

**MISSION STATEMENT: TO PROVIDE A SAFE, HEALTHFUL AND SOUND ECONOMIC ENVIRONMENT,  
PROGRESSIVELY ENHANCING OUR QUALITY OF LIFE**

**AGENDA  
CITY COUNCIL - CITY OF ONTARIO, OREGON  
TUESDAY, February 17, 2015, 7:00 p.m., M.T.**

- 1) Call to order**  
Roll Call: Norm Crume \_\_\_\_\_ Tessa Winebarger \_\_\_\_\_ Charlotte Fugate \_\_\_\_\_ Thomas Jost \_\_\_\_\_  
Larry Tuttle \_\_\_\_\_ Betty Carter \_\_\_\_\_ Mayor Ron Verini \_\_\_\_\_

**2) Pledge of Allegiance**

This Agenda was posted on Wednesday, February 11, 2015. Copies of the Agenda are available at the City Hall Customer Service Counter and on the city's website at [www.ontariooregon.org](http://www.ontariooregon.org).

**3) Motion to adopt the entire agenda**

**4) Consent Agenda: Motion Action Approving Consent Agenda Items**

- A) Approval of Minutes of Regular Meeting of 02/02/2015 ..... 1-6  
B) Appointment to Recreation Board: BreAnna McLean ..... 7-8  
C) Approval of the Bills

- 5) Public Comments:** Citizens may address the Council; however, Council may not be able to provide an immediate answer or response. Out of respect to the Council and others in attendance, please limit your comment to three (3) minutes. Please state your name and city of residence for the record.

**6) Department Head Updates**

**7) Old Business**

- A) Diagonal Parking Request Denial Appeal Pilgrim Lutheran Church 208 SW 1<sup>st</sup> Avenue ..... 9-12  
B) Ordinance #2698-2015: Amend OMC 3-11-4 re TOT by Deleting the Requirement of 3-11-4(B) to Budget Funds for Street Maintenance Activities for Ten Years - *Final Reading* ..... 13-16

**8) New Business**

- A) Resolution #2015-104: Bank Signatories ..... 17-18  
B) Selection of J-U-B Engineers, Inc., as Airport Engineering Contractor ..... 19-20  
C) Change of Operations and Skyline Farms – Wastewater Treatment Disposal ..... 21-22

**9) Discussion Items**

- A) Statement on Radio Transmission Issues: OFR/OPD Chiefs  
B) Invitation to Western Treasure Valley Economic Breakfast  
C) Public Works Stats: Dec, 2014  
D) Minutes: County Court 1/21/15, 1/28/15, 2/4/15; SREDA 2/4/15; PWC 12/9/14  
E) Financials

**10) Correspondence, Comments and Ex-Officio Reports**

**11) Executive Session**

- A) ORS 192.660(2)(e)  
B) ORS 192.660(2)(a)

**12) Adjourn**

**ONTARIO CITY COUNCIL MEETING MINUTES  
Monday, February 2, 2015**

The regular meeting of the Ontario City Council was called to order by Mayor Ronald Verini at 7:00 p.m. on Monday, February 2, 2015, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Tessa Winebarger, Charlotte Fugate, Thomas Jost, Larry Tuttle, and Betty Carter.

Members of staff present were Tori Barnett, Larry Sullivan, Marcy Siriwardene, Mary Domby, Kari Ott, Mark Alexander, Dave VanWagner and Betsy Roberts. The meeting was recorded, and copies are available at City Hall.

Betty Carter led everyone in the Pledge of Allegiance.

**AGENDA**

Mayor Verini stated there were new hand-outs: first, the proposed motion for item 8C had been amended; second, the addition of the new action item 8E; and third, the addition of item 8B had been added.

Norm Crume moved, seconded by Charlotte Fugate, to adopt the Agenda as amended. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 7/0/0.

**CONSENT AGENDA**

Charlotte Fugate moved, seconded by Betty Carter, to approve Consent Agenda Item A: Minutes of the Regular Meeting of January 20, 2015; and Item B: Approval of the Bills. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 7/0/0.

**NEW BUSINESS**

**Audit Presentation**

Mike Poe, of Lewis, Poe, Moeller, Gunderson, & Roberts, La Grande, Oregon, stated his firm had conducted the audit for this year. He had met with Councilors Fugate and Carter earlier that day, and he went into great detail with them. He asked what the Council might want, and was told just a quick overview of what an audit was, along with the findings. He had distributed a copy of the Audited Financial Statements that evening, along with two separate reports. One of those was required communications; the other, was the management letter, which had some findings listed.

On the letter of required communications, that was pretty boiler plate, required by auditing standards for auditors to communicate to the Council. There was nothing negative in the letter, no problems. It outlined important factors such as some of the numbers in the financial statement were estimated; stating there were no difficulties or differences of opinion between the auditor and management; and all the corrections being proposed by the auditor were posted.

The management letter outlined some deficiencies. If the audit revealed any issues, it had to be classified in a category. If it was significant, and it was important for the city to address, it was a *Material Weakness*. If it wasn't to that level, but needed attention, it was termed a *Significant Deficiency*. All the other comments were placed in one category. With those other comments, those were auditor's judgment on whether those would be communicated in writing or verbal with management or Council. He opted to go with written.

The first item in the letter dealt with accrued vacation. Management might have a different perspective on that, but what he noted was that the city had a policy that limited the amount of accrued vacation that could be carried. It appeared to have a cap. When reviewing payroll, there were some employees, not many, who had hours above that set limit. He questioned if those employees truly lost those hours or if that was the intent under the policy, so there might need to be something added to accounting which addressed the intent of the policy and that it was being followed.

Number two had been corrected by management before the audit was completed. Throughout the year, there had been billings to Snake River Correctional Facility that were close to six months behind. That had been caught up and paid before the audit. As an auditor, he was charged with determining if the system was operating at a level that staff or the system would catch, detect, and/or correct, errors or flaws. In this case, the system corrected the issue. It was a large dollar amount, and it could have had a large impact on the city's finances.

Number three was a two-part issue. When accounts receivable were booked into the accounting system, one thing that accounting standards required was that at year end, they reviewed and determined if all of those receivables were collectable. If there were any in doubt, there should be an allowance for doubtful accounts booked to lower the value to what they expected to collect. There was not an allowance account established previously, but there was one now. Management reviewed and estimated that allowance and booked it.

Regarding the findings in the rear of the report, page 71, it was where the other *Significant Deficiencies* were outlined. The first issue dealt with a similar issue with accounts receivable. It was noted that on the aging accounts receivable report, there were a lot of accounts that were old, had no activity during the year, hadn't changed too much from the prior year, or just old accounts the city had not been able to collect on. The auditors believed they were uncollectable. With that, he had asked what the policy was for the city. Was there a written policy on receivables or what was the collection policy? There were some things being done, but there really wasn't a written policy being followed. He recommended a written policy be adopted and that staff clean up the "dead" accounts, if they were truly dead and uncollectable, and that those be written off so they didn't misstate the financial statements. They'd be able to get the number that was actually collectable. One part of the policy was that the Council was the body that should approve the final write-off. The policy that should be created, would have steps such as that after so many days a letter would be sent, maybe followed by a second letter, maybe a call by the city, whatever procedure they wanted to enact, but then the account might go to a collection agency. There were many ways to approach this, and they'd need to find what worked best for this organization. When it was time to delete the account out of the system, so there would be no more follow-up by city officials, the final step should be approved by the Council. This was partly for transparency, and partly for providing protection for management. In essence, they would create a policy to collect a fee, which wasn't collected, and management shouldn't be the party to decide whether or not to stop that collection; it should be an order made by Council.

Mayor Verini asked if they were looking at a significant amount of money on this, or were they just seeing a few inadequacies.

Mr. Poe stated in his opinion, it was a pretty significant dollar amount of dead accounts. He didn't recall the exact figure, but guessed at around \$40K-\$50K of really old issues. There was the same number as prior years, with no activity in those accounts, as people moved away, abandoned their property, or whatever. It was not a good idea for management to be wiping those out, so those just remained in the system, showing as owed to the city, but some were so old there would probably not be much success in collecting.

Mayor Verini asked if that would show on their balance sheet as cash on hand.

Mr. Poe stated no, it would show as accounts receivable or notes receivable.

Mayor Verini stated then it wouldn't be part of the budget.

Mr. Poe stated no, because the budget was generally based on collections, but it would affect the revenue in the financial statement issued to the state.

Councilor Tuttle stated if it was projected revenue, and the budget was based on that, it would affect it, wouldn't it?

Mr. Poe stated at some time in the past it had affected it, because it had been projected. When they built the budget, they looked at what the receivables were currently, what they would be billing, and what the receivables would be in end. That's what was budgeted for. If they added \$50K of dead accounts at the beginning of the year, and \$50K at the end, it didn't really affect last year's budget, but it would have affected some of the previous ones.

Mr. Poe continued with the second item, which dealt with the city's disbursement cycle. He met with management earlier in the day, and was informed by staff and the two previously mentioned Councilors that there had been a lot of work done in this area. He believed there were some weaknesses in the disbursement cycle. As they reviewed it, he believed there were some good controls over the disbursements, but as an Auditor, it was all word of mouth, there wasn't a good paper trail. As an example, he was aware that Council received copies of the check registers and financial information, which was approved by them at a Council meeting, as reflected in the minutes. And, after speaking with the Audit Committee, it was confirmed that the information was received. As an Auditor, however, coming in later, if he had been shown the report, how could he confirm that it was the report actually, truly seen and approved by the Council? He wanted to see some of that approval action documented with initials, signed off as the official report. In addition, some of the accounting staff were reviewing bank statements on-line, and viewing cancelled checks, but again, there was nothing to evidence they were actually doing that. Many times when they'd get into court or into a state audit where a complaint was being addressed, if there was no written documentation that occurred at the time of the event, testimony was not good enough evidence to prove what they stated was done, was truly done. They might have a staff member who was no longer employed or who was unable to testify. The records didn't have the appropriate audit trail to prove there had been management approval on these things. It should be easily correctable steps: printing them off, reviewing them, initialing them, and stating the date of review. An Auditor would be able to see the procedure and approval process was working.

As an Auditor, one thing he didn't like, and he was aware it had been changed, and discussed in the past, but he was probably more critical of the system because of it, but that was with having the signatures on checks printed by computer, rather than signed by individuals or using a stamp controlled by the individuals. Anyone who had access to a computer and check stock could print a city check and it would be hard to distinguish between that check from any other check that went through the approval process. He was sure that would be changed, so he didn't feel it necessary to bring that up further.

Mayor Verini stated the city was currently changing that.

Mr. Poe stated with regard to the rest of the review, the city had some good controls in place, and things were being watched and reviewed. Many times he was only able to talk about negative things, but there were a lot of good things taking place in the city, too. He understood it was difficult to really deeply discuss as the Council had just received report, but they could certainly contact him at any time.

Councilor Crume asked if they looked at previous audits to see the deficiencies that were there before, to compare with what was showing currently.

Mr. Poe stated he hadn't taken that approach. He reviewed some past audits, and one issue that he noticed was a qualified opinion on fixed assets, but that had been done for years. He was charged with determining if he was comfortable with the beginning balances, and could move forward. With financial statements, when looking at the balance, including cash, accounts receivable, fixed assets, and payables, those numbers affected what the beginning equity was. He had to do enough work to satisfy himself that the equity number was correct, so that this year's numbers weren't misstated. The thing he would note was there was not an allowance for doubtful accounts for the accounts receivable. In his opinion, the assets were overstated by \$40K-\$50K.

Councilor Crume wanted to know if, in regard to the problems the city had before, had a significant change been made? It appeared there had been.

Mr. Poe stated that was correct. Many issues from prior years had been addressed and corrected.

Larry Sullivan, City Attorney, stated by accepting the Audit, it meant the Council was acknowledging receipt of the Audit, and there was nothing in the Audit Report, at this time, the Council disagreed with. They always had the option of going back and reviewing it, and possibly bringing forward changes they'd like to see made.

