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.

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 1
Account Number: #### #### #### 5886

VISA

RECEIVED

CITY OF CONDON

Account Summary

Billing Cycle		**09/22/24**
Days In Billing Cycle		**31**
Previous Balance		$1,837.37
Purchases	+	996.52
Cash	+	0.00
Special	+	$0.00
Balance Transfers	+	$0.00
Credits	-	$0.00
Payments	-	$1,837.37
Other Charges	+	$0.00
Finance Charges	+	0.00
NEW BALANCE		**$996.52**

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	**$996.52**
MINIMUM PAYMENT	**$996.52**
PAYMENT DUE DATE	**10/16/2024**

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.*

Credit Summary

Total Credit Line	$10,000.00
Available Credit Line	$9,003.00
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
08/23/24	08/23/24	5045	24204294236000200705050	MSFT * E0500TC46K online subs 800-6427676 WA	$50.00 A150
08/23/24	08/23/24	5045	24204294236001801139061	MSFT * E0500TC6KQ monthly email 800-6427676 WA	$96.00 A150
08/25/24	08/26/24	5942	24692164238107621414410	AMAZON MKTPL*R42L96BE1 Notebooks Amzn.com/bill WA	$15.98 A10
08/29/24	08/30/24	5942	24692164242101161987962	AMAZON MKTPL*RK5373TD0 water meter key Amzn.com/bill WA	$59.98 W270

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

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

Account Number
5886

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

AMOUNT OF PAYMENT ENCLOSED

$ 996.52

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
09/22/24	$996.52	$996.52	10/16/2024

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

687

MAKE CHECK PAYABLE TO:

VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

12 4344 2212 1003 5886 00099652 00099652 2

Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

CITY OF CONDON
CITY OF CONDON 1

Account Number: #### #### #### 5886
Closing Date: 09/22/24
Credit Limit: $10,000.00 Available Credit: $9,003.00

VISA

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
09/03/24	09/04/24	5942	24692164247102431569981	AMAZON MKTPL*ZT02J7GN2 Amzn.com/bill WA card holder	$9.99 A10
09/04/24	09/04/24	5942	24692164248102729579444	AMAZON MKTPL*ZT0OX9490 Amzn.com/bill WA Sim cards	$13.50 W270
09/06/24	09/08/24	4814	24692164250104559767177	VESTA *AT&T PREPAID 866-608-3007 OR * missing *	$300.00 W265
09/06/24	09/08/24	4814	24011344251000047043034	SPECTRUMSIM SPECTRUMSIM.C KY SIM card Data Plan monthly	$10.00 W265
09/09/24	09/10/24	5942	24692164253107457136889	AMAZON MKTPL*Z85IB2FU0 Amzn.com/bill WA card holder	$4.73 S270
09/13/24	09/13/24	6010	1 4257121208000200	PAYMENT - THANK YOU	$1,837.37 -
09/13/24	09/15/24	5942	24692164257100659955475	AMZN Mktp US*ZK8LR6ML3 Amzn.com/bill WA Google Bluetooth speaker	$99.95 A40
09/17/24	09/18/24	5942	24692164261104252952446	AMAZON MKTPL*VS44H5M03 Amzn.com/bill WA Security camera	$237.99 W270 $118.99
09/17/24	09/18/24	9399	24377354262000003343042	GILLIAM COUNTY CLERK 888-8916064 OR Record Deferred Dev. Improvsv. Agreement Hampton	$98.40 S270 $119-

Additional Information About Your Account

005-550-600220

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	$ 996.52

[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.

Missing Vesta AT+T $300- invoice. Did not order + order was cancelled. Refund not yet received. Will dispute charge if not received. 10/15/24 DD

LEASE AGREEMENT

Between
Condon School District 25J
and
The City of Condon

THIS LEASE is between Board of Education of the **Condon School District 25J** ("Lessor") and **City of Condon,** a municipal corporation of the State of Oregon ("Lessee").

RECITALS

A. Lessor is the owner of real property and all buildings and improvements on the property described on Exhibit "A" attached hereto and incorporated herein ("Real Property").
B. The parties desire to enter into this Lease of the Real Property to allow Lessee to use the property to utilize the pool facilities and operate aquatic programs.
C. **WHEREFORE**, the parties agree to enter into to this Lease for the Real Property according to the following terms and conditions:

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Term**.
    a. **Initial Term**. This Lease shall commence on October 1, 2024. The term of this Lease shall be for a period of **1 (one)** year and shall terminate on September 30, 2025.

2. **Rent**. Lessee shall pay Lessor $1.00 each year for use of the Real Property.

