



128 S Main St.
PO Box 445
Condon, OR 97823
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**AGENDA
CITY OF CONDON
REGULAR MEETING
128 SOUTH MAIN STREET, CITY HALL, CONDON, OREGON
Wednesday, May 2, 2018, 7:00 PM**

- 1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. ADDITIONS TO AGENDA**
- 4. PUBLIC COMMENT**
- 5. CONSENT AGENDA**
 - 5.1. April 4, 2018 Regular Council Meeting**
 - 5.2. Review Accounts Payable Listing April 2018
VISA Bill March 2018**
 - 5.3. Review Financial Statements March 31, 2018**
- 6. OLD BUSINESS**
 - 6.1. Farming Contract - John W. Johnson**
 - 6.2. Fiber Project Update**
- 7. NEW BUSINESS**
 - 7.1. Approve Position Descriptions - Golf & Park**
 - 7.2. Discuss Public Works Organization/Work Force**
- 8. STAFF REPORTS**
- 9. COUNCIL INFORMATION**
 - 9.1. Draft Budget Committee Minutes - April 23, 2018**
 - 9.2. Community Clean Up and Household Hazardous Waste Collection - May 11, 2018 9 a.m. - Noon**
- 10. NEXT REGULAR MEETING DATE**
 - 10.1. The next Condon City Council meeting will be held June 6, 2018, 7 p.m.**
- 11. ADJOURN REGULAR MEETING**

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(c). 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 April 27, 2018

City of Condon
Regular Council Meeting Minutes
March 4, 2018
7 p.m.

Present:	Staff Present:
Mayor Jim Hassing Councilor Jan Stinchfield Councilor Donald Jamieson Councilor Michael Cronk Councilor Carol Harrison	Kathryn Greiner, City Administrator Dale Scobert, Police Chief Gibb Wilkins, Public Works Supt.

Absent:
Councilor Tom Fatland Councilor Boyd Harris

CALL TO ORDER

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

ROLL CALL

City Administrator Kathryn Greiner took roll call and noted that a quorum was present.

ADDITIONS TO THE AGENDA

No additions but 7.2 – Review Position Descriptions for Park & Golf was deleted.

PUBLIC COMMENT

A petition was put into the council record at public comment asking the city to contract with the Gilliam County Sheriff's office.

CONSENT AGENDA

A motion was made by Councilor Jan Stinchfield to approve the minutes of the March 7, 2018 regular council meeting. The motion was seconded by Councilor Donald Jamieson and approved unanimously.

Councilor Jamieson asked why the propane for the Memorial Hall was so high and CA Greiner said that the heat was not turned down after use. Councilor Michael Cronk asked about the bill to Ferguson and was told it was for the summer water project, plus asked about the generator repair.

PW Wilkins said that the generator repair was one at the headworks. A discussion was held regarding the maintenance bill from ThyssenKrupp for the lift chair in City Hall. CA Greiner explained that it was a quarterly charged as it is required to be inspected to maintain the State of Oregon license on the chair.

OLD BUSINESS

The council was presented with the final fiber order and appendix to the fiber order for the Inland Development Arlington to Condon joint project. The city has already approved the Indefeasible Right of Use and Conduit and Fiber Maintenance and Repair Services Agreement when they approve the agreements for the RFP, and they will be the same ones that will be signed by both entities. Wyatt Baum, City legal counsel was on speakerphone and stated that the documents that were received from Gilliam County were changed to remove the county from the city's documents, but relatively no other changes were made to their draft. Baum added that Nancy (Werner) did a fantastic job of preparing the City's documents so no changes were needed in the final documents. An additional term was added to the fiber order that if Gilliam County decided to not complete the project, the City had the first right to purchase option of the rights they wished to not use. Gilliam County Judge Steve Shaffer stated that the end point in the agreements was changed from Slatt to the end of Rhea Road near the city of Arlington. CA Greiner noted that the second option of end point in the north end that will be used by the City is near the Arlington TV Cooperative building. Councilor Jamieson stated that the City and County did not have to end at the same spots according to the agreement. **A motion was made by Councilor Jamieson to approve the Conduit and Fiber Maintenance and Repair Services Agreement, Indefeasible Right of Use Agreement, Fiber Order No. 001 Arlington to Condon, and Exhibit A: A City of Condon Inland Fiber Order 001 – General Statement of Additional Terms with Inland Development Corporation. The motion was seconded by Councilor Stinchfield and approved unanimously.**

Baum explained that the City received the draft Intergovernmental Agreement (IGA) from Gilliam County attorney Jim Deason late afternoon with details of the fiscal agent and project manager. Baum said that there were significant changes and he was going to work with CA Greiner and Adam Haas, telecom consultant, to review it and determine what will be beneficial to all parties. He did indicate that the county's draft asked the city to act as an escrow agent instead of fiscal agent. The IGA was tabled.

NEW BUSINESS

CA Greiner stated that with Councilor Tom Fatland on a leave of absence a councilor president was needed. **Councilor Stinchfield nominated Councilor Jamieson to be Council President. The nomination was seconded by Councilor Michael Cronk and approved unanimously.**

The council received letters from Condon School District, Gilliam County Library and Condon Child Care in response to the request for arts and music programming grant funds. The council set aside \$5,000 for Condon School and \$3,000 for the other two entities that may be able to provide children with art and music opportunities. CA Greiner said that Councilor Boyd Harris had stopped to add to this discussion that it was important to continue to assist with art and music programs in the school. The grant requests will now go to the budget committee meeting for discussion.