Betty Carter moved, seconded by Norm Crume, to accept the Audit Report as submitted by the Auditor. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 7/0/0.

**Notice to Proceed: Professional Engineering Services for Additional Sanitary Sewer Replacement Design, Bidding, and Construction Administration Services (Anderson-Perry)**

Betsy Roberts, CH2M HILL, City Engineer, stated this was a request by CH2M Hill to the city to provide Notice to Proceed to Anderson-Perry design engineers to develop additional construction drawings and update contract documents to include several of the City's "hot spot" sanitary sewer problem areas. They did not anticipate exceeding the \$21,000 total. Based on questions posed by Councilor Tuttle at the previous work session, she had contacted Anderson-Perry, and based on her conversation with them, she amended the action before the Council to reflect the \$19K on the design, plus up to \$2K for bidding and construction support, *only used if the City Engineer requested their support.*

Councilor Crume asked about the Hydrogen Gas level.

Ms. Roberts said that a lot of systems did not have the corrosion that they were seeing in Ontario, and slopes could create more turbulence. Staff would be looking into that.

Continuing on, the Council previously approved Work Order 6-Revised, dated April 15, 2014, to conduct the initial sanitary sewer replacement work identified by Public Works staff. The original amount of work incorporated nearly 1,600 linear feet of existing sanitary sewer mainline and manholes. Wastewater entering the Ontario collection system was high in Hydrogen Sulfide Gas. This acidic product corroded the exposed surfaces of concrete pipe and manholes, causing severe structural damage over time. The city had consistently been upgrading its concrete pipe and manholes with new plastic pipe and concrete manholes with polyurethane-lined manholes.

In addition to the sanitary sewer replacement work already developed by Anderson-Perry in Work Order 6 Revised, addition of these "hot spot" sections of sanitary sewer mainline and manholes was recommended. The "hot spots" were sections of pipe and manholes that needed more attention than was typical. Several plugged easily, creating potential overflow situations or other such safety hazards.

Staff recommended developing the bid document in such a manner that the budget could be met by eliminating deductive alternates. In this manner, the city took full advantage of their available budget while not overspending. If there were deductive alternate segments of pipe that did not get completed in this project construction cycle, the design was complete and could easily be done at a different time when funds became available. Because the city's fiscal year bisected the middle of the construction season, staff anticipated the construction work would not be fully completed in this current fiscal year. This could be to the city's benefit in taking budgets from two separate fiscal years.

If the Council chose to not authorize the Notice to Proceed for Anderson Perry, the existing work would still continue forward as planned and that portion of work would be constructed this spring and summer, given a successful bid was received.

Work would be billed on a lump sum basis, in accordance with the estimate included in the Work Order. The City Engineer would manage the work identified to the aggregate total budget amount, \$19,000, plus up to \$2,000 for bidding and construction support if needed. The total amount of \$21,000 would not be exceeded without prior written authorization from the city. This was a budgeted item, and funding would be expended from Line Item 110-165-719312 Sanitary Sewer-Hot Spots.

Norm Crume moved, seconded by Charlotte Fugate, that the City Council authorize a Notice to Proceed for Professional Engineering Services by Anderson-Perry to conduct the Additional Sanitary Sewer Replacement Design, Bidding, and Construction Administration Services Work for the spring of 2015 in the amount of \$19,000 for design and up to \$2,000 for Construction Administration Services, as requested by the City Engineer. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 7/0/0.

Councilor Crume asked that Ms. Roberts, as staff learned about the city's system, keep the Council informed, occasionally, on the gas problems. He was interested in what was found, and what some future remedies might be.

**Ordinance #2698-2015: Amend OMC 3-11-4 re TOT by Deleting the Requirement of 3-11-4(B) to Budget Funds for Street Maintenance Activities for Ten Years – 1<sup>st</sup> Reading**

Larry Sullivan, City Attorney, stated at the City Council work session on January 15, 2015, the Council amended the agenda for the January 20, 2015, public meeting to include as a new business item a discussion of an ordinance to change City Code Section 3-11-4(B) concerning the allocation of the City's Transient Occupancy Tax (TOT). A number of Council members wanted to discuss such an ordinance.

The city received taxes from individuals that stayed in the city's motels. Before November, 2013, Section 3-11-4 of the Ontario City Code read that 52.5% of those taxes had to be paid into the city's street fund for street maintenance. Between 2005 and 2012, city staff and the City Council failed to follow that Code section and did not spend any of the TOT funds received for street maintenance. Michael Long, a former city Finance Director, brought the misallocations to the Council's attention at the end of 2012.

After many months of discussion, the Council passed Ordinance 2685-2013 in November, 2013, to require the city to correct the misallocations by budgeting an additional \$202,648 annually for ten years for street maintenance activities. That ordinance also reduced the amount that had to be spent for street maintenance activities from 52.5% of the TOT funds received by the city to 26.5%.

If the City Council approved Ordinance 2698-2015, the city would no longer be required to budget \$202,648 annually for street maintenance activities in order to comply with City Code Section 3-11-4(B). The other requirement in Section 3-11-4 that 26.5% of TOT funds be used for street maintenance activities would remain in effect. The City Council could delete subsection (B) of City Code Section 3-11-4 and discontinue paying \$202,648 annually for street maintenance without violating any laws.

Norm Crume moved, seconded by Charlotte Fugate, that the City Council approve Ordinance No. 2698-2015, AN ORDINANCE AMENDING CITY CODE SECTION 3-11-4 BY DELETING THE REQUIREMENT OF 3-11-4(B) TO BUDGET FUNDS FOR STREET MAINTENANCE ACTIVITIES FOR TEN YEARS, on First Reading by Title Only. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-no; Carter-yes; Verini-yes. Motion carried 7/1/0.

**E) Proposed Increase in Interim City Manager Salary**

Kari Ott, CPA, Finance Department, stated Tori Barnett, City Recorder, had been the Interim City Manager since April 1, 2014. It was believed at that time that the interim position would last approximately four to six months. A mutual agreement was reached for a stipend in her salary for this extra duty for that timeframe. As the extra duty now neared twelve months in duration, Council discussed increasing the salary for the City Recorder/Interim City Manager to \$105,000 annually.

On January 29, 2015, during the work session, it was Council consensus to increase the salary of the Interim City Manager, and directed staff to bring a staff report for proposed action to the February 2, 2015 Council meeting.

After the previous City Manager resigned, the City Council asked City Recorder Tori Barnett to become Interim City Manager until a new City Manager was hired. The agreement was that the City Recorder/Interim City Manager would receive an extra \$2,400 per month while performing City Manager duties for an estimated four to six months. The Council discussed increasing the City Recorder/Interim City Manager's salary to \$105,000 annually (\$8,750 monthly) and to make it retroactive to September 2014. There were sufficient funds available within the Administration Department personnel services to cover the increase, along with the retroactive pay to September 1, 2014. It would cost approximately \$20,685.00.

Norm Crume moved, seconded by Thomas Jost, that the City Council approve a gross monthly wage for Tori Barnett as City Recorder/Interim City Manager of \$8,750 (\$105,000 annually), retroactive to September 1, 2014. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-no; Carter-yes; Verini-yes. Motion carried 6/1/0.

#### DISCUSSION ITEMS

- Ms. Barnett stated staff was moving forward on the process of hiring a Police Captain; she had provided information to the interested parties regarding the Golf Course; and she had also been in contact with the high school, who asked that their golf team be allowed to use the driving range. Also, the city had received a Certificate of Appreciation form SREDA, which read: *"To the City of Ontario, in recognition for valuable contributions to the Snake River Economic Development Alliance"*.

#### EXECUTIVE SESSION

##### Executive Session: ORS 192.660(2)(a)

An executive session was called at 7:53 p.m. under provisions of ORS 192.660(2)(a) to consider employment of an officer, employee, staff member or agent. The Council reconvened into regular session at 8:29 p.m.

#### ADJOURN

Norm Crume moved, seconded by Charlotte Fugate, that the meeting be adjourned. Roll call vote: Crume-yes; Winebarger-yes; Fugate-yes; Jost-yes; Tuttle-yes; Carter-yes; Verini-yes. Motion carried 7/0/0.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

**CONSENT AGENDA**  
February 17, 2015

TO: Mayor and City Council  
FROM: Tori Barnett, MMC, Interim City Manager  
**SUBJECT: APPOINTMENT TO RECREATION BOARD**  
Date: February 9, 2015

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**SUMMARY:**

Attached is the following document:

- Email of Interest to Serve: BreAnna McLean (Recreation Board)

There is currently one vacancy on the Recreation Board. Appointments to this board are made by the City Council. No other letters have been received.

**BACKGROUND:**

Ms. McLean attended the previous Recreation Board meeting as a guest, and subsequently submitted her request for appointment. This Board has one vacancy to fill, and, if appointed, Ms. McLean's term would expire December, 2017.

**ALTERNATIVE:**

It is the Council's prerogative to appoint or not appoint individuals seeking to serve on boards.

**RECOMMENDATION:**

Staff makes no recommendation on Board appointments.

**RECOMMENDED MOTION:**

I move to appoint BreAnna McLean to the Recreation Board, with a term of service coinciding with those established by ordinance.

**From:** BreAnna McLean <luckybreezy1@gmail.com>  
**To:** "tori.barnett@ontariooregon.org" <tori.barnett@ontariooregon.org>  
**Date:** 1/28/2015 2:24 PM  
**Subject:** Ontario rec. department

Hi! My name is BreAnna McLean. I would like to become a board member for the Ontario Recreation Department. I attended the first meeting of this year and I am very excited about the up coming events. I have been looking for a way to get involved with the community and I think this is a great way.

Sincerely,  
BreAnna McLean

Sent from my iPhone

## OLD BUSINESS - AGENDA REPORT

February 17, 2015

To: Mayor and Council

FROM: Dan Shepard, Engineering Technician III

THROUGH: Tori Barnett, MMC, Interim City Manager

SUBJECT: **DENIAL APPEAL REQUEST: DIAGONAL PARKING AT PILGRIM LUTHERAN CHURCH 208 SW 1<sup>ST</sup> AVENUE**

DATE: February 10, 2015

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### **SUMMARY:**

Attached are the following documents:

- Exhibit "B" Diagonal Parking Check Off List
- Location Map

Pilgrim Lutheran Church's representative, Jim Huffman, submitted a request to allow Diagonal Parking along the church's street frontage on SW 1<sup>st</sup> Avenue. The request was reviewed and found not to meet the required street width of 52 feet. The request was denied on that basis. The church has requested a review of that denial.

### **PREVIOUS COUNCIL ACTION:**

05/09/14 Council passed Ordinance Number 2691-2014, which amended City Code Sections 9-2-2 and 10A-57-57-95, and added Section 9-3-1A regarding diagonal parking.

02/02/15 Council tabled this issue pending a review and recommendation by the Public Works Committee, scheduled to meet February 10, 2015.

### **BACKGROUND:**

Pilgrim Lutheran Church, located at 208 SW 1<sup>st</sup> Avenue, filed a request for diagonal parking on their street frontage on SW 1<sup>st</sup> Avenue. They are in the process of remodeling their entrance and would like to use the area between SW 2nd Street and the alley as designated handicapped parking. The church has a parking lot across the alley to the west with approximately thirty parking spaces but would like to have their handicap parking closer to the main entrance. As part of their remodel process, they will make a handicap accessible ramp in the sidewalk at the proposed angle parking location. Staff review found that the area complied with all requirements to grant angle parking except the width of the street. The required minimum width is 52 feet, face of curb to face of curb and the actual width is 48 feet, face of curb to face of curb. It should be noted that the office group across the street to the north would not generate on street parking as it has on site head in parking.

**FINANCIAL IMPLICATIONS**

Cost of labor and material to maintain striping.

**RECOMMENDATIONS:**

Staff recommends that the angle parking request denial be upheld because it does not meet the code requirement of a 52 foot wide street.

The Public Works Committee recommended approval of the diagonal parking request with two conditions: 1) that the diagonal parking is used for handicapped parking only; and 2) that the use is allowed only as long as the property is being used as a church.