3. **Use of Premises**.
    a. Lessee agrees that:
        i. Lessee is leasing the Real Property for the purpose utilizing the pool facilities**.**
        ii. Lessee shall not make any unlawful or offensive use of the Real Property and shall comply all relevant state and federal statutes, ordinances, rules, regulations and laws now in effect or hereafter enacted.
    b. Lessor agrees that:
        i. Lessor will not take any action which interferes with Lessee's lawful use of the Real Property**.**
4. **Maintenance of the Real Property**. Lessee shall be responsible to maintain the Real Property in good condition and suitable for the purposes of this Lease as outlined herein.

5. **Lessor Covenant**. Lessor warrants and covenants that to best of Lessor's knowledge, there are no hazards, conditions or circumstances present upon the Real Property which impose any unreasonable risk of harm or injury to Lessee, Lessee's employees, or the public. Lessor further warrants and covenants that the Real Property is compliant with county, state and federal laws regarding pollution control and the use of hazardous materials and toxics in the land.

6. **Condition of Property at Lease Termination**. Upon expiration of the Lease term or earlier termination on account of default, Lessee shall deliver all keys to Lessor and surrender the Real Property in the same or better condition as at the beginning of the Lease Term, reasonable wear and tear, casualty loss and Lessor caused damage excepted, and broom clean.

7. **Fixtures and Improvements**. During the term of the Lease, Lessee may install trade fixtures, improvements and appropriate signs within or upon the Real Property, provided that they do not compromise the value or usefulness of the Real Property. Upon termination or expiration of the Lease, all trade fixtures, improvements and signs may be removed by Lessee, provided that such removal does not cause material harm or damage to the property, and Lessee pays costs and expenses associated with the removal and repair of the property made necessary thereby.

8. **Damage to Real Property**. If at any time during the term of this Lease, the Real Property becomes unusable for Lessee's purposes as established by this Lease at no fault of the Lessee, Lessee may terminate the Lease immediately by providing written notice to Lessor in accordance with Section 14.

9. **Subrogation.** Neither the lessor nor the lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvements of which the leased premises are a part or with which they are connected, or the contents leased any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either lessor or lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the lessor and the lessee that the rental reserved by this lease has been fixed in contemplation that each party shall fully provide his own

insurance protection at his own expense, and that each party shall fully provide his own insurance protection at his own expense, and that each party shall look to his respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers shall not be entitled to subrogation under any circumstance against any party to this lease. Neither the lessor nor the lessee shall have any interest or claim in the other's insurance policy, or the proceeds thereof, unless specifically covered therein as a joint assured.

10. **Property and Liability Insurance**.
    a. Lessee will carry and maintain insurance against direct physical loss of all owned real property described on Exhibit "A" attached. Lessee shall be responsible for purchasing property insurance as Lessee sees fit to insure property not owned by the Lessor and at Lessee's own cost.
    b. Lessee shall carry liability insurance; such insurance shall provide $2,500,000 in coverage per occurrence. Liability insurance shall include general casualty, bodily injury, personal injury and/or property damage. Liability insurance should include coverage for damages caused by a tort, personal injury or other wrongful acts.
    c. Lessee shall add the Condon School District as an Additional Insured onto such liability insurance policy and provide a certificate of insurance showing Condon School District, its officers, agents, employees, successors, assigns, and authorized representatives are listed as an Additional Insured.
    d. Lessor shall also maintain liability insurance in the amount of $2,500,000 per occurrence to cover the Real Property. Lessor shall name Lessee as an additional insured on said policy. If Lessor has an existing policy covering the Real Property, Lessor shall add Lessee as an additional insured to the existing policy.

11. **Indemnification** Subject to the limits in the Tort Claims Act, Lessee and Lessor agree to indemnify and hold each other harmless against any or all claims and demands arising from the negligence of Lessee, their agents, employees or assigns, as to the use of the premises, and shall at his own expense defend the other from any and all suits or actions awarded against Lessor or Lessee from the same.
12. **Default**.
    a. **By Lessee**. Default by Lessee shall consist of:
        i. Failure to perform the responsibilities listed in Section 4 after Lessor provides written notification.

   ii. Use of the Real Property unlawfully or in conflict with the Lessee's proposed purposes established in this Lease.
   iii. Failure to maintain the Real Property in accordance with Lease terms or interference with Lessee's purpose of use as described herein.

b. **By Lessor**. Default by Lessor shall consist of a failure to maintain any covenant required by this agreement, following written notice by Lessee as provided below.
c. **Notice of Default**. In the event of default by either party, the non-defaulting party shall furnish written notification to the allegedly defaulting party describing the conduct amounting to default and remedial action required to correct the default. If the defaulting party fails to respond to or correct the alleged default within thirty (30) days of receiving notice, the non-defaulting party shall be entitled to terminate this Lease with written notice to the other party.