CA Greiner stated that the farming contract in the council packet is no longer applicable to this year's farming situation. She said that John Johnson had a meeting with her and PW Wilkins in November 2017 and again last week in order to determine the required planting and to complete the contract. Johnson stated that he would not plant the alfalfa that is currently required by the DEQ permit for the reclaimed water, but instead would like to plant grass. CA Greiner explained that to change crops the engineers would have to complete a study at a cost of \$4,000-6,000 and that Johnson was aware that was responsible for that cost if he did not want to plant alfalfa. Johnson has been approved to plant barley this year and must determine by fall if he will pay for the study or go back to planting the approved alfalfa. CA Greiner has directed Baum to draft a one-season contract with terms relating to changing the crop, study cost responsibility and timelines to notify the city what course of action he is going to take. Council discussed water usage, acreage of the pivot and if there is another use the city would like to explore. CA Greiner will bring the contract to the May meeting for approval.

The council received an engagement letter from attorney Mark Trincherro of Davis Wright Tremaine LLP for telecommunications services relating to the fiber project for \$600 an hour. CA Greiner stated that she received several names for telecom attorney, but none had the experience in IRU or other issues that Trincherro. Councilor Stinchfield was concerned with the rate and it was determined that Trincherro would be needed for issues that were unfamiliar to Baum, and costs would be monitored. **A motion was made by Councilor Jamieson to approve the Engagement Letter for Mark Trincherro of Davis Wright Tremaine LLP. The motion was seconded by Councilor Carol Harrison and approved unanimously.**

STAFF REPORTS

Chief Scobert reported that he recently had his police car dented with a vehicle rolling into it while parked and is waiting for insurance to get it repaired. He is investigating speed signs as directed by the council and said local ODOT staff did not have an issue with them on Main Street but is working with regional ODOT if permits are required. The speed signs will be solar powered, record traffic data and cost \$5,250 for two signs. Chief Scobert is meeting with a vendor at the Oregon Chief's Conference next week to go over details and is researching possible grants to pay for the signage. He reported that he made one arrest of John Reser for contempt of court from an ordinance violation and will be back in court next Friday on Reser's appeal in Circuit court. Chief Scobert will attend the Child Abuse Summit in Portland in two weeks, then will be gone until May 2 on a trip to Haiti where he is with a group that will train the Haiti National Police.

PW Wilkins reported that 1.9 million gallons were pumped in February and has switched to the summer wells. The crew has completed shoulder and radius work on the streets and doing some prep work for future chip sealing. A discussion was held of who may be able to do the chip sealing in the future and if money is budgeted for this project. PW Wilkins is working to get "crack seal" for the streets and the crew has started the Jefferson Street project. The park and golf course seasonal workers of Derrick Scholl and Brad Shannon started work this week.

CA Greiner said she anticipates that the paperless packets will be ready to go for the May meeting, but for a month or two a hybrid of paper and paperless will be used. She had a tech evaluation by Solutions IT of The Dalles that will submit a report of the efficiency of the office equipment which would include the network. CA Greiner has contacted an electrician to look at the Memorial Hall for a quote on the work and hopes to put out bids after July 1 to get the acoustic problem solved.

COUNCILOR INFORMATION

The council received their budgets, budget committee meeting notice, that the broadband workshop is scheduled for May 10, community clean-up day is May 11 and that there is a council training available in Hermiston.

NEXT REGULAR MEETING

The next regularly scheduled city council meeting set for Wednesday, May 1, 2018, 7 p.m. The meeting was adjourned at 7:48 p.m.