**TWO OPTIONS –**

**PROPOSED MOTION ONE: (ALLOW)**

I move the Mayor and City Council approve the angle parking request by the Pilgrim Lutheran Church with the two conditions proposed by the Public Works Committee: 1) that the diagonal parking is used for handicapped parking only; and 2) that the use is allowed only as long as the property is being used as a church.

**PROPOSED MOTION TWO: (DENY)**

I move the Mayor and City Council uphold the denial of the angle parking request by the Pilgrim Lutheran Church as the street width does not meet code requirements.



SW 3rd Street

SW 1st Avenue

SW 2nd Street

142

139

208

225

275  
277  
259

Pilgrim Lutheran Church

Pilgrim Lutheran Parking Lot

Proposed  
Angle Parking



0  
30 Feet

Date: 1/26/2015  
User Name: dawn.eden

210

188

196

190

Diagonal Parking Request Check Off

Pilgrim Lutheran Church

208 SW 1<sup>st</sup> Avenue

- The Public Works Director shall specify the size and layout of all diagonal parking spaces.
- Diagonal parking shall be allowed in Commercial zones only.  
C-2 General Commercial
- Diagonal parking shall not be allowed on street which are designated by the City as minor collectors, major collectors, minor arterial, principal arterials and state highways.  
SW 1<sup>st</sup> Avenue is a Local Street as per the Transportation Master Plan, January 2006
- Diagonal parking shall be allowed only on streets in which the minimum width is 52 feet.  
SW 1<sup>st</sup> Avenue width is 48' face of curb to face of curb – Does not meet minimum requirement
- Diagonal parking shall be allowed only on one side of the street in any one block.  
Note: On site head in parking from the street on north side for strip mall
- Diagonal parking in a C-3 zone on any City block along South Oregon Street shall be allowed only with the written consent of a majority of the property owners, by front footage, on both sides of the street on that block.  
NA
- The Public Works Director shall obtain the approval of the Police Chief, the Fire Chief and the affirmative recommendation of the Public Works Committee before implementing any diagonal parking plan.
- The City Manager retains the authority to determine that diagonal parking at a particular location poses a safety risk and may either eliminate diagonal parking or impose additional diagonal parking restrictions at that location
- Any person aggrieved by the decision of the Public Works Director or City Manager hereunder shall have the right to request review by the City Council. The decision of the City Council shall be final.

Sign Offs:

_____	YES	NO
Police Chief	_____	_____
_____	YES	NO
Fire Chief	_____	_____
_____	YES	NO
Public Works Director	_____	_____
_____	YES	NO
Public Works Committee	_____	_____
_____	YES	NO
City Manager	_____	_____

## AGENDA REPORT – OLD BUSINESS

February 17, 2015

TO: Mayor and City Council

FROM: Larry Sullivan, City Attorney

THROUGH: Tori Barnett, Interim City Manager

**SUBJECT: ORDINANCE NO. 2698-2015, AN ORDINANCE AMENDING CITY CODE SECTION 3-11-4 BY DELETING THE REQUIREMENT OF 3-11-4(B) TO BUDGET FUNDS FOR STREET MAINTENANCE ACTIVITIES FOR TEN YEARS – FINAL READING**

DATE: February 9, 2015

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### **SUMMARY:**

Attached is the following document:

- Ordinance No. 2698-2015

### **PREVIOUS COUNCIL ACTION:**

02-02-2015 Council passed Ordinance #2698-2015 on First Reading.

### **BACKGROUND:**

At the City Council work session on January 15, 2015, the Council amended the agenda for the January 20, 2015, public meeting to include as a new business item a discussion of an ordinance to change City Code Section 3-11-4(B) concerning the allocation of the City's Transient Occupancy Tax (TOT). A number of Council members wanted to discuss such an ordinance.

The City receives taxes from people that stay in the City's motels. Before November, 2013, Section 3-11-4 of the Ontario City Code said that 52.5% of those taxes had to be paid into the City's street fund for street maintenance. Between 2005 and 2012, City staff and the City Council failed to follow that Code section and did not spend any of the TOT funds received for street maintenance. Michael Long, a former City finance director, brought the misallocations to the Council's attention at the end of 2012.

After many months of discussion, the Council passed Ordinance 2685-2013 in November, 2013, to require the City to correct the misallocations by budgeting an additional \$202,648 annually for ten year for street maintenance activities. That ordinance also reduced the amount that had to be spent for street maintenance activities from 52.5% of the TOT funds received by the City to 26.5%.

If the City Council approves Ordinance 2698-2015, the City will no longer be required to budget \$202,648 annually for street maintenance activities in order to comply with City Code Section 3-11-4(B). The other requirement in Section 3-11-4 that 26.5% of TOT funds be used for street maintenance activities would remain in effect.

The City Council may delete subsection (B) of City Code Section 3-11-4 and may discontinue paying \$202,648 annually for street maintenance without violating any laws.

**RECOMMENDATION:**

Staff makes no recommendation as to Ordinance No. 2698-2015.

**PROPOSED MOTION:**

I move the City Council approve Ordinance No. 2698-2015, AN ORDINANCE AMENDING CITY CODE SECTION 3-11-4 BY DELETING THE REQUIREMENT OF 3-11-4(B) TO BUDGET FUNDS FOR STREET MAINTENANCE ACTIVITIES FOR TEN YEARS, on Second and Final Reading by Title Only.

**ORDINANCE NO. 2698-2015**

**AN ORDINANCE AMENDING CITY CODE SECTION 3-11-4  
BY DELETING THE REQUIREMENT OF 3-11-4(B) TO  
BUDGET FUNDS FOR STREET MAINTENANCE ACTIVITIES FOR TEN YEARS**

- WHEREAS,** Ordinance 2685-2013, passed on November 4, 2013, by the City Council, added subsection (B) to City Code Section 3-11-4 to require the City to budget \$202,648.00 annually for ten years to correct prior transient room tax misallocations which allocated City funds to the general fund instead of the street fund, contrary to the provisions of City Code Section 3-11-4; and
- WHEREAS,** The misallocations referred to in Ordinance 2685-2015 occurred between the years 2005 and 2012, and were approved by the City Council through its normal budget process; and
- WHEREAS,** The misallocations referred to in Ordinance 2685-2015 caused the City to be out of compliance with former City Code Section 3-11-4, but did not violate any other provisions of Oregon law and did not establish a debt which the City was legally obligated to repay to the street fund; and
- WHEREAS,** The City Council may amend City Code Section 3-11-4 to delete subsection 3-11-4(B) without causing the City to be out of compliance with Oregon law or the City Code; and
- WHEREAS,** The City has complied with City Code Section 3-11-4(B) to date; and
- WHEREAS,** The ten-year budget requirement of City Code Section 3-11-4(B) will continue to reduce the amount available to the City for its general operations and will have a negative impact on a number of City programs and departments; and
- WHEREAS,** It is in the best interest of the City to delete subsection (B) of City Code Section 3-11-4.

**NOW THEREFORE,** The Common Council For The City Of Ontario Ordains As Follows:

**Section 1.** Section 3-11-4 of Chapter 11 of Title 3 of the Ontario City Code is hereby amended by deleting those portions that are stricken:

3-11-4 - Distribution of proceeds.

~~(A)~~ Every operator liable for the collection and remittance of the tax imposed by Section 3-11-3, may withhold three and seventy-five one hundredths percent (3.75%) of the net tax due under that Section to cover the operators expense in the collection and remittance of said tax. The balance of the funds collected and remitted to the City shall be distributed as follows:

Twelve and five tenths percent (12.5%) of the gross tax collected shall go to the Ontario Parks and Recreation and/or community enhancement projects.

Twenty-six and twenty-five hundredths percent (26.25%) shall be dedicated to street maintenance activities.

Twenty-six and twenty-five hundredths percent (26.25%) shall be deposited into a public safety reserve account to be spent for public safety activities as directed by the City Council.

Twenty-two and five tenths percent (22.5%) shall be divided with thirty thousand dollars (\$30,000.00), to be distributed in monthly payments of two thousand five hundred dollars (\$2,500.00) each to a grant fund to be administered by a Visitor and Convention Board created pursuant to the Agreement to Provide Tourism Promotion Services between the City of Ontario and the Chamber of Commerce dated September 3, 1997, and the balance to go to the Ontario Chamber of Commerce for tourist promotion, subject to the Chamber's performance in accordance with the terms and conditions of the Agreement to Provide Tourism Promotion Services between the City of Ontario and the Chamber of Commerce dated September 3, 1997.

Twelve and five tenths percent (12.5%) shall be placed in a dedicated fund to be held for distribution pursuant to an agreement to be negotiated between the City of Ontario, Four Rivers Cultural Center (FRCC) and the Hotel Operators and approved by the Ontario City Council.

~~(B) In order to correct transient room tax misallocations in the amount of \$2,026,480 that occurred between July 1, 2005, and December 31, 2012, the City shall budget \$202,648 annually for street maintenance activities for ten years, starting in the 2013-2014 budget year. This is in addition to the 26.25% of transient room tax revenues allocated to street maintenance activities under subsection (A) of this Ordinance. This is also in addition to any unexpended street maintenance funds carried over from prior budget years.~~

PASSED AND ADOPTED by the Common Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_, 2015, by the following vote:

AYES:  
NAYS:  
ABSENT:

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
Ron Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

**AGENDA REPORT**  
February 16, 2015

**TO:** Mayor and City Council

**FROM:** Mary Dobby, Finance Manager

**SUBJECT:** **RESOLUTION #2015-104: AUTHORIZING CHANGES TO BANK SIGNATORIES**

**DATE:** February 09, 2014

---

**SUMMARY:**

The city has various bank accounts with Wells Fargo, Columbia Bank, US Bank, and various accounts within the Local Government Investment Pool that have previous Mayor LeRoy Cammack listed as a signatory.

The purpose of this agenda item is to remove LeRoy Cammack as a signatory, and to add current Mayor Ronald Verini to all city bank accounts. The Council has also stated it would like to add members of the Audit Committee as signatories on the city's accounts payable and payroll checking accounts. The signature of at least one member of the Audit Committee would be required on all checks \$5,000.00 and larger.

**PREVIOUS COUNCIL ACTION:**

April 7, 2014 Council approved removing Jay Henry and Michael Long as a signatories and adding Tori Barnett, Mary Dobby, and LeRoy Cammack as signatories on all bank accounts.

**BACKGROUND:**

Banks require minutes of a meeting or a resolution to make changes to signatories.

**RECOMMENDATION:**

Staff recommends the City Council approves Resolution #2015-104.

**PROPOSED MOTION:**

I move the City Council approve Resolution #2015-104, A RESOLUTION SPECIFYING SIGNATORIES ON ALL CITY BANK ACCOUNTS.

**RESOLUTION #2015-104**  
**A RESOLUTION SPECIFYING SIGNATORIES ON ALL CITY BANK ACCOUNT**

**WHEREAS,** Signatories on the City's bank accounts located at, including but not limited to, Columbia Bank, Wells Fargo, US Bank, and Local Government Investment Pool (LGIP), are outdated and currently list the previous Mayor M. LeRoy Cammack as a signatory; and

**WHEREAS,** The Council has requested that the signatories on the checking accounts at Columbia Bank (used for Payroll & Accounts Payable) also list Council members who serve on the City's Audit Committee; and

**WHEREAS,** Signatories on all City bank accounts will be updated by removing M. LeRoy Cammack, and adding Ronald Verini. In addition, the checking accounts at Columbia Bank will add the signatures of the Council members who serve on the City's Audit Committee; and

**WHEREAS,** From this point forward, City checking accounts used for Payroll and Accounts Payable will have persons holding the following positions listed as signatories: City Manager, City Finance Manager, Mayor, and Council members who serve on the City's Audit Committee. All other City bank accounts will have persons in the following positions listed as signatories: City Manager, City Finance Manager, and Mayor.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Ontario City Council, to approve the following changes in signatories to the checking accounts at Columbia Bank:

Remove signatory:	M. LeRoy Cammack
Add signatories:	Ronald Verini, Mayor (all bank accounts), and all Council members who serve on the Audit Committee (Accounts Payable and Payroll Checking Accounts only)

**EFFECTIVE DATE:** Effective immediately upon passage.

**PASSED AND ADOPTED** by the City Council of the City of Ontario this \_\_\_\_ day of \_\_\_\_\_ 2015 by the following vote:

AYES:  
NAYES:  
ABSENT:

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2015.

