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**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE WORK SESSION
Monday, August 17, 2026, 11:00 AM
CONDON CITY HALL**

1. CALL THE MEETING TO ORDER
2. DISCUSS
 - 2.1. Discuss contract and compensation for City Administrator/Public Works Superintendent and Administrative Assistant/City Recorder
3. OTHER
4. COUNCIL INFORMATION
 - 4.1. Filling deadline for Non-Incumbent candidates is August 25th 2026 at 5:00 pm.
5. ADJOURN

Work Session agenda distributed 8/12/2026

EMPLOYMENT AGREEMENT
between
THE CITY OF CONDON, OREGON
and
GIBB WILKINS

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF CONDON, OREGON (hereinafter referred to as "CITY") and Gibb Wilkins (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Administrator and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that, consistent with Section 21 of the Condon City Charter, EMPLOYEE serves at the will of the City Council and is, for all purposes under this Agreement, an at-will employee.
- B. The EMPLOYEE is responsible to the City Council of the CITY for the proper administration of all affairs of the City and for carrying out the policies established by the City Council, consistent with Section 21 of the Condon City Charter.
- C. The duties of EMPLOYEE, consistent with the Condon City Charter and pertinent ordinances, shall include, but not be limited to, the following:
 - (1) Serve as the administrative head of City government, responsible to the City Council for the proper administration of all affairs of the City and for carrying out the policies established by the Council (Condon City Charter Section 21);
 - (2) Attend all Council meetings unless excused by the Mayor or Council;
 - (3) Make reports and recommendations to the Mayor and Council about the needs of the City;
 - (4) Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other Council decisions;
 - (5) Appoint, supervise, and remove City employees, consistent with Section 10 of the Condon City Charter and applicable Council policy;
 - (6) Organize City departments and administrative structure;
 - (7) Prepare and administer the City budget;
 - (8) Administer City utilities and property;
 - (9) Encourage and support regional and intergovernmental cooperation;

- (10) Promote cooperation among the Council, staff, and citizens in developing City policies and building a sense of community;
 - (11) Perform other duties as directed by the Council; and
 - (12) Delegate duties, but remain responsible for the acts of all subordinates.
- D. The City Council acknowledges and agrees to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Administrator. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement commences _____, 2026 (Commencement Date) and continues until terminated consistent with this Agreement.
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from his position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving sixty (60) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as City Administrator may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either his own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently his duties as City Administrator.
- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as City Administrator before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:

1. A sum equal to the value of six (6) months' salary if the termination occurs within 4 years of the Commencement Date.
2. A sum equal to the value of seven (7) months' salary if the termination occurs within 5 years of the Commencement Date.
3. A sum equal to the value of eight (8) months' salary if the termination occurs within 6 years of the Commencement Date.
4. A sum equal to the value of nine (9) months' salary if the termination occurs 7 years or more after the Commencement Date.

Payment of the above severance shall be made in one lump sum (minus all required withholdings).

- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns his position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least sixty (60) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make himself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in his position during the notice period.
- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section III(C)(1).

SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$_____ per year and shall be paid at the same interval as the CITY pays its other employees. If all CITY employees receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work. It is recognized that EMPLOYEE must devote a great deal of time outside normal office hours to the business of the CITY. _____
- C. Paid Time Off. EMPLOYEE will accrue paid time off consistent with the City's adopted Personnel Policies/Employee Handbook. EMPLOYEE's paid time off accrual may not exceed the amount set forth in the City's adopted Personnel Policies/Employee Handbook, as may be amended from time to time. Any unused paid time off will be paid out upon termination of this Agreement.

- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Personnel Policies/Employee Handbook.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required of other similarly situated City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Personnel Policies/Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars, and conferences including, but not limited to: the International City/County Management Association (ICMA), the League of Oregon Cities (LOC), and the Oregon City County Management Association (OCCMA). The CITY shall cover costs for attendance at reasonable professional conferences, subject to approval by the CITY and the availability of funds as approved in the adopted budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. EQUIPMENT AND EXPENSE REIMBURSEMENT

- A. CITY will provide EMPLOYEE with such office equipment (including a phone and computer) as is reasonably necessary to perform City Recorder duties.
- B. For CITY-related travel using EMPLOYEE's personal vehicle, CITY shall reimburse EMPLOYEE at the current IRS mileage reimbursement rate in accordance with City reimbursement policies.

SECTION VIII. PERFORMANCE EVALUATION.

- A. Annual Evaluation. The City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Personnel Policies/Employee Handbook. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in his individual or official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Condon, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Gilliam County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

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- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF CONDON, OREGON has caused this Agreement to be signed and executed by its Mayor; GIBB WILKINS has signed and executed this Agreement, both in duplicate.