Jim Hassing, Mayor

Date _____

ATTEST: _____
Kathryn Greiner City Administrator

Date _____

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
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	MARCH 2018	Janitorial	03/31/2018	208.40	.00	
Total ARAMARK UNIFORM SERVICES:					208.40	.00	
ARNST, TIM							
871	ARNST, TIM	APRIL 2018	Deposit Refund 1132.02 413 E Sp	03/27/2018	79.74	.00	
Total ARNST, TIM:					79.74	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	MARCH 2018	Police Cell Phone	03/06/2018	52.40	.00	
599	AT&T MOBILITY	MARCH 2018	PW Cell Phone	03/06/2018	5.48	.00	
599	AT&T MOBILITY	MARCH 2018	PW Cell Phone	03/06/2018	5.47	.00	
Total AT&T MOBILITY:					63.35	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	11712	Fiber Legal	03/26/2018	967.50	.00	
831	BAUM SMITH LLC	11712	Police - Reser & Shaw	03/26/2018	97.50	.00	
831	BAUM SMITH LLC	11712	Admin Legal	03/26/2018	150.00	.00	
Total BAUM SMITH LLC:					1,215.00	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1029980	Flatbed repair	03/09/2018	122.71	.00	
859	BENNETT'S POINT S TIRE & AU	1029980	Flatbed repair	03/09/2018	122.71	.00	
859	BENNETT'S POINT S TIRE & AU	1030158	Water Improvement Project	03/22/2018	22.00	.00	
Total BENNETT'S POINT S TIRE & AUTO:					267.42	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-65118	Park Restroom	03/21/2018	85.00	.00	
Total BISHOP SANITATION:					85.00	.00	
BOBCAT OF CENTRAL OREGON							
621	BOBCAT OF CENTRAL OREGO	01-36572	Bobcat Maintenance	03/12/2018	714.77	.00	
621	BOBCAT OF CENTRAL OREGO	01-36572	Bobcat Maintenance	03/12/2018	714.76	.00	
Total BOBCAT OF CENTRAL OREGON:					1,429.53	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	51665	Copier Charge	03/30/2018	28.18	.00	
Total BOHN'S PRINTING:					28.18	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	31659	BOD TOSS	03/10/2018	90.50	.00	
151	BOX R WATER ANALYSIS LAB	31677	E coli Coliform Testing	03/10/2018	35.00	.00	
Total BOX R WATER ANALYSIS LAB:					125.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CASELLE , INC							
166	CASELLE , INC	87242	Computer Support	04/01/2018	126.00	.00	
166	CASELLE , INC	87242	Computer Support	04/01/2018	127.00	.00	
166	CASELLE , INC	87242	Computer Support	04/01/2018	127.00	.00	
Total CASELLE , INC:					380.00	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	City Hall	03/22/2018	116.19	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Park	03/22/2018	37.58	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Memorial Hall	03/22/2018	57.82	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Ward Street Shop	03/22/2018	34.33	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	GC Clubhouse	03/22/2018	29.24	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Sewer Plant & Pivot	03/22/2018	326.92	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Disposal Plant	03/22/2018	504.60	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	City Farm	03/22/2018	1,087.44	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Street Lights	03/22/2018	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Reservoir Control	03/22/2018	40.93	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Swimming Pool	03/22/2018	49.10	.00	
169	COLUMBIA BASIN ELECTRIC	MARCH 2018	Library	03/22/2018	175.19	.00	
Total COLUMBIA BASIN ELECTRIC:					3,903.59	.00	
Condon School District							
197	Condon School District	APRIL 2018	Music Program Contribution	04/09/2018	8,000.00	.00	
Total Condon School District:					8,000.00	.00	
CONVERGE COMMUNICATIONS INC							
870	CONVERGE COMMUNICATION	20556	Fiber Consulting	04/01/2018	5,052.01	.00	
Total CONVERGE COMMUNICATIONS INC:					5,052.01	.00	
COUNTRY FLOWERS							
204	COUNTRY FLOWERS	MAR. 2018	Meeting Expense	03/31/2018	28.35	.00	
Total COUNTRY FLOWERS:					28.35	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	MARCH 2018	City Farm Heating Oil	03/31/2018	696.90	.00	
224	DEVIN OIL COMPANY	MARCH 2018	Police	03/31/2018	98.55	.00	
224	DEVIN OIL COMPANY	MARCH 2018	Water Impr Fuel	03/31/2018	734.33	.00	
Total DEVIN OIL COMPANY:					1,529.78	.00	
ELIZABETH A. FARRAR							
783	ELIZABETH A. FARRAR	331	Website	03/31/2018	100.00	.00	
Total ELIZABETH A. FARRAR:					100.00	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	0627040	Water Improvement	03/21/2018	4,346.46	.00	
254	FERGUSON ENTERPRISES	0630356	Water Improvement	03/12/2018	5,718.07	.00	
254	FERGUSON ENTERPRISES	0630379	Water Improvement	03/12/2018	1,964.48	.00	
Total FERGUSON ENTERPRISES:					12,029.01	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GREINER, KATHRYN							
347	GREINER, KATHRYN	MAR. 2018	Travel Reimbursement	04/02/2018	41.42	.00	
Total GREINER, KATHRYN:					41.42	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	MARCH 2018	Water Improvement	03/31/2018	265.86	.00	
Total HATTENHAUER DIST.:					265.86	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	MARCH 2018	Administration	04/01/2018	118.49	.00	
766	HOME TELEPHONE COMPANY	MARCH 2018	Police	04/01/2018	111.74	.00	
766	HOME TELEPHONE COMPANY	MARCH 2018	Water	04/01/2018	159.53	.00	
766	HOME TELEPHONE COMPANY	MARCH 2018	Sewer	04/01/2018	95.96	.00	
766	HOME TELEPHONE COMPANY	MARCH 2018	Pool	04/01/2018	46.75	.00	
Total HOME TELEPHONE COMPANY:					532.47	.00	
INLAND CHEMICAL SERVICE							
324	INLAND CHEMICAL SERVICE	032018030	Park Supplies	03/31/2018	98.40	.00	
Total INLAND CHEMICAL SERVICE:					98.40	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	MARCH 2018	Water Improvement	03/29/2018	310.05	.00	
Total JAMIESON & MARSHALL:					310.05	.00	
LEAGUE OF OREGON CITIES							
362	LEAGUE OF OREGON CITIES	4107	Polic Advertising	04/09/2018	20.00	.00	
Total LEAGUE OF OREGON CITIES:					20.00	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	MARCH 2018	Park	03/31/2018	66.28	.00	
371	M & A AUTO PARTS	MARCH 2018	Golf Repair	03/31/2018	50.87	.00	
371	M & A AUTO PARTS	MARCH 2018	Water	03/31/2018	25.78	.00	
371	M & A AUTO PARTS	MARCH 2018	Water Improvement	03/31/2018	95.37	.00	
371	M & A AUTO PARTS	MARCH 2018	Shop Supplies	03/31/2018	30.00	.00	
Total M & A AUTO PARTS:					268.30	.00	
MANN, JOHN							
730	MANN, JOHN	MARCH 2018	Deposit Refund/4599.04 315 W 2	03/27/2018	137.85	.00	
Total MANN, JOHN:					137.85	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	MARCH 2018	Memorial Hall Propane	03/31/2018	268.00	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2018	City Hall Propane	03/31/2018	284.26	.00	
377	MORROW COUNTY GRAIN GRO	MARCH 2018	Sewer Plant	03/31/2018	318.47	.00	
Total MORROW COUNTY GRAIN GROW.:					870.73	.00	
OFFICE DEPOT							
427	OFFICE DEPOT	119786706001	Water Supplies	03/28/2018	33.97	.00	
427	OFFICE DEPOT	119786706001	Sewer Supplies	03/28/2018	33.97	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
427	OFFICE DEPOT	119786824001	Office Supplies	03/27/2018	167.45	.00	
427	OFFICE DEPOT	119786825001	Administration	03/27/2018	45.59	.00	
427	OFFICE DEPOT	119786825001	Janitorial	03/27/2018	8.89	.00	
Total OFFICE DEPOT:					289.87	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	MAR 2018	Administration	03/30/2018	1.50	.00	
540	THE TIMES-JOURNAL	MAR 2018	Police Advertising	03/30/2018	165.00	.00	
Total THE TIMES-JOURNAL:					166.50	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	MARCH 2018	Janitorial	03/25/2018	3.89	.00	
548	TWO BOYS MEAT & GROCERY	MARCH 2018	Shop Supplies	03/25/2018	13.39	.00	
Total TWO BOYS MEAT & GROCERY:					17.28	.00	
TYGER, CIERRA							
1039	TYGER, CIERRA	APRIL 2018	Dep Refund 1118.04 510 S. Jeffer	04/10/2018	146.82	.00	
Total TYGER, CIERRA:					146.82	.00	
VISA							
559	VISA	MARCH 2018	Administration	03/22/2018	99.99	.00	
559	VISA	MARCH 2018	Janitorial	03/22/2018	171.97	.00	
559	VISA	MARCH 2018	Admin Travel	03/22/2018	219.09	.00	
559	VISA	MARCH 2018	Park	03/22/2018	74.02	.00	
559	VISA	MARCH 2018	Water Supplies	03/22/2018	8.50	.00	
559	VISA	MARCH 2018	Sewer Supplies	03/22/2018	27.97	.00	
559	VISA	MARCH 2018	Water Supplies	03/22/2018	151.63	.00	
559	VISA	MARCH 2018	Sewer Supplies	03/22/2018	151.63	.00	
559	VISA	MARCH 2018	Police Supplies	03/22/2018	90.00	.00	
559	VISA	MARCH 2018	Sewer Supplies	03/22/2018	34.97	.00	
559	VISA	MARCH 2018	golf Supplies	03/22/2018	32.97	.00	
Total VISA:					1,062.74	.00	
WELLSANDT, SUZIE							
1038	WELLSANDT, SUZIE	APRIL 2018	Deposit Refund 3470.06 313 N. O	04/10/2018	150.00	.00	
Total WELLSANDT, SUZIE:					150.00	.00	
Grand Totals:					38,903.15	.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.