**ATTEST:**

\_\_\_\_\_  
Ronald Verini, Mayor

\_\_\_\_\_  
Tori Barnett, MMC, City Recorder

**AGENDA REPORT**  
February 17, 2015

**TO:** Mayor and City Council

**FROM:** Pete Morgan, Airport Manager

**THROUGH:** Tori Barnett, MMC, Interim City Manager

**SUBJECT:** **SELECTION OF AIRPORT CONSULTING SERVICES: J-U-B ENGINEERS, INC.  
(ARCHITECTURAL, ENGINEERING, AND PLANNING CONSULTANT SERVICES FOR  
AIRPORT GRANT PROJECTS)**

**DATE:** February 10, 2015

---

**SUMMARY:**

Attached is the following document:

- Letter from Airport Manager, undated, stating recommendation from the Airport Committee.

The purpose of this action is for a request for the City Council to select J-U-B Engineers, Inc., Boise, Idaho, for engineering services at the Ontario Airport, for a period of five years.

**BACKGROUND:**

In concurrence with FAA requirements, the Ontario Municipal Airport, a public-use airport, staff sent out Statements of Qualifications for professional airport engineering services. Only one response was received, that from J-U-B Engineers, Inc. Following review of the submittal, using the guidelines outlined in the FAA Advisory Circular AC 150/5100-14E, titled "*Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*", it was determined that J-U-B Engineers, Inc., was a qualified firm.

**FINANCIAL IMPLICATIONS:**

None at this time, as the firm is only paid as part of each project.

**RECOMMENDATION:**

Staff recommends the City Council select J-U-B Engineers, Inc.

At the January 12, 2015 Airport Committee meeting, it was the recommendation of the Committee to select to J-U-B Engineers, Inc.

**PROPOSED MOTION:**

I move the City Council select J-U-B Engineers, Inc., of Boise, Idaho, as engineers on record for the Ontario Municipal Airport for the 5-Year Engineering Contract.



City of Ontario  
Office of the Airport Manager  
581 SW 33<sup>rd</sup> St.  
Ontario, OR 97914  
Voice (541) 212-1676

Feb. 6, 2015

Our current Airport Engineering Contract (5-year term) expired in the spring of 2014. In compliance with FAA requirements as a public-use airport facility as well as the Airport's need for an airport engineer, the City solicited Statements of Qualifications for professional airport engineering services at the Ontario Municipal Airport. The selection process was in compliance with FAA Advisory Circular, AC 150/5100-14E, "Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects." The one submitted proposal was reviewed by the Airport Advisory Committee during the January 12, 2015 meeting. The Committee determined J-U-B Engineers, Inc. of Boise, Idaho to be the most qualified firm. The Airport Advisory Committee recommends to the City Council that J-U-B Engineers, Inc. to be selected as the City of Ontario's Airport Engineering Consultant for a 5-year term. The Committee would like the City Council to concur with this selection, so it can be forwarded to the FAA for their concurrence.

Sincerely,

/s/

Pete Morgan

Interim Airport Manager  
[Peter.Morgan@ontariooregon.org](mailto:Peter.Morgan@ontariooregon.org)

**AGENDA REPORT**  
February 17, 2015

To: Mayor and Council

FROM: Jerry Elliott, P.E., Water and Wastewater Operations Supervisor  
Betsy Roberts, City Engineer

THROUGH: Tori Barnett, Interim City Manager

SUBJECT: **CHANGE OF OPERATIONS AND SKYLINE FARMS – WASTEWATER TREATMENT DISPOSAL.**

DATE: February 9, 2015

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**Summary:**

The City of Ontario's contract farmer has given notice that he no longer wishes to operate under the terms of the existing contract. He cites poor soils, inferior water quality, insufficient water and burdensome contract terms as reasons for pulling out of the contract. The contract does allow for either party to be released from the contract without penalty.

**Previous Council Action:**

- 05/21/2012: Council was notified the prior farmer had defaulted on his contract and Council directed staff to negotiate with several local farmers to develop a new farm lease arrangement.
- 06/04/2012: Council updated the farm lease contract and held negotiations with Sage Farms for associated adjustments in costs and city obligations.
- 06/14/2012: Council approved Resolution #2012-113, a resolution authorizing a reallocation of expenditures within the sewer fund for pivot and fencing repairs and additional operating expenses for Skyline Farm.

**Background:**

Skyline Farms serves as the treated wastewater effluent receiving area from May 1 through October 31 when the city is not allowed to discharge wastewater to the Snake River. The farm was purchased in the 1990s and the city entered into a lease agreement with the contract farmer (original property owner) in September of 1998. The city constructed a 60 million gallon water storage reservoir and installed a booster pump station from the reservoir to serve five pivot systems that irrigate 352 acres of crop land. The storage reservoir experienced a significant load of sediment in 2010 and the storage capacity has been reduced to 40 million gallons as a result of material entering the reservoir.

The booster pump station and the pivot systems are well into the typical service life for such equipment. Because of both water quality and water quantity issues the Skyline Farm is experiencing a degradation of soil structure and crop production. Operational changes are required to protect this asset and secure an operational future that allows the city to continue to meet its wastewater management obligations to the Oregon Department of Environmental Quality.

### **Financial Implications**

Staff expects that a re-negotiated lease arrangement will increase the financial obligation of the city. Estimates are not available at this time. At the Council workshop on February 12<sup>th</sup>, staff hopes to present at least a general idea of costs.

### **Recommendations:**

Staff will present an overview power point presentation that outlines the issues and possible resolutions that are available. Staff expects to ask for the following:

- Authorization to begin negotiations immediately to ensure that we have a new contract farm operator on board before April 15.
- Move forward with the addition of soil amendments to Skyline Farm to protect the soil structure and ensure sustainability.
- Begin review of the technical and institutional constraints to providing a water blend to the farm to improve water quality and quantity and subsequently enhance yield.
- Restructure the lease agreement to encourage mutual long term stewardship of the property.

### **Alternative:**

The Oregon DEQ will not allow discharge to the river outside of the current window. The city has over one million dollars invested in Skyline Farm and at this time it does not appear moving to another area is practical. Staff can look at dilution with river water to address some of the quality issues.

### **Proposed Motion or Consensus:**

I move the City Council authorize CH2M HILL to work with the City Attorney on proposed changes to the farming lease contract to better protect the investment in Skyline Farms; further, to authorize CH2M Hill to solicit local farming interest in regards to the Skyline and Malheur Farm lease, and to bring proposals back to the Council for consideration.

# Discussion/Information /Hand-Out Items

City Council Meeting  
February 17, 2015

**From: Fire Chief Al Higinbotham and Police Chief Mark Alexander**

The lives and safety of our public safety personnel are dependent upon clear and reliable radio communications. Personnel need those reliable and clear radio transmissions to relay information to other units and to dispatch.

We are probably familiar with talking on a walkie-talkie. Our firefighters and police officers have "Portable Radios", which are essentially a higher quality walkie-talkie with multiple channels.

We know that clear communications with these radios is best when there are no obstructions for a radio transmission to reach the other radio, ideally what is called "Line of Sight".

First responders have to deal with obstructions that block that line of sight such as buildings, trees, and topography. Radios also suffer electrical interference from overhead wires, lighting, computers, etc. which is called "electrical noise".

The electrical interference has increased substantially through the years as technology has evolved. Where 20 years ago, we could talk to another radio across town, limitations have been greatly hampered through all the electrical noise that exists today.

A "Repeater" is equipment that receives a radio transmission and then re-transmits that transmission with substantially more power. Because of the increase in interference, repeaters have become necessary for first responders to get their radio transmission to reach dispatch and other field units. A repeater will be in a strategic location and will be a high point in order to attempt to achieve that "Line of Sight".

We will be talking about "Radio Receiving *"voting"* Systems", which are similar to a repeater. These are devices strategically placed in geographic locations that take a radio transmission and send it to the repeater. In a way, you could consider them a "sub-repeater". Several voting systems can receive the same radio transmission and send the best or most clear transmission to the repeater.

With the move of Dispatch to Vale, our radio transmission made in Ontario must get to our repeaters, which then send the transmission to a reception site on the top of Rhinehart Butte. Malheur County has equipment that brings that radio transmission into their dispatch center. That same equipment takes the dispatch's radio transmission and sends it back to Ontario.

The Fire Department's repeater was on Foothill Drive. Malheur Butte blocked that line of sight from their repeater to Rhinehart Butte. The Fire Department moved their repeater to Station 2, which was a strategic move to provide for that line of sight. Any transmissions reaching the repeater at Station 2 can be clearly sent to Vale.

The issue remains for field units to get their transmissions to the repeater throughout the City of Ontario. This has been the issue for the Police Department where several years ago, we installed Radio receiving *"voting"* systems at K-Mart and TVCC. These provided strategic locations to help officer's transmissions when broadcasting from the east side of town and the southwest part of town. Our repeater is located on the top of St Alphonsus Medical Center? It is very common for public safety to enter into agreements with private entities to allow the placement of communication equipment upon their buildings in order to enhance public safety communications. Boise is a great example. New buildings are required by code to allow similar proposed equipment to be placed for public safety communications.

The Police Department radio receiving "voting" systems were obtained on a Homeland Security Grant several years ago. Equipment was also placed for the Fire Department at K-Mart and TVCC. We believe that the Fire Administration at that time did not feel the need to utilize the equipment and through personnel changes, the opportunity was forgotten. It could be at that time, the electrical noise within the City was less and not interfering with radio transmissions as it is today. It should also be noted that at that time City Hall had a dispatch center which received radio transmissions and was located in the center of the city. When dispatch was here, direct communication from the east side to City Hall was more reliable. With the dispatch move to Vale this center receiving hub has been lost. City Hall now needs to be upgraded to a radio receiving "Voting" system as well.

The Police Equipment at TVCC suffered some failure due to an electrical spike. Assuming the fire department was not going to utilize the equipment, it went to replace the police equipment. Replacement equipment for the Fire Department is needed in order to initiate a radio receiving "voting" system at this location.

The K-Mart site has operable equipment for the Fire Department, but a new, updated antenna would be of great benefit. The TVCC equipment already has a newer antenna.

The Fire Department has an additional source for getting radio transmissions broadcasted through "Scene repeaters". These are units installed in Fire apparatus that will take the radio transmission from a portable radio, and because the scene repeaters have more power, will help get that transmission to the main repeater or even on to the Vale site. The Fire Department travels out of town, beyond the areas of where they could reach voting sites or their repeater, so scene repeaters provide that extra level of reliability.

Repeaters and radio receiving "voting" systems must connect together and that is currently done by microwave links. Radio communications are therefore dependent upon the microwave links being operable. There is no backup source for microwave if it fails. A better and more reliable connection is by radio frequency. The Fire Department is proposing to set up their system by radio frequency and the Police Department would like to follow.

Public Safety entities communicate by radio on designated radio channels. These channels are licensed by the FCC and are owned by the public safety entity. Radio channels are licensed by the FCC according to geography. Ontario Police Department's channel is also utilized in Marion County. Because of the geography, Ontario and Marion County will not interfere with each other.

Public Safety entities should have their own channels to operate their work without interference to or from another entity. It is common for entities to utilize each other's channel when working together though. Entities monitor each other's channels in order to recognize the need for assistance.

The requested upgrade will go a long way in enhancing the Police and Fire Department's ability to effectively, reliably and clearly communicate. There could be a future need of additional radio receiving "voting" systems within the City as electrical noise continues to increase and the City grows through annexations.

