

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



**STUDY SESSION AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
THURSDAY, JANUARY 3, 2019, 12:00 PM, MT**

Pursuant to the Public Meetings Laws and Rules within the Oregon Revised Statutes, the City Council has the authority, ability, and standing to take action on any items on the Agenda, or add items to the Agenda, during the Study Session or Regular Meeting, as long as all public meeting notice requirements have been met.

1) SPECIAL ACTION

- A) Swearing in Mayor and Councilors

2) CALL TO ORDER

Roll Call: Michael Braden _____ Marty Justus _____ Ramon Palomo _____ Dan Capron _____
Alfredo Rodriguez _____ Norm Crume _____ Mayor Riley Hill _____

3) PLEDGE OF ALLEGIANCE

This Agenda was posted on January 2, 2019. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

4) SPECIAL ACTION

- A) Election of Council President

5) MOTION TO ADOPT THE AGENDA

- 6) 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.

7) PRESENTATIONS

- A) Rent Control Legislative Conversations: Presentation from Cloud Miller of Miller Properties and Rentals
B) Single Family Zoning Proposed Legislation

8) OLD BUSINESS

- A) Marijuana Tax Collection
B) Treasure Valley Community College Connect Path - Right of Way Change Order

9) NEW BUSINESS

- A) Resolution #2019-101: Support for Legislation Allowing Ontario to Increase the Marijuana Tax Above the State Limited Amount of 3%
B) Resolution #2019-102: Recognize a DPSST Grant Received and Expenditure for Crisis Intervention Team Training
C) Appointments to Boards, Committee, or Planning Commission - 2019
D) Appointments to Historical Preservation/Certified Local Government Program and Execution of Certification Agreement between the City of Ontario and Oregon State Historic Preservation Office
E) Lease Cancellation and Promissory Note from Golf Course Cart Barn Lease
F) Compensation Study and Recommendation for Building Official

10) DEPARTMENT HEAD UPDATES

- A) November 2018 Financial Report

11) HAND-OUTS/DISCUSSION ITEMS

- A) Minutes:
 - Malheur County Court: 10-31-2018
 - Malheur County Court: 11-28-2018
 - Malheur County Court: 12-05-2018
 - Malheur County Court: 12-19-2018
 - SREDA: 12-05-2018
 - SREDA: 01-02-2019
- B) Budget: SREDA 2019
 - Report Card - SREDA 2018
 - Meetings Calendar - SREDA 2019
- C) Department Stats:
 - Fire Department
 - Police Department
 - Public Works Department
 - Code Enforcement

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) ADJOURN

CITY OF ONTARIO
Oath of Office

STATE OF OREGON)
County of Malheur) ss.
City of Ontario)

*I, **Riley J. Hill**, hereby swear on my oath to honestly, faithfully, and impartially discharge the duties of **Mayor** of the City of Ontario, and that I will honor, respect, and support the laws and the Constitution of the State of Oregon, the United States of America, and the Charter and Ordinances of the City of Ontario. I pledge to promote the best interest of the City of Ontario through fiscal responsibility, integrity, and loyalty, never allowing personal feelings to deter me from my responsibilities of City Councilor. I recognize this position as a symbol of public faith and trust, and accept this self-imposed obligation as my responsibility and take this oath freely and upon my honor.*

Signed: _____

Sworn to before me this 3rd day of January, 2019.

Tori Barnett, MMC, City Recorder



CITY OF ONTARIO
Oath of Office

STATE OF OREGON)
County of Malheur) ss.
City of Ontario)

*I, **Dan Capron**, hereby swear on my oath to honestly, faithfully, and impartially discharge the duties of **City Councilor** of the City of Ontario, and that I will honor, respect, and support the laws and the Constitution of the State of Oregon, the United States of America, and the Charter and Ordinances of the City of Ontario. I pledge to promote the best interest of the City of Ontario through fiscal responsibility, integrity, and loyalty, never allowing personal feelings to deter me from my responsibilities of City Councilor. I recognize this position as a symbol of public faith and trust, and accept this self-imposed obligation as my responsibility and take this oath freely and upon my honor.*

Signed: _____

Sworn to before me this 3rd day of January, 2019.

Tori Barnett, MMC, City Recorder



CITY OF ONTARIO
Oath of Office

STATE OF OREGON)
County of Malheur) ss.
City of Ontario)

*I, **Michael Braden**, hereby swear on my oath to honestly, faithfully, and impartially discharge the duties of **City Councilor** of the City of Ontario, and that I will honor, respect, and support the laws and the Constitution of the State of Oregon, the United States of America, and the Charter and Ordinances of the City of Ontario. I pledge to promote the best interest of the City of Ontario through fiscal responsibility, integrity, and loyalty, never allowing personal feelings to deter me from my responsibilities of City Councilor. I recognize this position as a symbol of public faith and trust, and accept this self-imposed obligation as my responsibility and take this oath freely and upon my honor.*

Signed: _____

Sworn to before me this 3rd day of January, 2019.