CITY OF CONDON
CITY OF CONDON 1
Account Number: #### #### 8618

Statement Closing Date:
March 22, 2018

APR - 2 2018

Summary of Account Activity		
Previous Balance		\$ 1,092.99
Payments	-	1,092.99
Other Credits	-	0.00
Other Debits	+	0.00
Purchases	+	1,062.74
Cash Advances	+	0.00
Fees Charged	+	0.00
Interest Charged	+	0.00
NEW BALANCE		\$ 1,062.74
Credit Limit		\$ 10,000.00
Available Credit		8,937.00
Available Cash		0.00
Amount Disputed		0.00
Statement Closing Date		03/22/18
Days in Billing Cycle		31

APR 26 2018

Payment Information	
New Balance	\$ 1,062.74
Total Minimum Payment Due	\$1062.74
Payment Due Date	04/16/18
Late Payment Warning: IF WE DO NOT RECEIVE YOUR MINIMUM PAYMENT BY THE DATE LISTED ABOVE, YOU MAY HAVE TO PAY A LATE FEE UP TO \$15.	

Contact Information	
Customer Service: (800) 423-7503	
Report Lost or Stolen Card: (727) 570-4881	
After Hours: (866) 604-0381	
Please send Billing Inquiries and Correspondence to:	
CUSTOMER SERVICE PO BOX 30495 TAMPA, FL 33630	
Visit us on the web at:	
www.MyCardStatement.com	
Please Mail Your Payments to:	
VISA PO BOX 30131 TAMPA FL 33630-3131	

Important News	

* THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR *	
* WAS...\$ 0.00	

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Transactions					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
03/02	03/04	7011	24013398062000679375418	THE GRAND HOTEL SALEM SALEM OR	165.09



8875

CITY OF CONDON
CITY OF CONDON 1

Account Number: ##### 6613

Statement Closing Date:
March 22, 2018

Transactions... Continued					
Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
03/02	03/04	4816	24430998061400803088972	MICROSOFT *OFFICE 365 800-642-7676 WA	A10 99.99
03/04	03/05	5942	24692168063100292781762	Amazon.com	A40 30.39
03/06	03/07	5942	24692168065100544641705	AMZN.COM/BILL WA	P10 74.02
03/06	03/07	5251	24801978066400673000585	Amazon.com	W265 87.47
03/07	03/08	5814	24492158066741467469079	AMZN.COM/BILL WA	S265 87.49
03/07	03/08	5814	24492158066741467469079	SAWYER'S HARDWARE, LLC	A140 174.95
03/09	03/09	5812	24493988068091929000170	THE DALLES OR	W10 54.00
03/08	03/11	5200	24610438068010182463598	SQ *THE CONDON DINE	S10 8.50
03/09	03/11	5251	24492158068894878660063	CONDON OR	27.97
03/12	03/13	5814	24431068072838000068801	CHANS OF BEND BEND OR	A40 141.58
03/12	03/13	0763	24055238072400041000683	DOORLOCKSDI 866-755-5625 TX	W265 4.65
03/12	03/14	5200	24610438072010183094180	PANDA EXPRESS #1988	S265 4.65
03/13	03/14	5533	24492158072713816576955	BEND OR	G150 32.97
03/15	03/16	8299	24717058074260744130769	COASTAL FARM & RANCH RED	S270 34.97
03/14	03/14	6010	1 8073428398000160	REDMOND OR	W265 59.51
				DHS EQUIPMENT	S265 59.50
				866-611-9369 FL	pd 110 90.00
				LEG COUNSEL	
				503-9861243 OR	
Payments, Adjustments and Others					
TOTAL PAYMENTS OR ADJUSTMENTS					1,092.99 -
Fees					1,092.99 -
TOTAL FEES FOR THIS PERIOD					\$ 0.00
Interest Charged					\$ 0.00
TOTAL INTEREST FOR THIS PERIOD					\$ 0.00
2018 Totals Year To Date					
Total Fees Charged in 2018					\$ 0.00
Total Interest Charged in 2018					\$ 0.00

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

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.