**Tori Barnett - Economic Breakfast**

---

**From:** Kit Kamo <[kkamo@tvcc.cc](mailto:kkamo@tvcc.cc)>  
**Date:** 2/10/2015 10:57 AM  
**Subject:** Economic Breakfast  
**Attachments:** Flyer.pdf

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Western Treasure Valley Economic Breakfast - February 27<sup>th</sup> 7:00 am - Clarion Inn Ontario OR - Only \$10.00  
Doors open at 6:30 am. The public is invited to attend.

Breakfast Flyer attached.

Please RSVP by February 24<sup>th</sup>. Can pay at the door or I can invoice you.

Thank you.

*Kit Kamo, Executive Director*

**Snake River Economic Development Alliance**

650 College Blvd.

Ontario, OR 97914

Office: 541.881.5597 ext. 5597

Cell: 208.230.5214

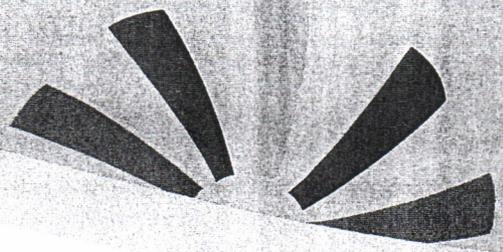
E-mail: [kkamo@tvcc.cc](mailto:kkamo@tvcc.cc)

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Western Treasure Valley

# Economic Breakfast

**\* February 27, 2015 \* 7 am \***

“A healthy, thriving downtown is an asset to any community!” Learn more about downtowns and

economic development -



Guest Speaker **Sheri Stuart**

**Oregon Main Street State Coordinator**

**Clarion Inn, Ontario, Oregon**

**Doors open at 6:30 am**

**Breakfast Buffet \$10 (please RSVP)**

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**Saint Alphonsus**  
Medical Center  
ONTARIO



Economic updates for the Western Treasure Valley

Great networking opportunities

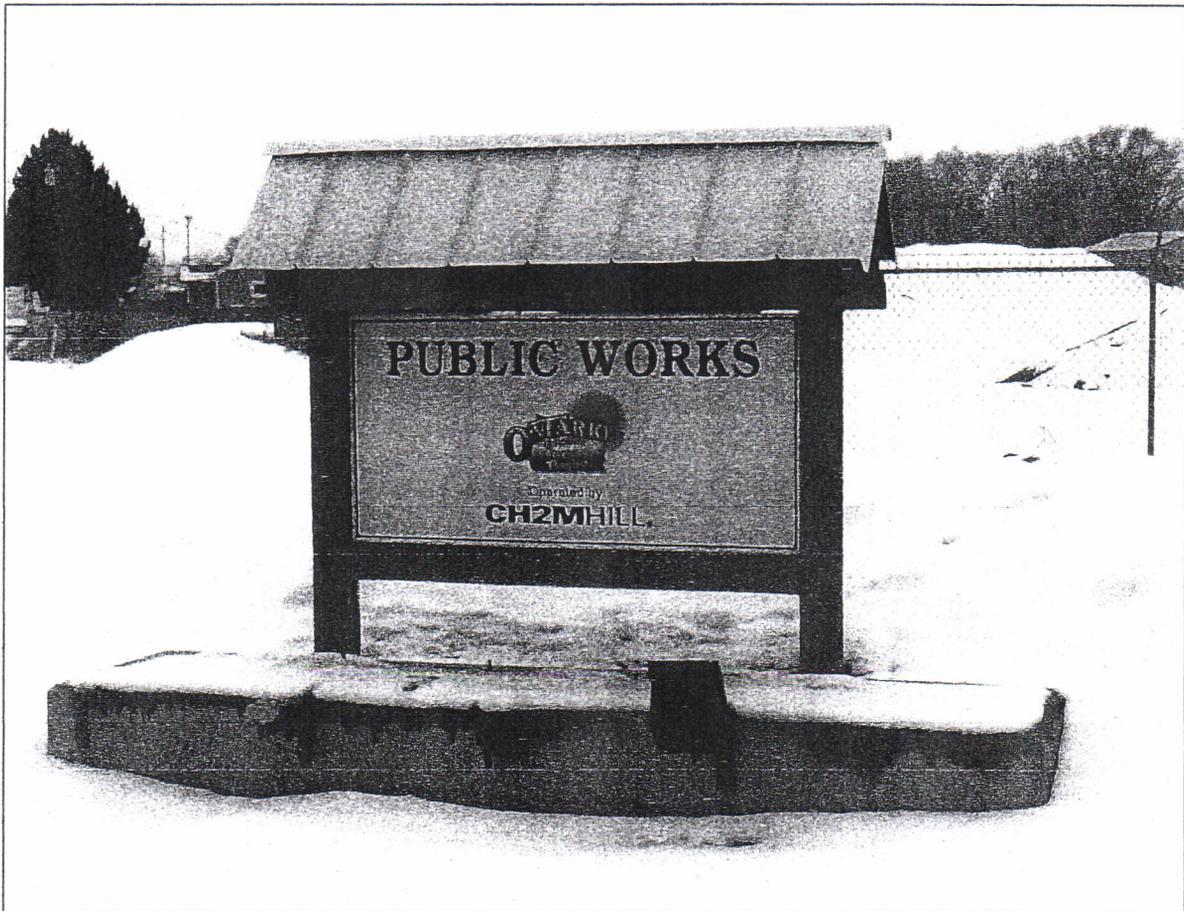
Please RSVP by February 24th to Kit @ SREDA 208.230.5214 or

John @ Ontario Area Chamber 541.889.8012



**CH2MHILL**

# Public Works



December 2014

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**Street Department**

**Water / Wastewater Summary**

**Facility Maintenance**

**Parks and Cemetery Summary**

**Engineering Division Summary**

## **Utility Maintenance Activity Summary**

Utility Maintenance staff is responsible for Water Distribution and Sewer Collection throughout the City. Water Distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services which include service installations, mainline installation, meter reading, maintenance of more than 600 fire hydrants, and valve exercising of more than 1,700 water valves.

Sewer Collection duties include maintenance and repair of approximately 78 miles of sanitary sewer lines within the City. Responsibilities include constructing new pipelines, cleaning all gravity sanitary sewer lines, repairing or replacing sanitary sewer lines as needed, providing line locations for all water and sewer lines, and maintaining eight lift stations plus a barscreen and one lift station from Snake River Correctional Institution.

The City has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout the City limits. Duties include Storm drain maintenance and repair, cleaning of approximately eleven miles of Storm drain lines and cleaning the catch basins.

The following is a brief detail of collection and distribution activities for the month of December:

- Participated in 3 snow events
- Installed 2 new water services
- Installed 1 new sewer service
- Cleaned 1 lift station wet well
- Cleaned sewer channels at Snake River Correctional Institution
- Weekly vehicle maintenance and inspections
- Weekly lift station inspections
- 2 crew members attended a half-day chemical training for CEU (Continuing Education Unit) hours
- Cleaned 10 line sections on the problem sewer list
- Replaced 240 spray nozzles at the Water Treatment Plant on the spray arms in filter
- Dug out 5 yards of excess media in the filters at Water Treatment Plant
- Changed out 15 meters for repair
- Thawed 1 frozen meter

## **Street Activity Summary**

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The street department is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, repairing all established pavement markings. The division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chipsealing, snow removal and sanding during the winter months, and weed control along the alleys. Street Maintenance staff assists the Chamber of Commerce by putting up decorations on street lights during the Christmas season and replacing them with the regular decorations when the season is over.

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging due to water and sun; and provides a moisture barrier and corrects existing pavement problems by sealing cracks. A chipseal application provides substantial savings to taxpayers and should last a minimum of eight years with minimal maintenance required. The City chipseals approximately 7 miles per year.

The following is a brief detail of activities for the month of December:

- Christmas decorations were hung for the Chamber of Commerce on SW 4th Avenue, South Oregon Street and the underpass.
- Set up and pick up of traffic control for the Winter Wonderland Parade.
- Cut down, installed and decorated the Christmas Tree at Depot Lane.
- Snow plowed and treated icy roads.
- Swept sand material from snow events.
- All annual vehicle inspections were finished.
- Equipment maintenance on all snow plows and sanders.
- Office remodel and paint in Public Works Director's and Assistant Public Works Director's offices.
- Replaced various regulatory street signs that have been faded - 15 total replaced.

## Water Activity Summary

As identified in the table below, we experienced some reduction in water demand again in December largely due to a more extensive shut down by Heinz Frozen Food. As noted, our average filter run times were about the same as last month. One run for Filter Number 2 was less than three hours. Operationally, we are reducing the high end of run times to 36 hours to see if that helps to stabilize processes and eliminate the high variation in filter run times.

Parameter	December 2014	November 2014	Difference
Gallons Treated (Millions)	125	139	-14
Old Filter Plant Production (MG)	108.1	104	4.1
Filter 1 Range (Hours)	19.4 – 56.3	7.2 – 75.9	
Filter 1 Average (Hours)	33.6	31.7	1.9
Filter 2 Range (Hours)	8.4 – 44.6	2.7 – 56.4	
Filter 2 Average (Hours)	25.1	27.2	-2.1
New Plant Production	16.9	35	-18.1

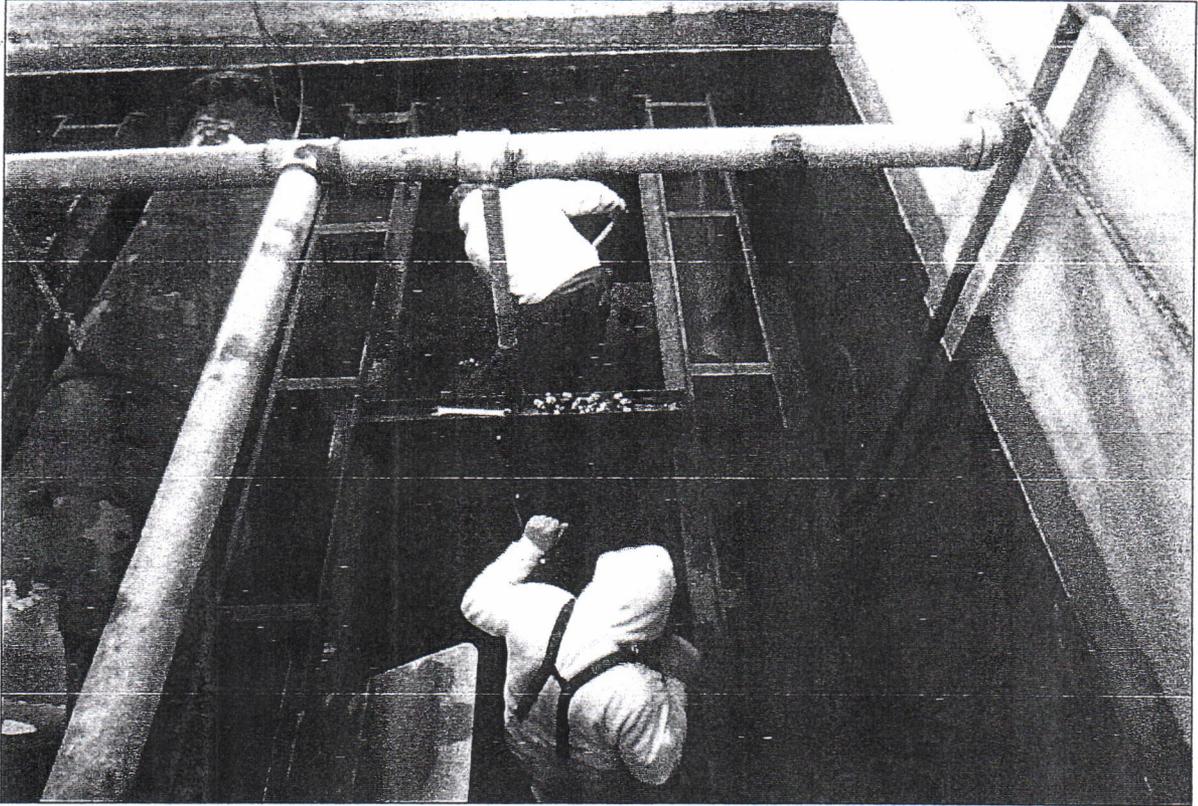
The following is a brief detail of water activities for the month of December:

- Management and engineering staff met with design consultants on preliminary engineering report presentation and review of concept drawings.
- Filter media buyer has yet to arrange for purchase of granular activated carbon media.
- Reviewed corporate “cyber security” warnings and implemented changes at the plant to enhance security.
- Received more ergonomic office furniture.
- Experienced failure of water heating unit used to support the chlorine generation unit. Maintained operations by getting commercial product delivered and ordering and installing replacement unit.
- Coordinated with Oregon Health Authority to remove erroneous posting of compliance violation.
- Worked with director and engineer to assess capacity and issues related to providing service to golf course trailer park.
- Worked with corporate regional technical specialist to employ “Op10” – a newly installed operations data documentation software package.