CITY

EMPLOYEE

_____, Mayor, City of Condon
Date: _____

Gibb Wilkins
Date _____

EMPLOYMENT AGREEMENT
between
THE CITY OF CONDON, OREGON
and
JESSICA ISLEY

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF CONDON, OREGON (hereinafter referred to as "CITY") and Jessica Isley (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Recorder and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that she is, for all purposes under this Agreement, an at-will employee, subject to appointment and removal consistent with Section 10 of the Condon City Charter.
- B. The EMPLOYEE reports to the City Council, without prejudice to the City Council's ultimate authority to appoint, remove, and set the compensation of EMPLOYEE consistent with the Condon City Charter.
- C. The duties of EMPLOYEE, consistent with the Condon City Charter and pertinent ordinances, shall include, but not be limited to, the following:
 - (1) Serve as the City's election official for municipal elections, and give notice of regular and special City elections as required by the Condon City Charter and applicable ordinances (Condon City Charter Section 23, 26, 27);
 - (2) Maintain the official records of the City and a record of Council proceedings, including preparation of Council meeting minutes (Condon City Charter Section 23 15, 23);
 - (3) Receive and file oaths of office from City officers, elected and appointed, before they enter upon their duties (Condon City Charter Section 30);
 - (4) Receive, review, and process nomination petitions for elective City office, and furnish the Gilliam County Clerk with a certified statement of City offices and candidates as required by state law (Condon City Charter Section 31);
 - (5) Maintain copies of proposed and adopted City ordinances available for public inspection and post required notices at City Hall (Condon City Charter Section 35);
 - (6) Serve as the City's public records officer and respond to public records requests consistent with Oregon public records law;

- (7) Attend Council meetings and maintain the City seal and custody of official City documents;
 - (8) Ensure utility billing, accounts payable, accounts receivable, bank reconciliations, payroll deposits, and money transfers are handled per city policy and state and federal law.
 - (9) Provide the duties of HR department where employee benefits are concerned.
 - (10) Handle front desk receptionist, manage city rental facilities, maintain files for transient lodging tax and manage city website.
 - (11) Assist the City Administrator and City Council with such administrative, financial, and recordkeeping functions as directed; and
 - (12) Perform such other duties as directed by the ~~City Administrator~~ or City Council.
- D. The City Council shall serve as EMPLOYEE's direct supervisor for day-to-day purposes. EMPLOYEE agrees to respond in a timely manner to inquiries from City Council relating to the performance of EMPLOYEE's duties.

SECTION II. TERM.

- A. This Agreement commences _____, 2026 (Commencement Date) and continues until terminated consistent with this Agreement.
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from her position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving thirty (30) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as City Recorder may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either her own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently her duties as City Recorder.

- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as City Recorder before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:
1. A sum equal to the value of six (6) months' salary, in lieu of the notice described in subsection III(A), payable in one lump sum (minus all required withholdings).
- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns her position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least thirty (30) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make herself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in her position during the notice period.
- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section III(C)(1).

SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$_____ per year and shall be paid at the same interval as the CITY pays its other employees. If all CITY employees receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work. It is recognized that EMPLOYEE must devote a great deal of time outside normal office hours to the business of the CITY. _____
- C. Paid Time Off. EMPLOYEE will accrue paid time off consistent with the City's adopted Personnel Policies/Employee Handbook. EMPLOYEE's paid time off accrual may not exceed the amount set forth in the City's adopted Personnel Policies/Employee Handbook, as may be amended from time to time. Any unused paid time off will be paid out upon termination of this Agreement.
- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Personnel Policies/Employee Handbook.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required of other similarly situated City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Personnel Policies/Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars, and conferences including, but not limited to: the Oregon Association of Municipal Recorders (OAMR) and the League of Oregon Cities (LOC). The CITY shall cover reasonable costs for attendance at the annual OAMR and LOC conferences, subject to approval by the CITY and the availability of funds as approved in the adopted budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. EQUIPMENT AND EXPENSE REIMBURSEMENT.

- A. CITY will provide EMPLOYEE with such office equipment (including a phone and computer) as is reasonably necessary to perform City Recorder duties.
- B. For CITY-related travel using EMPLOYEE's personal vehicle, CITY shall reimburse EMPLOYEE at the current IRS mileage reimbursement rate in accordance with City reimbursement policies.

SECTION VIII. PERFORMANCE EVALUATION.

- A. Annual Evaluation. Thereafter, the City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Personnel Policies/Employee Handbook. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in her individual or official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in

writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.

- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Condon, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Gilliam County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.
- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF CONDON, OREGON has caused this Agreement to be signed and executed by its Mayor; JESSICA ISLEY has signed and executed this Agreement, both in duplicate.

CITY

EMPLOYEE

_____, Mayor of Condon

Jessica Isley

Date

Date