A10 99.99
A40 171.97
A140 219.09
P10 74.02
W10 8.50
S10 27.97
W265 151.63
S265 151.63
pd 110 90.00

S270 34.97
G150 32.97

1062.74

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
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	FEBRUARY 20	Janitorial	02/28/2018	208.40	.00	
Total ARAMARK UNIFORM SERVICES:					208.40	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	FEBRUARY 20	Police Cell Phone	02/06/2018	52.40	.00	
599	AT&T MOBILITY	FEBRUARY 20	PW Cell Phone	02/06/2018	5.60	.00	
599	AT&T MOBILITY	FEBRUARY 20	PW Cell Phone	02/06/2018	5.59	.00	
Total AT&T MOBILITY:					63.59	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	11560	Police - Reser & Shaw	02/23/2018	778.00	.00	
831	BAUM SMITH LLC	11560	Fiber Legal	02/23/2018	187.50	.00	
831	BAUM SMITH LLC	11560	Credit on Contracting	02/23/2018	615.00	.00	
Total BAUM SMITH LLC:					350.50	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	JAN 2018	Water Repair	02/28/2018	8.50	.00	
859	BENNETT'S POINT S TIRE & AU	JAN 2018	Sewer Repair	02/28/2018	8.50	.00	
859	BENNETT'S POINT S TIRE & AU	JAN 2018	PW 2010 P-up Repair	02/28/2018	104.15	.00	
859	BENNETT'S POINT S TIRE & AU	JAN 2018	PW 2010 P-up Repair	02/28/2018	104.15	.00	
859	BENNETT'S POINT S TIRE & AU	JAN 2018	Water Improvement Cattle Guard	02/28/2018	514.11	.00	
Total BENNETT'S POINT S TIRE & AUTO:					739.41	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-64532	Park Restroom	02/21/2018	85.00	.00	
Total BISHOP SANITATION:					85.00	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	51397	Copier Charge	02/28/2018	22.78	.00	
Total BOHN'S PRINTING:					22.78	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	31335	BOD TOSS	02/09/2018	90.50	.00	
151	BOX R WATER ANALYSIS LAB	31351	E coli Coliform Testing	02/09/2018	35.00	.00	
Total BOX R WATER ANALYSIS LAB:					125.50	.00	
CASELLE , INC							
166	CASELLE , INC	86636	Computer Support	03/01/2018	126.00	.00	
166	CASELLE , INC	86636	Computer Support	03/01/2018	127.00	.00	
166	CASELLE , INC	86636	Computer Support	03/01/2018	127.00	.00	
Total CASELLE , INC:					380.00	.00	
CIVICPLUS							
880	CIVICPLUS	170296	Councilor Paperless Packet progr	02/28/2018	4,142.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CIVICPLUS:					4,142.00	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	City Hall	02/21/2018	143.75	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Park	02/21/2018	40.72	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Memorial Hall	02/21/2018	78.92	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Ward Street Shop	02/21/2018	31.47	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	GC Clubhouse	02/21/2018	30.08	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Sewer Plant w pivot	02/21/2018	353.65	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Disposal Plant	02/21/2018	517.26	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	City Farm	02/21/2018	1,123.78	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Street Lights	02/21/2018	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Reservoir	02/21/2018	42.97	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Swimming Pool	02/21/2018	47.99	.00	
169	COLUMBIA BASIN ELECTRIC	FEBRUARY 20	Library	02/21/2018	246.22	.00	
Total COLUMBIA BASIN ELECTRIC:					4,101.06	.00	
CONVERGE COMMUNICATIONS INC							
870	CONVERGE COMMUNICATION	20555	Fiber Consulting	03/04/2018	4,388.40	.00	
Total CONVERGE COMMUNICATIONS INC:					4,388.40	.00	
COUNTRY FLOWERS							
204	COUNTRY FLOWERS	MARCH 2018	Retreat	02/28/2018	108.85	.00	
204	COUNTRY FLOWERS	MARCH 2018	Durfey Retirement	02/28/2018	3.50	.00	
204	COUNTRY FLOWERS	MARCH 2018	Transfer Station Supplies	02/28/2018	9.00	.00	
Total COUNTRY FLOWERS:					121.35	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	FEB 2018	Water Fuel	02/28/2018	38.13	.00	
224	DEVIN OIL COMPANY	FEB 2018	Sewer Fuel	02/28/2018	38.14	.00	
224	DEVIN OIL COMPANY	FEB 2018	Police	02/28/2018	90.32	.00	
Total DEVIN OIL COMPANY:					166.59	.00	
ELIZABETH A. FARRAR							
783	ELIZABETH A. FARRAR	328	Website	02/28/2018	125.00	.00	
Total ELIZABETH A. FARRAR:					125.00	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	0625858	Water Improvement	03/01/2018	20,093.77	.00	
254	FERGUSON ENTERPRISES	0626603	Water Improvement	03/01/2018	6,657.32	.00	
254	FERGUSON ENTERPRISES	0626606	Water Improvement	02/19/2018	8,492.99	.00	
254	FERGUSON ENTERPRISES	0626606-1	Water Improvement	02/27/2018	2,910.52	.00	
Total FERGUSON ENTERPRISES:					38,154.60	.00	
GILLIAM COUNTY FAIRBOARD							