- Finalized water system elements report of Fire Department Insurance Service Office evaluation.
- Worked with manufacturer's representative on the installation of new chlorine generation cells (two of five) and service on the remaining units.
- Officially brought Randy Bartlett on board as a Water Treatment Plant operator and CH2M HILL employee.
- Drained Filter No. 2 treatment train and increased baffle wall openings to attempt to balance water flow through the flocculators.
- Received draft report summarizing pilot study findings.



Larry Lane working on expanding the hole size in the flocculator baffle wall.

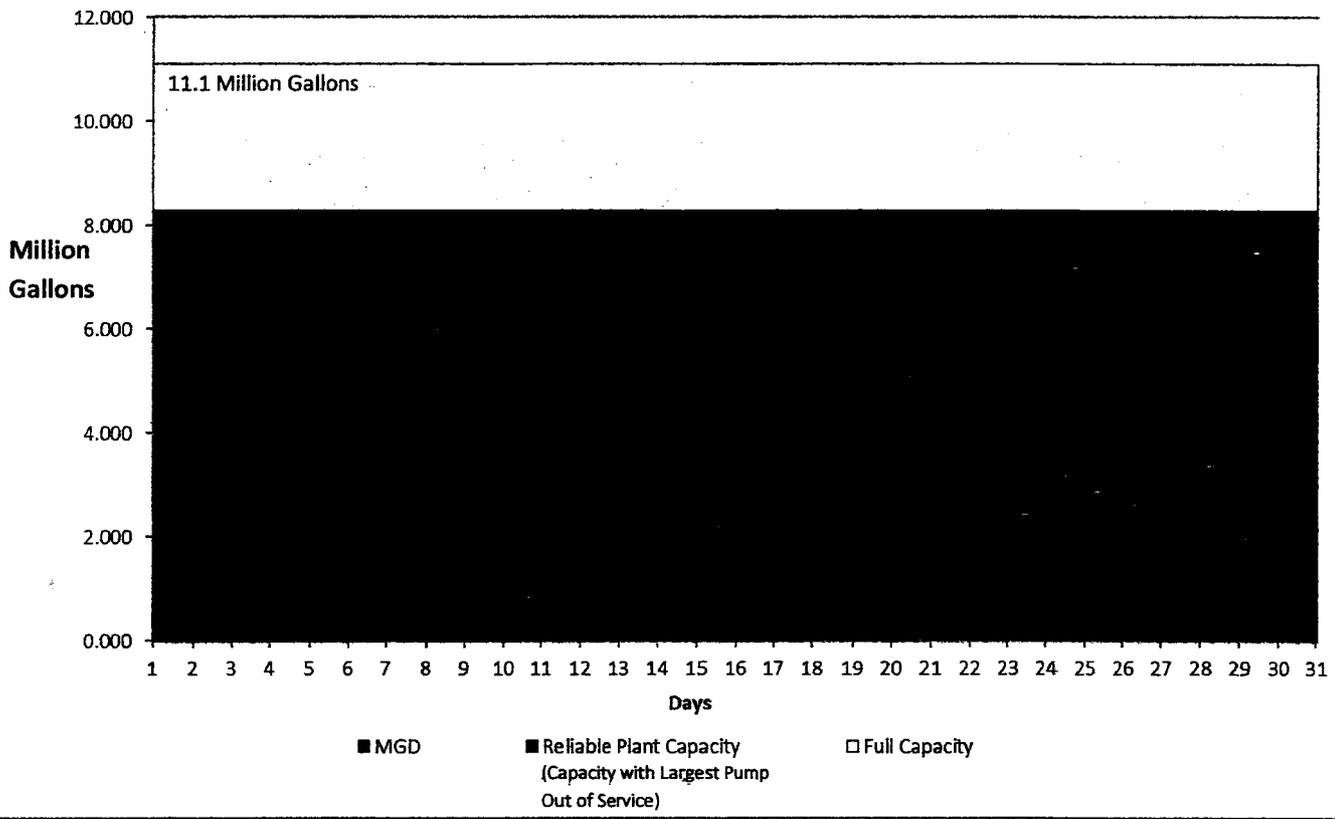


Utility crew supporting Water crew by removing filter media and installing new nozzle ends.



Water rushing back into the Water Treatment Plant as we get it back on line following the media and nozzle work.

### Demand vs. Availability December 2014



## Wastewater Activity Summary

Average daily flow to the plant was 1.50 million gallons (MG) which includes average City flow of 1.2 MG and flow from Snake River Correctional Institution (SRCI) averaging 0.3 MG. SRCI flow totaled 9.2 MG over the month. Total flow processed was 46.5 MG. Skyline farms operations are shut down for the season so there is no land application of wastewater. The average BOD (Biochemical Oxygen Demand) coming into the plant was 176 mg/L (milligrams per liter). Effluent BOD was not measured because it is only required during periods of land application.

The table below shows flows and general treatment parameters for the month of December compared to November. The increase in flow is relatively minor and within the capacity of the system. We had no violations or incidents of significance this month.

Parameter	December 2014	November 2014	Difference
Total Million Gallons (MG) received	52.7	47.9	4.8
Total Discharge (MG)	47.3	34.3	13
City Flow (MG)	44.2	40.2	4.1
SRCI Flow (MG)	8.5	7.6	0.9
Influent Pollutant Load (BOD)	176	168	8
Effluent BOD (average)	6	7	-1
Influent TSS (Total Suspended Solids)	175	162	13
Effluent Solids (Average TSS)	10	5	5
E-Coli (Geomean – Most Probable Number)	5	1	4

The following is a brief detail of activities for the month of December:

- Received notice from contract farmer that he wanted to terminate his contract for management of summer wastewater effluent.
- Gathered Tier 2 sampling program samples for permit compliance reporting and received Oregon Department of Environmental Quality authorization to move the final two sampling events to January.
- Compiled data and submitted calculations for SRCI annual surcharge billing.
- Worked with corporate regional technical specialist to employ "Op10" – a newly installed operations data documentation software package.
- Optimized disinfectant generation with support from manufacturer's representative.
- Received November 19 and December 5 Tier 2 data from laboratory.

## **Facility Maintenance Summary**

The following is a brief detail of activities for the month of December:

- Re-booted second floor of City Hall Heating, Ventilation and Air Conditioning (HVAC) system following system shutdown.
- Resolved issue of no heat on the first floor of City Hall.

### **Park & Cemetery Activity Summary**

The Ontario park system consists of both active and passive recreational areas. There are four neighborhood parks, one community park, one large urban park and numerous special use sites in the park system. In total, the City owns 13 park and recreational areas representing more than 1,012 acres of land. The City also owns the skateboard park.

The following is a brief detail of activities for the month of December:

- Finished mulching leaves in the parks and cemeteries.
- Finished blowing out the park's sprinkler systems.
- Snow removal at Evergreen Cemetery.
- Blew the snow off the sidewalks at City Hall, including de-icing.
- 4 burials this month at Evergreen Cemetery.
- Trimmed and removed shrubs in the parks.
- Renewed the Cemetery license for 2015.
- Renewed our pesticide applicator license for 2015.

## **Engineering Division Activity Summary**

The Engineering Division reviews plans for construction of public improvements, maintains the City's mapping system, and manages the engineering projects within both the Capital Improvements and Maintenance Programs. The department provides technical support to residents, developers, builders, other City departments and consulting engineers and surveyors. The staff reviews and approves construction plans for subdivisions, partitions, streets, sanitary sewer, water lines, and storm drainage construction projects. They also design projects, prepare bid documents for public works maintenance projects and provide project management for public improvements.

The Geographic Information System (GIS) database is maintained by Engineering Department staff. The department also maintains and updates the record maps for all City utilities, right-of-way, easements, land division plots and City base maps.

The following is a brief detail of activities for the month of December:

- Annex remodel inspections: 8
- Right of way permits issued: 3
- Work Order Requests:
  - New water service at 1353 NW Washington Avenue
- Inspections:
  - Track Utilities/Century Link fiber optics
  - Windwave fiber optics
  - LS Networks/Coast Com fiber optics
- Geographic Information System Inquiries/Maps: 10
- Updating Sign Inventory – 9 grids remaining
- Reviewed 7 building permits for the City Building and Planning Department.
- Snow stakes delivered to 4 additional residences.
- Preliminary Design Advisory Committee Meetings (PDAC):
  - Telephonic meeting regarding enlarging or constructing a day care and school at a church
  - Meet with Ontario Planner Pete Friedman and a realtor to discuss development issues for a lot
  - PDAC for discussion of development issues of two lots in Bellows-Haven Industrial - Subdivision for a truck storage and future shop
  - PDAC to discuss indoor soccer field
- Local Improvement District discussion for West Idaho Avenue

- Request for information on development requirements – 8
- Project coordination with other agencies – 9
- Sewer service availability request and information
- System Development Charges tallied (but not collected due to moratorium):

	Trans. SDCs	Water SDCs	Sewer SDCs	Monthly Total
July	\$19,857.56	\$975.00	\$962.00	\$21,794.56
August	\$0	\$0	\$0	\$0
September	\$0	\$0	\$0	\$0
October	\$7,250.81	\$0	\$0	\$7,250.81
November	\$113.04	\$1,950.00	\$481.00	\$2,544.04
December	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$27,216.74</b>	<b>\$5,469.04</b>	<b>\$1,443.00</b>	<b>\$34,128.78</b>

- Water Treatment Plant (WTP) Improvements – Engineering team meeting with Murray Smith and Associates to review the final Preliminary Engineering Report and Final Pilot Study report.
- Sanitary Sewer Improvements – Coordinated with Anderson Perry and Associates on final clean-up for existing construction package.
- Manhole (MH) Rehab on Wastewater Treatment Plant (WWTP) Dike – Scope and fee approved by council; design progressing.
- East Side Tank – Scope and fee for structural evaluation approved by council; began preparations for site inspection.
- Golf Course Trailer Park – Coordinated with potential owner of trailer park on options available to acquire City water service.
- Public Works Committee – Attended public works committee meeting and provided support on various topics.
- Capital Improvement Project (CIP) Management – Continued management of existing CIP projects and early development of 2015 CIP.
- Purchase Orders (PO) and Task Orders – Worked with Finance Department to ensure CH2M HILL is working through PO system appropriately. Worked with City Attorney to ensure selection of consultants meets State and local requirements.
- Security Assessment Report – Worked with City Attorney regarding method for presenting confidential information to council. Began preparation of staff report for Security Assessment request – top priority items and budgets.

## **MALHEUR COUNTY COURT MINUTES**

**JANUARY 21, 2015**

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois.

Also present was Jon Braese of the Malheur Enterprise.

Also present were members of the Ontario Chamber Networking & Leadership group including: Rachel Rodriguez, Stephen Parrott, Katie Currey, Brandy McAvoy, Tiffany Purdy, Ashley Brown, Kelly Harrod Jones, Michael Braden, Louise Van der Eijk, Larry Moore, Jerry Wroten, Shay Meskill, Dawn Callaham, Candi Bond, and Chamber Executive Director John Breidenbach.

Judge Joyce requested the Leadership group briefly introduce themselves.

### **SHERIFF'S OFFICE**

Sheriff Brian Wolfe met with the Court and provide a summary of office statistics for the 2014 calendar year. Currently there are presently 63 positions within the Sheriff's Office.