13. **Termination.**
    a. **Termination by Lessor before end of term**. If Lessor intends to terminate this Lease before the end of the Lease term, it must provide **60** days written notice to Lessee in accordance with Section 14.
    b. **Termination by Lessee before end of term**. Lessee may terminate this Lease at any point with **60** days written notice to Lessor in accordance with Section 14.

14. **Notice**. In the event it is necessary for either party to provide notification to the other, the notice shall be provided in writing and shall be delivered in person, or mailed by certified or registered mail. Notices shall be effective upon personal receipt, or three (3) days after deposit with the U.S. Postal Service. Notices sent by mail must be addressed as follows:

Lessor: **Condon School District**

210 E Bayard St.

Condon, OR 97823

Lessee: **City of Condon**

P.O. Box 445

Condon, OR 97823

15. **Fiscal.**
    a. This Lease and Lessee's obligation is expressly conditioned upon Lessee being financed in its use, operation and maintenance of the property by Gilliam County. In the event such funds from Gilliam County become unavailable, Lessee reserves the right to immediately terminate this lease.

16. **Quiet Enjoyment**
    a. Lessor warrants that it is the owner of the premises and has the right to lease the premises free of all encumbrances. Lessor will defend Lessee's right to quiet enjoyment of the premises from the lawful claims of all persons during the lease term.

17. **Severability Clause**
    a. If any clause, sentence, or any other portion of this Agreement becomes illegal, null or void or any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law. If any material portion of the Agreement becomes illegal, null or void so that the intent of the Agreement is frustrated, the parties agree to negotiate replacement provisions to fulfill the intent of the Agreement consistent with applicable law.

18. **Attorney Fees and Court Costs**
    a. In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this lease, or to collect the rental which may become due hereunder, or any portion thereof, the losing party agrees to pay to the prevailing party such sum as the trial court may judge reasonable as attorney's fees. In the event the case or suit should be appealed, the losing party agrees to pay such further sum as to the appellate court shall adjudge reasonable as prevailing party's attorney's fees on such appeal. Lessee agrees to pay and discharge all Lessor's costs and expense, including Lessor's reasonable attorney's

fees which shall arise from enforcing any provision or covenant of this lease even though no suit or action is instituted.

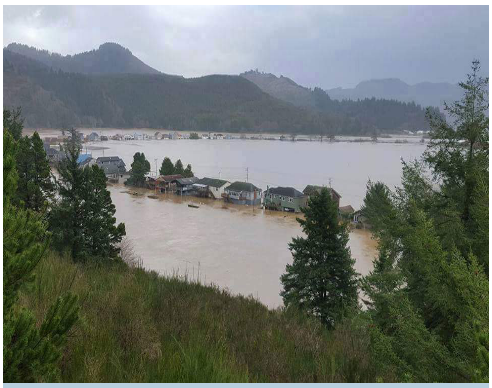
19. **Signatures.**

IN WITNESS of this Lease agreement, the parties provide their signatures as follows:

______________________________	______________________________
Signature, Authorized Representative	**Signature, Authorized Representative**
Condon School District 25J	**City of Condon**
______________________	______________________
Date	Date

Pre-Implementation Compliance Measures Overview

Beginning this summer, FEMA will assist communities with coming changes to the National Flood Insurance Program (NFIP) in Oregon.



The National Flood Insurance Program serves to protect lives and property, while reducing costs to taxpayers due to flooding loss.

Why are the changes needed?

As the result of a Biological Opinion issued by the National Marine Fisheries Service, communities are required to demonstrate how floodplain development is compliant with the Endangered Species Act in Special Flood Hazard Areas. Changes are needed to protect the habitat of several species of fish and the Southern Resident killer whales to comply with the Endangered Species Act (ESA). FEMA outlined these changes in the draft Oregon NFIP-ESA Implementation Plan.

Current status

FEMA is evaluating proposed changes to the NFIP outlined in the Implementation Plan through an environmental impact statement (EIS), in compliance with the National Environmental Policy Act (NEPA).

What is "no net loss"?
Any development action resulting in negative impacts to one or more key floodplain functions that are then mitigated or avoided to offset said impacts.

The Final Implementation Plan is anticipated by 2026 following the Record of Decision in the EIS process, then FEMA will fully implement the plan in 2027. Until then, communities need to begin taking action to protect habitat and achieve "no net loss." FEMA is offering several resources for communities to learn more and implement interim measures, called Pre-Implementation Compliance Measures (PICMs).

Timeline for Updating the Oregon NFIP

- **2016**: National Marine Fisheries Service issued a Biological Opinion on the NFIP in Oregon, as required by the Endangered Species Act.
- **2021**: FEMA developed the draft Oregon Implementation Plan for NFIP–ESA Integration.
- 2021-Early 2025: FEMA is drafting an EIS to study the effects of the draft Implementation Plan.
- **2022**
- **2023**
- **2024**: FEMA is conducting outreach, education, and direct technical assistance for the Pre-Implementation Compliance Measures.
- **2025**
- **2026**: Finalize and issue Oregon NFIP-ESA Implementation Plan.
- **2027**: FEMA will be fully implementing the final Plan.