656	GILLIAM COUNTY FAIRBOARD	MARCH 2018	Tourism Funds/Fair Midway Dona	02/28/2018	750.00	.00	
Total GILLIAM COUNTY FAIRBOARD:					750.00	.00	
GREINER, KATHRYN							
347	GREINER, KATHRYN	MARCH 2018	CIS Conference Travel	03/09/2018	241.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total GREINER, KATHRYN:					241.00	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL80369	Water	02/28/2018	213.94	.00	
304	HATTENHAUER DIST.	CL80369	Sewer	02/28/2018	213.94	.00	
Total HATTENHAUER DIST.:					427.88	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	FEBRUARY 20	Administration	03/01/2018	118.77	.00	
766	HOME TELEPHONE COMPANY	FEBRUARY 20	Police	03/01/2018	112.02	.00	
766	HOME TELEPHONE COMPANY	FEBRUARY 20	Water	03/01/2018	163.09	.00	
766	HOME TELEPHONE COMPANY	FEBRUARY 20	Sewer	03/01/2018	96.24	.00	
766	HOME TELEPHONE COMPANY	FEBRUARY 20	Pool	03/01/2018	46.89	.00	
Total HOME TELEPHONE COMPANY:					537.01	.00	
JAEGER, JONI							
1037	JAEGER, JONI	FEB 2018	Refund Dep 2234.06 219 S East	02/18/2018	25.24	.00	
Total JAEGER, JONI:					25.24	.00	
JOHN DEERE FINANCIAL							
248	JOHN DEERE FINANCIAL	P64941	Golf Repair & Maintenance	02/27/2018	15.29	.00	
Total JOHN DEERE FINANCIAL:					15.29	.00	
LANE, K'LYNN							
879	LANE, K'LYNN	16	Larry Retirement Gift	02/28/2018	100.00	.00	
Total LANE, K'LYNN:					100.00	.00	
LEXIPOL LLC							
640	LEXIPOL LLC	23620	Police Manual - one year	02/12/2018	990.00	.00	
Total LEXIPOL LLC:					990.00	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	FEB 2018	Golf Repair	02/28/2018	100.27	.00	
371	M & A AUTO PARTS	FEB 2018	Water	02/28/2018	20.79	.00	
371	M & A AUTO PARTS	FEB 2018	Water	02/28/2018	82.08	.00	
371	M & A AUTO PARTS	FEB 2018	Sewer	02/28/2018	208.01	.00	
371	M & A AUTO PARTS	FEB 2018	Streets	02/28/2018	4.84	.00	
371	M & A AUTO PARTS	FEB 2018	Streets	02/28/2018	30.64	.00	
Total M & A AUTO PARTS:					446.63	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	FEB 2018	Memorial Hall Propane	02/28/2018	858.35	.00	
377	MORROW COUNTY GRAIN GRO	FEB 2018	City Hall Propane	02/28/2018	198.47	.00	
377	MORROW COUNTY GRAIN GRO	FEB 2018	Sewer Plant	02/28/2018	242.11	.00	
Total MORROW COUNTY GRAIN GROW.:					1,298.93	.00	
OFFICE DEPOT							
427	OFFICE DEPOT	107276991001	Office Supplies	02/13/2018	33.38	.00	
427	OFFICE DEPOT	107277031001	Police Supplies	02/13/2018	42.66	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
427	OFFICE DEPOT	112575037001	Water Supplies	03/02/2018	53.92	.00	
427	OFFICE DEPOT	112575037001	Sewer Supplies	03/02/2018	53.91	.00	
Total OFFICE DEPOT:					183.87	.00	
OPEN COUNTRY FARM							
433	OPEN COUNTRY FARM	12-13678	Water Supplies	02/08/2018	5.89	.00	
Total OPEN COUNTRY FARM:					5.89	.00	
PACIFIC GOLF & TURF							
881	PACIFIC GOLF & TURF	03-46423	Reel repairs - Gang mowers	02/15/2018	9,968.79	.00	
Total PACIFIC GOLF & TURF:					9,968.79	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	MARCH 2018	Dev Gilliam County	02/28/2018	42.50	.00	
Total THE TIMES-JOURNAL:					42.50	.00	
THYSSENKRUPP ELEVATOR							
773	THYSSENKRUPP ELEVATOR	3003736926	Lift Chair Mar-May	03/01/2018	232.38	.00	
Total THYSSENKRUPP ELEVATOR:					232.38	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	FEB 2018	Meeting expense	02/25/2018	52.01	.00	
548	TWO BOYS MEAT & GROCERY	FEB 2018	Supplies	02/25/2018	33.12	.00	
548	TWO BOYS MEAT & GROCERY	FEB 2018	Sewer shop Supplies	02/25/2018	13.39	.00	
Total TWO BOYS MEAT & GROCERY:					98.52	.00	
VALMONT NORTHWEST, VALMONT NORTHWEST							
555	VALMONT NORTHWEST, VALM	36815	Pivot Parts	02/14/2018	129.75	.00	
Total VALMONT NORTHWEST, VALMONT NORTHWEST:					129.75	.00	
VISA							
559	VISA	FEB 2018	Park	02/19/2018	245.86	.00	
559	VISA	FEB 2018	Administration	02/19/2018	58.70	.00	
559	VISA	FEB 2018	Admin Travel	02/19/2018	65.00	.00	
559	VISA	FEB 2018	Police Supplies	02/19/2018	15.00	.00	
559	VISA	FEB 2018	Water Supplies	02/19/2018	309.00	.00	
559	VISA	FEB 2018	Sewer Certification	02/19/2018	188.43	.00	
559	VISA	FEB 2018	Water Certification	02/19/2018	125.00	.00	
559	VISA	FEB 2018	Website	02/19/2018	86.00	.00	
Total VISA:					1,092.99	.00	
Western States Equipment							
572	Western States Equipment	IN000583561	Generator Repair	02/19/2018	3,430.44	.00	
Total Western States Equipment:					3,430.44	.00	
WRIGHT CHEVROLET, INC.							
587	WRIGHT CHEVROLET, INC.	27141	Police Vehicle Repair - trailblazer	02/21/2018	310.07	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total WRIGHT CHEVROLET, INC.:					310.07	.00	
Grand Totals:					73,501.36	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



CITY OF CONDON PRESENTS

WHAT IS FIBER/ BROADBAND?