Some of the 2014 Stats include:

Service of 2210 Civil papers; of those, 603 were District Attorney issued subpoenas and the Sheriff's Office does not receive a fee for their service.

The Criminal Division received 4017 calls for service and had 252 arrests (not including citations in lieu of arrest). Deputies in the Criminal Division investigated 35 DUII's; 16 assaults (primarily domestic related), made 81 warrant arrests, and had 4 mental holds. Various other crimes were also investigated.

The High Desert Narcotics & Stolen Property Task Force executed 18 search warrants, physically arrested 67 persons, seized \$23,482 in cash and 29 guns (4 of which were confirmed stolen). Additional seizures included 138.52 pounds of marijuana and 113 marijuana plants.

Numerous citations were issued in 2014 by the Sheriff's Office; 495 citations were issued for Violation of the Basic Rule (VBR). The Dispatch Center received 11,308 911 calls and 79,161 Business Line calls. 15,317 calls were Ontario Police Department (OPD) related; and 5980 were MCSO related.

The Jail had 1803 Bookings; of those, 59 were foreign born persons, 89 were veterans, and 204 persons posted bail. Transports of inmates totaled 31,785 miles. 81,549 meals were served in the Jail; meal cost per day was \$5.67 per individual.

The Marine Division inspected 449 boats; issued 63 citations; and 20 Fish and Game citations. Boat checks for Invasive Species Permits are also conducted.

Parole and Probation supervised 282 felony offenders and 42 misdemeanor offenders. 2830 UA's were conducted with 13% testing positive.

Search and Rescue (SAR) members accrued 1720 hours of training and 19,672 training miles. Volunteers are only reimbursed for fuel related to SAR missions; training miles are not reimbursed.

Sheriff Wolfe answered various questions from those present.

The Leadership Group participants left the meeting.

Mr. Braese left the meeting.

#### **EXECUTIVE SESSION**

Executive Session was called in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents with Judge Joyce presiding with Commissioner Hodge and Commissioner Wilson present. Also present was Interim Planning Director Alvin Scott and Angelene Mendez. No decisions were made during or following the session.

#### **EXECUTIVE SESSION**

Executive Session was called in accordance with ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents with Judge Joyce presiding with Commissioner Hodge and Commissioner Wilson present. Also present was Interim Planning Director Alvin Scott and Mauri Saito. Ms. Saito left the session and those remaining continued discussions. No decisions were made during the session.

#### **COURT MINUTES**

Commissioner Hodge moved to approve Court Minutes of January 14, 2015 as written. Commissioner Wilson seconded and the motion passed unanimously.

#### **STF COMMITTEE**

Commissioner Wilson moved to appoint Dan Ramirez and Fritz Halberg to the Special Transportation Fund (STF) Advisory Committee. Commissioner Hodge seconded and the motion passed unanimously. These appointments were made at the recommendation of the STF Committee.

Ms. DuBois explained that the STF Advisory Committee recommends that ODOT Supplemental C Funds in the amount of \$13,587 be used to rebrand 13 vehicles and to purchase garbage receptacles for bus stops. Commissioner Hodge moved to approve the use of the Supplemental C Funds as recommended by the Advisory Committee. Commissioner Wilson seconded and the motion passed unanimously.

County Counsel Stephanie Williams joined the meeting.

#### **DISTRICT ATTORNEY'S OFFICE**

The Court discussed the request of District Attorney Dan Norris to pay the 2015 bar dues for Mike Dugan from the County budget. It was explained that Mr. Dugan plans to volunteer in the DA's Office and as such needs to keep his license current. It was asked if the outstanding checks issued to the District Attorney's Office by Department of Justice in connection with the 45th Parallel case had been deposited with the County Treasurer; staff indicated those checks had not been deposited. The Court suggested they may

need to direct County Counsel to file a Writ of Mandamus to have the checks deposited. No decision about Mr. Dugan's bar dues was made; the Court is open to further discussions with Mr. Norris about the bar dues request along with depositing of the outstanding checks.

#### **LEASE AMENDMENT - ERLEBACH**

Commissioner Wilson moved to approve Third Amendment to Lease Agreement with Bruce and Teresa Erlebach. Commissioner Hodge seconded and the motion passed unanimously. The lease is for the Justice Court facility. See instrument #2015-0226

#### **PLANNING DEPARTMENT**

The Court authorized HR to offer the Assistant Planner position to the interview committee's number one candidate.

#### **COURT ADJOURNMENT**

Court was adjourned.

**MALHEUR COUNTY COURT MINUTES**

**JANUARY 28, 2015**

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present.

Also present was Jon Braese of the Malheur Enterprise.

**DISTRICT ATTORNEY'S OFFICE - DUGAN BAR DUES**

District Attorney Dan Norris, Assistant DA Erin Landis, and Management Assistant Marilee Aldred met with the Court.

Mr. Norris: I was asked to come down, I'm glad to talk about anything you want to talk about.

Ms. Aldred: Bar dues

Mr. Landis: Bar dues

Judge Joyce: Oh bar dues oh okay

Mr. Norris: The bar dues for Mr. Dugan as a deputy district attorney, he's finishing up some motions that need to be finished up. He has the expertise; he's agreed to do it on his own time. I have it in the budget, it's within my budget. I ask that his bar dues be covered.

Judge Joyce: Discussion?

Commissioner Hodge: I have no problem with it.

Commissioner Wilson: I don't have any problem with it.

Judge Joyce: I have no problem with it.

Mr. Norris: I certainly appreciate it, thank you for your time.

Judge Joyce: Okay, thank you.

Commissioner Hodge: Have a good day.

Mr. Landis: You guys have a good day.

Commissioner Hodge: Thanks.

**COURT MINUTES**

Commissioner Hodge moved to approve Court Minutes of January 21, 2015 as written. Commissioner Wilson seconded and the motion passed unanimously.

## **PLANNING DEPARTMENT**

Commissioner Hodge moved to appoint Alvin Scott as Planning Director. Judge Joyce seconded and the motion passed. Commissioner Wilson voted no.

## **AMENDMENT IGA #141420**

Commissioner Wilson moved to approve Twenty-First Amendment to Oregon Health Authority 2013-2015 Intergovernmental Agreement for the Financing of Community Addictions and Mental Health Services Agreement #141420. Commissioner Hodge seconded and the motion passed unanimously. A copy will be returned electronically for recording.

## **AMENDMENT IGA #142021**

Commissioner Wilson moved to approve Ninth Amendment to Oregon Health Authority 2013-2015 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Hodge seconded and the motion passed unanimously. A copy will be returned for recording.

## **AMENDMENT ODOT AGREEMENT 29527**

Commissioner Hodge moved to approve Amendment Number 2 to ODOT Grant Agreement No. 29527. Commissioner Wilson seconded and the motion passed unanimously. The amendment adds Supplemental C funds. A copy will be returned for recording.

Administrative Officer Lorinda DuBois joined the meeting.

## **HEALTH DEPARTMENT**

Health Department Terra Frenken met with the Court and requested support for a grant through the Oregon Health Authority (OHA) Reproductive Health (RH) Program. The grant is for the implementation of an Electronic Health Records system. Commissioner Wilson moved to support the grant application. Commissioner Hodge seconded and the motion passed unanimously. The Court signed a letter of support for the grant application. See instrument # 2015-0291

## **COURT ADJOURNMENT**

Court was adjourned.

## **MALHEUR COUNTY COURT MINUTES**

**FEBRUARY 4, 2015**

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois.

Also present was Larry Meyer of the Argus Observer and Jon Braese of the Malheur Enterprise.

Shelly Dennis was also present for the review of the County audit session.

### **AUDIT**

Jared Zwycart of Zwycart & Associates PC met with the Court and reviewed the County's 2013-2014 audit. Zwycart & Associates audited the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County as of and for the year ended June 30, 2014. There were no issues identified in the audit.

### **MCOA&CS**

MCOA&CS Executive Director Loni Debban met with the Court. Ms. Debban reviewed the Auditor's Report completed for MCOA&CS for the year end June 30, 2014. No issues were identified in the audit. MCOA&CS receives funding from ODOT through Malheur County passed through to MCOA&CS to purchase transportation services. MCOA&CS also provides a variety of Older American's Act (OAA) funded programs; and owns Crossroads low-income housing.

Ms. Debban also requested the Court's approval to submit the ODOT 5311 grant application. The grant will be for two years rather than one as in years past. Funding assists with the City of Ontario bus route, Treasure Valley Transit contract, and the Vale/Nyssa commuter route. Commissioner Wilson moved to approve the submittal of the grant application. Commissioner Hodge seconded and the motion passed unanimously.

### **COURT MINUTES**

Commissioner Hodge moved to approve Court Minutes of January 28, 2015 as written. Commissioner Wilson seconded and the motion passed unanimously.

### **AMENDMENT IGA 142021**

Commissioner Hodge moved to approve Eighth Amendment to Oregon Health Authority 2013-2015 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Wilson seconded and the motion passed unanimously. A copy will be returned electronically for recording.

### **FUND TRANSFERS**

Commissioner Wilson moved to approve Resolution No. R15-3: In the Matter of Fund Transfers Under Local Budget Law ORS 294.463. Commissioner Hodge seconded and the motion passed unanimously. Transfers are within the Planning Department budget. See instrument 2015-0375.

### **SUPPLEMENTAL BUDGET**

Commissioner Hodge moved to approve Resolution No. R15-2: In the Matter of Fiscal Year 2014/2015 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The purpose of the resolution is to allocate the spending of grant funds which were received, but not anticipated when the adopted budget was prepared. Funds are to be used for Health IT for the purchase, set up and training of an Electronic Health Records System in the amount of \$8,000. See instrument # 2015-0374

### **COMP BOARD**

Commissioner Wilson moved to appoint Kim Wagstaff to the County Compensation Board. Commissioner Hodge seconded and the motion passed unanimously.

### **BUDGET BOARD**

Commissioner Wilson moved to appoint Richard Eiguren to the County Budget Board. Commissioner Hodge seconded and the motion passed unanimously.

It was noted that budget meetings will be held April 20-21, 2015.

**INVOICE - ECONOMIC DEVELOPMENT**

Commissioner Wilson moved to authorize the payment of Oregon Economic Development Association invoice in the amount of \$1,000. Commissioner Hodge seconded and the motion passed unanimously.

Commissioner Wilson briefly told the Court about recent communications with Economic Development Director Greg Smith and his satisfaction with Mr. Smith's prompt responses to matters.

**COURT ADJOURNMENT**

Court was adjourned.

**Tori Barnett - SREDA minutes**

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**From:** Kit Kamo <kkamo@tvcc.cc>  
**Date:** 2/6/2015 11:15 AM  
**Subject:** SREDA minutes  
**Attachments:** Feb 4 MINUTES.doc

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Attached please find the minutes from Wednesday's meeting in Vale - thanks again to the City of Vale, Logan's Market, and Vale Chamber for great hospitality!

Kit Kamo, Executive Director  
Snake River Economic Development Alliance  
650 College Blvd.  
Ontario, OR 97914  
Office: 541.881.5597  
Cell: 208.230.5214  
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Serving Malheur County, Oregon - Payette & Washington Counties, Idaho  
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[www.oregonprospector.com](http://www.oregonprospector.com)



## **SREDA Board Meeting**

**February 4, 2015 Vale City Hall - Vale, Oregon**

Members and Guests Present: Patrick Nauman, Don Hodge, Larry Meyer, John Braese, Bill Buhrig, Diana Burkhardt, Gustavo Morales, Mike McLaughlin, Andrea Testi, Alvin Scott, Ronald Verini, Charlotte Fugate, Torie Ramirez, Jay Gomeza, Lynn Findley, Dan Greig, John Dillon, Mike Hanigan, Darrell Childers, John Breidenbach, Randy Griffin, Harry Flock, Nancy Dale, Alan Massey, and Ed Susman.