What can communities do to comply with these changes?

Oregon communities participating in the NFIP can take short-term measures to comply with ESA requirements, known as PICMs. FEMA developed these measures in response to concerns from communities about the time and resources needed to meet requirements and ensure their future good standing in the NFIP. By implementing these measures now, communities will be better prepared for compliance audits, which will begin when the Final Implementation Plan is in place.

Communities can select one of the following three PICMs:

- Prohibit all new development in the floodplain.
- Incorporate the ESA into local floodplain ordinances.
- Require permit applicants to develop a Floodplain Habitat Assessment documenting that their proposed development in the Special Flood Hazard Area will achieve "no net loss."

Communities must report to FEMA on their implementation of interim measures.

In addition to the above measures, as of August 1, 2024, FEMA is temporarily suspending processing applications for Letters of Map Revision based on Fill (LOMR-Fs) and Conditional Letters of Map Revision based on Fill (CLOMR-Fs) in NFIP communities to avoid potentially negative effects on ESA-listed species.

FEMA is here to support your community.

FEMA is offering several resources to assist communities in preparing for the Oregon NFIP-ESA Implementation Plan.

- **Informational Webinars (Summer 2024):** Learn about what FEMA is doing to revise the Implementation Plan and receive an introduction to the PICMs.
- **Questionnaire (Summer 2024):** Share what floodplain management measures your community is currently implementing to comply with the ESA, which PICMs you're most interested in, and what support you need. Your feedback will help us plan the fall workshops and identify needs for technical assistance.
- **Workshops (Fall 2024):** Get an in-depth look at PICMs and talk through questions and concerns with FEMA staff.
- **Technical Assistance (Begins in Fall 2024):** Get support from FEMA to begin implementing PICMs.

Learn more and participate

Visit www.fema.gov/about/organization/region-10/oregon/nfip-esa-integration to read the latest information about NFIP-ESA Integration in Oregon.

You can also contact us at FEMA-R10-MIT-PICM@fema.dhs.gov

POSITION DESCRIPTION

Job Title: Transfer Station & Recycle Depot Attendant **Type:** Part Time
Supervisor: PW Superintendent **FLSA:** Non Exempt
Department/Office: Public Works

GENERAL STATEMENT OF RESPONSIBILITIES

Responsible for maintenance and operation of Transfer Station and/or Recycle Depot. This position is year-round on Wednesdays and Saturdays.

SUPERVISION RECEIVED

Under the general supervision of the Public Works Superintendent.

SUPERVISION EXERCISED

Supervision of others is not a typical function of this position.

ESSENTIAL FUNCTIONS

1. Ensure that transfer station and recycle depot facilities are clean and marked safe for public use.
2. Maintain order and separation of items as outlined by transfer station and recycle depot areas.
3. Maintain records of billings and cash receipts of customers as necessary.
4. Participate in scheduled safety classes.

NON-ESSENTIAL FUNCTIONS

1. Perform other duties as assigned that support the overall objective of the Public Works Department.

COMPETENCE

To perform the job successfully, an individual should demonstrate the completed below competencies.

1. Customer Services: Friendly and helpful attitude toward users of the transfer station & recycle depot.
2. Organizational & Planning: Follow policies and procedures; completes tasks correctly and on time, prioritizes and plans work activities; uses time efficiently.
3. Quality: Monitors work to ensure quality.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge & Skills: General knowledge of transfer station & recycle depot operation and maintenance. Including, but not limited to opening and closing the bins, where certain materials need to be placed or sorted. Requires thorough knowledge of safety practices for tools, equipment, materials and chemicals used at the golf course.
- Abilities: Requires the ability to follow verbal and written instructions. Must be able to plan, organize and prioritize work in order to maintain the facility. Meet the physical demands of the job.

PHYSICAL DEMANDS OF POSITION & WORKING CONDITIONS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of his job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of the job.

- Work in outdoors, sometimes in extreme weather conditions.
- Ability to stand, walk and manipulate (lift, carry & move) light to medium weights of up to 50 pounds on a frequent basis.
- Pushing, pulling guiding over 50 pounds on an occasional basis.
- Stoop, kneel and crouch on regular basis
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.
- Work is performed outdoors where safety considerations may exist from physical labor, operating equipment and temperature and noise extremes.

MINIMUM QUALIFICATIONS/SPECIAL QUALIFICATIONS

- Oregon Class C Driver's license

Job description approved 11/06/2024

Signature: ________________________________ - Supervisor