FREE WORKSHOP - DISCUSS THE USES OF
BROADBAND IN OUR COMMUNITY

DATE: THURSDAY, MAY 10

TIME: 6 – 8 P.M. (LIGHT SNACKS AT 5:30 P.M.)

MEMORIAL HALL

120 S. MAIN STREET, CONDON

Workshop topics include the City of Condon's broadband strategic plan, Broadband 101 – a beginner's guide, distance learning, telemedicine, economic development & emergency services.

FOR MORE INFORMATION CONTACT: KATHRYN GREINER – ADMINISTRATION@CITYOFCONDON.COM

POSITION DESCRIPTION

Job Title: Golf Course Attendant

Supervisor: PW Superintendent or PW Staff as Assigned

Department/Office: Parks & Recreation

Type: Full Time Seasonal

FLSA: Non Exempt

GENERAL STATEMENT OF RESPONSIBILITIES

Responsible for maintenance and operation of golf course from approximately, April 1 to October 31 exact dates may vary.

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 golf course grounds, are properly groomed, and marked safe for public use.
2. Maintain golf course equipment, such as, but not limited to, mowers, weed eaters and irrigation system.
3. Following appropriate safety requirements, apply pesticides and fertilizers to grounds.
4. Operate irrigation and well pump systems.
5. Troubleshoot, repair leaks and reset times on irrigation and pump systems.
6. Plan and order for annual plantings, equipment needs.
7. Maintain and repair bathroom facilities.
8. Operate a variety of hand and power tools commonly used in grounds maintenance work.
9. Participate in scheduled safety classes.

NON-ESSENTIAL FUNCTIONS

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

COMPETENCIE

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

1. Customer Services: Friendly and helpful attitude toward golf course visitors.
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 landscape and golf course ground maintenance methods and techniques. Including, but not limited to, lawn maintenance, weed and pest control and irrigation systems. Working knowledge of maintenance and repair of grounds and landscaping equipment and equipment operation of mower, tractor & weed eater. 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 grounds and equipment. 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 5/2/2018

Signature: _____ - Supervisor

POSITION DESCRIPTION

Job Title: Park Attendant

Supervisor: PW Superintendent or PW Staff as Assigned

Department/Office: Parks & Recreation

Type: Full Time Seasonal

FLSA: ~~Non-Exempt~~

Comment [JM1]: Jobs likes this typically are Non-Exempt

For more information, please visit BOLI's FAQ website:

http://www.oregon.gov/boli/TA/pages/tfaq_taclass.aspx

GENERAL STATEMENT OF RESPONSIBILITIES

Responsible for maintenance and operation of park from [approximately](#) April 1 to October 31; [actual dates may vary](#).

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 park grounds, sidewalks, playground are properly groomed, marked and safe for public use.
2. Maintain park equipment, [such as, but not limited to, ~~which includes~~](#) mowers, weed eaters and irrigation system.
3. [Following appropriate safety requirements, a](#)Apply pesticides and fertilizers to grounds.
4. ~~Adheres to safety precautions for existing equipment.~~
4. Operate irrigation and fountain systems. Troubleshoot, repair leaks and reset times on irrigation and fountain systems.
5. Plan and order for annual plantings, equipment needs.
6. Maintain and repair bathroom facilities.
7. Operates a variety of hand and power tools commonly used in grounds maintenance work.
8. ~~Operates truck and mowers.~~
9. [Requires Participate in scheduled](#) safety classes ~~annually and knowledge of safety practices.~~

NON-ESSENTIAL FUNCTIONS

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

COMPETENCIES

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

1. Customer Services: Friendly and helpful attitude toward park visitors.
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 landscape and grounds maintenance methods and techniques. ~~—This would include~~including, but not limited to, lawn maintenance, weed and pest control and irrigation systems. Working knowledge of maintenance and repair of grounds, landscaping equipment and equipment operation of mower, edger & weed eater. Requires thorough knowledge of safety practices for tools, equipment, materials and chemicals used in the park.
- Abilities: Requires the ability to follow verbal and written instructions. Must be able to plan, organize and prioritize work in order to maintain the grounds and equipment. 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 5/2/2018

Signature: Signature:
Supervisors

DRAFT

CITY OF CONDON
Public Works Committee Notes
Thursday, April 26, 2018 - 10 a.m.
City Hall – Council Chambers

Present: Mayor Jim Hassing, Councilors Donald Jamieson & Michael Cronk, PW Staff Gibb Wilkins & Aaron Fitzsimmons, CA Greiner

CA Greiner explained that with the resignation of Brad Standiford from the Public Works Staff what did the committee want to do about hiring another staff member. Councilor Cronk stated that it would be hard to find a qualified person and suggested they look at a part time person. Councilor Jamieson asked if we really needed another employee as the city used to operate with two employees. PW Wilkins said that is they go to two employees the digging will go down by 50%.

Discussed options of waiting until November to put out an advertisement, using contract labor if needed for projects to continue to move projects along, and to look for specific skill set in a new employee which would include mechanical and willingness to get certified. Discussed adding mandatory garbage service to department.