Staff: Kit Kamo & Kristen Nieskens

1. Call meeting to order: Chairman Patrick Nauman called the meeting to order at 7:02 a.m.
2. Introductions of Attendees: Chairman Nauman thanked everyone for coming to the meeting today, recognized the size of the group and then asked if everyone would please introduce themselves and what specific entity they are representing. The group took a few minutes to complete the introductions.
3. Approval of January 7, 2015 minutes: Chairman Nauman asked if everyone had a chance to read and review the board minutes that were sent out to everyone. Patrick then asked if anyone had any questions or corrections to the minutes. Kit did add a couple of corrections to the original minutes mailed out that have now been corrected. Chairman Nauman asked for a motion to approve the corrected minutes as printed and presented. Mike Hanigan made a motion to approve the minutes as printed, seconded by Nancy Dale. The motion passed unanimously.
4. Financial Update: Kit provided the treasurer's report for Sandy Hemenway who was out of town today on business. Kit went over in detail the financial handouts discussing balances at the end of the month in both the checking and money market accounts, and totals for the month. Kit also discussed some of the expenses and incoming contributions – A big thanks to new member, Intermountain Gas, and renewing member Alta Mesa. After Kit's presentation, Chairman Nauman asked if there were any questions for clarification or discussion, there were none, so Patrick asked for a motion to approve the financial report as printed and presented. Mike Hanigan made a motion to approve the minutes as printed, seconded by Nancy Dale. The motion passed unanimously.
5. Western Treasure Valley Economic Breakfast - February 27th, 2015 at 7:00 a.m. at the Clarion Inn. Cost for the event is \$10 per participate. Patrick then discussed the details of this event and mentioned sponsorships are available for \$100 each and what each sponsor will get for their contribution. Kit mentioned we have secured some good speakers for the event and reviewed the list with the group. Door prizes will be given out too. It will be an informative event.
6. Community Highlights:
  - a. Nyssa - Council member Harry Flock said they just completed the annual chamber banquet which went very well, nothing else to report this month.



b. Vale - Mayor Mike Mc Laughlin reported on the State designation for the cities' and county's industrial land that was just received and the positive outcomes that come will come with this new designation.

c. Ontario - Mayor Ron Verini reported the City's partnership with CM2 Hill has been phenomenal. Mayor Verini then reviewed a few of the highlights with this arrangement, which were many. They are also working on a plan for the Aquatic Center and several other important issues within the City. Maintenance is a big issue for the city and the cost of this is large and extremely hard to keep up with. The mayor stated, "The shine on Ontario is now here and things will only get brighter and brighter".

d. Payette - Council Woman Nancy Dale said the City is starting the second phase of the boat dock project now. Things are going well and she reported the Payette City council is also exploring new ideas and ways of doing business.

e. Weiser - Patrick Nauman said the city mayor has appointed a new task force, an ad-hoc committee, which will be tasked with developing an economic plan for the city. Right now the committee is meeting every two weeks and should produce some great future results which are much needed. They are also working on strategic planning. On the business front Patrick reported the new retail area is getting ready to open soon which is exciting. Agri-Service is also leaving Weiser for a new combined location.

f. New Plymouth - No report given today.

g. Fruitland - No report given today.

## 7. County Highlights:

a. Payette County - Idaho County Commissioners are in Boise, therefore no report given today.

b. Washington County - Idaho County Commissioners are in Boise, therefore no report given today, however Patrick reported they are working on the highway 95 upgrade project and are currently working with legislators to help with this important project. Funding is needed but for future business expansion this is a crucial needed upgrade.

c. Malheur County - Commissioner Don Hodge reported the county is looking at some new projects and reviewing funding for these projects. They are working on the Eagle Pitcher road project which is in need of update. Don reported that Georges Rock shop is no longer operating so Eagle Pitcher has purchased trucks and now plans to do their own hauling. Another big reason the road needs repaired. The Commissioners are also looking for ways to get financing to complete repair work on the Owyhee Dam road. They are still working on this issue.



8. Executive Director Report: Kit handed out her written report and thanked the City of Vale and others for hosting us today.

Project Updates: Kit began by reporting on Fry Foods who recently purchased the old Select Onion facility from ConAgra. She commented on the effort and partnerships it took to accomplish which this deal which was a long but very rewarding process.

Other projects discussed included - Project Retail, Project Operations, Project Michelle, Project Pam, Project Greenhouse, Project Cider, Project Data, and Project Farm. Project Pam was a site visit to the surrounding areas and the consultant contacted us for more information as they were heading back to Boise with their client. Kit is also assisting Nyssa with Project Martin. Project 78 and the City of Fruitland is still pending.

Other Activities: Kit then reported on the trade shows she has attended on behalf of SREDA which have consisted of the Fancy Food Show and the Shot Show. Kit also spoke at the recent Agriculture Show in Ontario and she also attended the Treasure Valley Agriculture Show in Caldwell.

The Economic breakfast will be on February 27, 2015 at the Clarion Inn in Ontario. We will have speakers giving economic updates on the area as well as the Oregon Main Street Program Coordinator speaking.

In March Kit will be attending the Natural Products Show in Anaheim, CA with Team Oregon. In April she will be attending the NRA Expo in Nashville, TN

Kit then reviewed with the group SREDA's report card for the previous year which summarizes some very good activity for 2014 with comparisons with the prior years. Again, SREDA has been very active and a real player in our local region.

A lot of explanation and discussion then took place on regarding Project Pumpkin. There are a multitude of variables to consider before this project can get going full steam. SREDA will be hosting a meeting Monday at 1 pm on the Pumpkin project with some local interested growers and Malheur County Extension Service and local seed scientist.

9. Round Table Discussion:

Ontario Council Women Charlotte Fugate reported on the downtown revitalization project and an upcoming session on February 26nd at the Four Rivers Cultural Center. A very exciting project and much needed.

John Breidenbach discussed the new Payette Chamber and how all of this can work and how the two chambers can work together. John reported that next Friday, the Ontario Chamber has its large annual fund raising project ONTCCY. Their annual banquet held in January was also very well attended with over 220 folks attending. Also, several exciting things are happening at the



old Ontario mall location. John reported hoping to see activity to begin in March. Our local regional combined service area is large at over 64,000 and will attract businesses to this area.

Harry Flock reported and gave an update on the Nyssa main street program and what some of this can mean particularly to older buildings. This program will also work for both sides of the river or any community.

Andrea Testi, TVCC Director for the College's Center for Business, Workforce and Community Learning (CBWCL) reported on the construction licensing program and stated that in January things have really picked up. This program has been slow since the 2008 recession. Andrea then reported on several other important and informative workshops the CBWCL division is sponsoring and offering. For more information on any of these training program opportunities please contact the CBWCL division at 541-881-5755.

Nancy Dale updated the group regarding the old gas station in Payette which was recently taken down and why in this case that happened. Nancy explained there was no way to bring the building up to code and the owner need to expand which is very good for the downtown and Payette. Also the old courthouse building has been sold and will be renovated.

Patrick stated looking at the SREDA financial statements he is pleased new contributions are coming in and SREDA is going strong. However, we still have continued work to do and for the month of January we are still approximately \$1,000 behind our yearly goal of \$64,000, however we plan to pick this up and get back on track. Patrick asked everyone to keep working toward this goal.

Next month our SREDA Board meeting will be at the Payette Fire Station on March 4<sup>th</sup> at 7 am. April 1st will be in Nyssa, location to be determined.

10. Adjournment: Chairman Nauman adjourned the meeting at 8:00 a.m.

**Event Calendar Information:**

February 4-8, 2015	Pacific NW Sportsman Show - Portland, OR
February 17, 2015	IEDA Legislative open house - Boise, ID (4:30 p.m.)
February 27, 2015	Western Treasure Valley Economic Breakfast (7:00 a.m.)
February 16, 2015	Presidents Day Observance
March 4, 2105	SREDA Monthly Meeting - Payette, ID Fire Station
March 6-8, 2015	Natural Products Show Team Oregon - Anaheim, CA
April 1, 2015	SREDA Monthly Meeting - Nyssa - TBA
April 10-12, 2015	NRA Expo

Minutes prepared by Randy Griffin, SREDA Secretary

**PUBLIC WORKS COMMITTEE MEETING MINUTES**  
**Tuesday, December 09, 2014, 3 P.M. M.T.**  
**\*\* PUBLIC WORKS HEADQUARTERS \*\***

Meeting called to order at 3:05 p.m. by Dan Cummings, Public Works Committee Chairman.

Committee members present included Mr. Dan Cummings, Mr. Scott Wilson, Mr. Bernie Babcock, Mr. Ron Cornmesser, (Mr. Ken Hart Mr. Mike Miller and Mr. Riley Hill – excused).

Others present included Suzanne Mulvany, Cliff Leeper, Betsy Roberts, Dan Shepard and Councilor Larry Tuttle.

The press was notified; this meeting was recorded (the tape is available at the Public Works Headquarters); the minutes are on file at City Hall and on the city's website at [www.ontariooregon.org](http://www.ontariooregon.org).

**ADOPTION OF MINUTES – NOVEMBER 20, 2014**

**RESOLUTION, ACTION &/OR MOTION:**

**The motion was made by Mr. Babcock, seconded by Mr. Cornmesser to adopt the minutes of the previous meeting, November 20, 2014: Motion passed unanimously (Hart, Miller and Hill – excused).**

**NEW BUSINESS**

**NOTIFICATION OF PWC MEMBER TERM EXPIRATIONS**

**GENERAL DISCUSSION:**

- Expiration list handed out.
- Dan Cummings & Scott Wilson terms expire 12/2014
- Still have to submit letter/e-mail of interest to Tori, City Recorder.

**RESOLUTION, ACTION &/OR MOTION:**

- **Dan & Scott to submit letters of interest to renew their membership for another 3 year term.**

**OLD BUSINESS**

**CITY OF ONTARIO UTILITY BILLING POLICY 2014**

**GENERAL DISCUSSION:**

- Ron reviewed Betsy's comments, also responded.
- Found an inconsistency on the use of terminology. In one place was talking about flat rates and the other places was talking about capacity availability...etc. It depended upon which ordinance was the driving factor for that particular charge. Because as they made ordinances they created new terminology. Or they used the same terminology where it should have been different.

**RESOLUTION, ACTION &/OR MOTION:**

- **Betsy and Ron are meeting Monday of next week to keep this moving along.**

**SEWER / WATER CONNECTION COST FORMULA (N. REGIONAL LIFT STATION)**

**GENERAL DISCUSSION:**

- City Code already gives the PWD the authority to make Administrative decisions on these charges – However, need Guidelines to assess them and to consistently follow.
- Betsy – Bring back several options for payment.
- Some agree that it would be better off to let that area develop and not recapture fees. Only something that the council can decide on.
- Also need to get this area annexed.

RESOLUTION, ACTION &/OR MOTION:

- Updates Due - February 2015 meeting.
- Alternatives Due - March 2015 meeting.

SEPTAGE RECEIVING STATION

GENERAL DISCUSSION:

- None

RESOLUTION, ACTION &/OR MOTION:

- Due March 2015

NEW BUSINESS

CL - New owners/individuals of the mobile home court out by the golf course are requesting to hook up to the city water line. He is aware that this has been brought to the city before. They have now been put under a court order

- All costs will be their responsibility
- City previously proposed to change the line from a 4" to an 8" line.  
The issues that result on our side are obviously they would be responsible for all charges; however there will be liability & responsibility issues, etc.
- Talk to Larry Sullivan
- Present to the owner with information, costs, etc.

UPDATES ONLY – NO MOTIONS

- Three staff reports going to Council on Thursday –
  - Eastside Tank – looking at structural review
  - Scoped for the Manhole rehab on the Dikes
  - Air Compressor for the River Intake
- Security assessment for the WTP – A couple came in and gave us a blow by blow review – approximately 62k & need to present it in an executive session due to vulnerability.

Reminder that our next meeting is:

**Tuesday January 13<sup>th</sup>, 2015 @ 3:00pm**

ADJOURN

**The motion was made by Mr. Wilson, seconded by Mr. Babcock to Adjourn: Motion passed unanimously (Hart, Miller and Hill – excused).**

APPROVED:

  
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Dan Cummings, Chairman