Recommendation of committee to wait until later in the year to determine if an employee is needed.

Discussed the farming contract that will be on next week's agenda with John Johnson and noted that the split is 60/40 and due for negotiation every year. The current contract states that barley will be planted this year and alfalfa planted in 2019. Also discussed watering issues with the pivot.

Discussed the speed signs on Main Street information to be worked out with Chief Scobert upon his return.

City of Condon
Budget Committee Meeting
April 23, 2018
7 p.m.

Present:	Staff Present:
Mayor Jim Hassing Councilor Carol Harrison Councilor Donald Jamieson Councilor Janet Stinchfield Councilor Michael Cronk Budget Committee Members: Cheryl Baker John Barnett Garnett Bettencourt Stephanie Carter Dennis Bruneau	Kathryn Greiner, City Administrator Gibb Wilkins, PW Supt.

Absent:
Councilor Tom Fatland Councilor Boyd Harris Dan Schott Jay LaRue

CALL TO ORDER

Mayor Jim Hassing called the Budget Committee meeting to order at 7:01 p.m.

ROLL CALL

City Administrator took roll call and a quorum was present.

PUBLIC COMMENT

The meeting was open to public comment; none was given, so the public comment period was closed.

ELECTION OF BUDGET COMMITTEE OFFICERS

Dennis Brunea nominated Mayor Hassing as budget committee chairman. The nomination was seconded by Councilor Jan Stinchfield and approved unanimously.

Bruneau nominated Councilor Jan Stinchfield for budget committee secretary. The nomination was seconded by Mayor Hassing and approved unanimously.

MINUTES

The April 17, 2017 budget committee meetings minutes were provided by CA Greiner. **Motion was made by Councilor Stinchfield to approve the April 17, 2017 budget committee minutes. The motion was seconded by Bruneau and approved unanimously.**

BUDGET DISCUSSION AND PRESENTATION

CA Greiner, budget officer did a quick review of the budget and said that there were several items that needed to be noted in the document. PERS rates remain the same as the previous year of approximately 38% of payroll and will continue the rate for the 2018-19 year. She noted that there have been several events that may affect the budget and she will explain them those funds are discussed.

CA Greiner reviewed the following:

- General Fund – The cash on hand increased considerably due to the fact that some of the larger projects were not done in the current fiscal year. The road levy item was decreased due to overbudgeting the previous year and the miscellaneous account is from insurance refund and last year a CBEC capital credit. The OWSI Host fee from the tonnage at the landfill has been determined to be approximately \$20,000 more than budgeted but will remain at the lower amount. In Administration the telephone line item contains the cost of internet and the building improvements item increased considerably due to the fact that the bids came in much higher for the proposed remodel than what was originally estimated by the architect. Police department budget went up to consider if the new police personnel hired was not retired. No applications have been received and CA Greiner said that she will discuss in the next several weeks how to proceed. Fire department, golf, park and pool remained relatively the same with just minor increases due to wages and an employee now eligible for PERS. Non-departmental expenditures decreased slightly due to less transfers and lower contingency funds.
- Memorial Hall has a large increase to complete an acoustic project.
- State Street fund increased slightly from the previous year as it still contains two ODOT projects for sidewalks that were not expended last year, and may not be this year due to timing of ODOT's grant cycle. Two grants equaling \$500,000 for \$650,000 of projects.
- State Revenue Sharing is the accounting of the fiber project that will begin in the current year and not be completed until 2019. This is a fund where there is a difference from when the budget was distributed in that the city offered to be the fiscal officer for Gilliam County where they would have a pass through of \$1.3 million but decided to do their own management. CA Greiner stated that she would like to leave it in if the county changed their mind and that she was starting to write grants toward this project.

- Development fund increased considerable due to a council goal of looking to turn their property north of the golf course into a planned housing development. Tenneson Engineering of The Dalles is doing a plan of streets and lot sizes and when finished it will be sent to the city's engineer of record to do water and sewer engineering.
- Water Fund has a remains relatively the same.
- Sewer Fund increased slightly due to a loan retirement last year and a higher cash carryover.
- Equipment fund for general purchases (008), water (080) and wastewater (090) equipment increased due to no purchases made of equipment in the current fiscal year.
- Sewer Reserve Fund is the \$1 a month on each utility bill/hook-up and is a savings for upgrading the sewer plant. This fund has just increased by interest and the monthly funds received.
- Transient Tax Fund down slightly due to one of the establishments being closed for several months during the slow season.
- Water System Improvement decreased slightly due to use of Gilliam County's infrastructure grant being used to replace water pipes and is expected to use the remaining approximate \$500,000 Gilliam County gave the city 6 years to use the \$1.4 million funds and the city is on year 5 and will have to ask for an extension. If an extension is not granted, then it will hire a contractor to complete projects to use the remaining fund.
- Wastewater System Improvement Fund remains at a similar amount as the Gilliam County grant funds have been expended and with a new Master Plan in place the reserve will be built up to do the projects in the plan.
- Debt service fund has the needed funds to pay the annual bond payment and meet the reserve requirements of the bond.

Councilor Stinchfield moved that the City of Condon budget committee approve taxes for the 2018-19 fiscal year at the rate of \$7.2820 per \$1,000 of assessed value for operating purposes, and in the amount of \$26,316 for payment of bond principal and interest. The motion was seconded by Bruneau and approved unanimously.

Bruneau made a motion that the City of Condon budget committee approves the 2018-19 proposed budget as presented. The motion was seconded by Councilor Stinchfield and approved unanimously.

The meeting was adjourned at 7:24 p.m.

Budget Committee Chairperson

Date _____

ATTEST: _____ Date: _____

Kathryn Greiner, City Administrator