Tori Barnett, MMC, City Recorder



CITY OF ONTARIO
Oath of Office

STATE OF OREGON)
County of Malheur) ss.
City of Ontario)

*I, **Alfredo "Freddy" Rodriguez**, hereby swear on my oath to honestly, faithfully, and impartially discharge the duties of **City Councilor** of the City of Ontario, and that I will honor, respect, and support the laws and the Constitution of the State of Oregon, the United States of America, and the Charter and Ordinances of the City of Ontario. I pledge to promote the best interest of the City of Ontario through fiscal responsibility, integrity, and loyalty, never allowing personal feelings to deter me from my responsibilities of City Councilor. I recognize this position as a symbol of public faith and trust, and accept this self-imposed obligation as my responsibility and take this oath freely and upon my honor.*

Signed: _____

Sworn to before me this 3rd day of January, 2019.

Tori Barnett, MMC, City Recorder





**AGENDA REPORT
OLD BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: MARIJUANA TAX COLLECTION

DATE: December 17, 2018

PROPOSED MOTION:

I MOVE TO ALLOW THE STATE OF OREGON TO COLLECT THE MARIJUANA TAX REVENUE FOR THE CITY OF ONTARIO AND AUTHORIZE THE MAYOR AND CITY MANAGER TO EXECUTE SUCH DOCUMENTS TO FORMALIZE THE AGREEMENT BETWEEN THE STATE AND THE CITY.

SUMMARY:

The State of Oregon allows the Department of Revenue to collect local (City) taxes for marijuana dispensaries. The City Council requested staff to review the possibility of using the state Department of Revenue to collect the local option marijuana tax.

BACKGROUND:

The November 2018 general election legalized dispensaries for recreational and medical marijuana. The election also imposed a 3% local sales tax on marijuana. The State of Oregon Department of Treasury has a program to collect and then distribute local option marijuana tax funds to local governments. Alternatively, the City of Ontario could collect the tax themselves.

CURRENT SITUATION:

The City Council requested that staff look into the benefits or exposure of collecting the revenue ourselves or having the state collect the revenue. Both the City Attorney and myself reached out to peers to explore the issue.

I spoke with a City Manager from the City of Vaneta. They have two dispensaries in the city limits and they collect the revenue themselves. Their highest deposits are around \$1,000 at a time. This is probably a small deposit compared to what Ontario may see.

I spoke to City Manager of Pendleton who says they let the state handle the tax collection. That city averages about \$350,000 a year in sales tax revenue and their collection cost by the

state was estimated at about 1% or \$3,500.

I reached out to industry members coming to our community who already have shops to see what their preference was. They believed that the State of Oregon collection system was the best option for both them and the City.

There are currently 72 cities and counties using the Department of Revenue to collect the local option tax and 23 cities and counties collecting the revenue themselves. Based on what we have heard from peers around the state, I believe it is in the best interest of the City to allow the State to collect the marijuana tax revenue. Taxes collected locally would come in as cash payments. City Hall is not accustomed to handling large amounts of cash. While not impossible, this opens up exposure that we don't currently have.

ANALYSIS:

- A. **FINANCIAL** We estimate that the cost would be between \$3,000 and \$10,000 for the state to collect the tax which would be less than 1% in administrative costs.
- B. **TIMING** The picture below shows the collection cycle for the State of Oregon.

Payment and return deadlines

Tax year	Qtr.	Qtr. start	Qtr. end	Return due	Payments due
2018	1	Jan. 1, 2018	March 31, 2018	April 30, 2018	Feb. 28, 2018 April 2, 2018 April 30, 2018
2018	2	April 1, 2018	June 30, 2018	July 31, 2018	May 31, 2018 July 2, 2018 July 31, 2018
2018	3	July 1, 2018	Sept. 30, 2018	Oct. 31, 2018	Aug. 31, 2018 Oct. 1, 2018* Oct. 31, 2018
2018	4	Oct. 1, 2018	Dec. 31, 2018	Jan. 31, 2019	Nov. 30, 2018 Dec. 31, 2018 Jan. 31, 2019

The council does not have to act immediately on this, however the process for setting up state collection may be lengthy. They use a standard agreement with all local governments.

- C. **POLICY/LEGAL** The City Council must approve the collection method using the State. Without authorization to use the State, the city collecting the tax would be the default method.

ALTERNATIVES:

Take No Action: Taking no action would imply that the City Council would prefer staff to collect the money in house. We would use templates already created by other local governments for our own use and figure out internal procedures to collect the tax by the City of Ontario.

RECOMMENDATION:

The City Manager recommends that the council authorize the Mayor and City Manager to execute the necessary documents for the State of Oregon to collect Ontario's local sales tax option on marijuana.

ATTACHMENTS:

None



**AGENDA REPORT
OLD BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Betsy Roberts, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **TREASURE VALLEY COMMUNITY COLLEGE CONNECT PATH - RIGHT OF WAY
CHANGE ORDER**

DATE: December 27, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE CHANGE ORDER TO THE TVCC CONNECTOR PATH PROJECT TO COVER ADDITIONAL COSTS FOR RIGHT OF WAY VERIFICATION, AT \$2,500.

SUMMARY:

The contracted surveyor for the TVCC Connector Path project, CK3 LLC, completed the physical survey work, but ran into challenges when working through the right of way information. The request for additional funds covers the time and effort required by CK3 to resolve the issue.

BACKGROUND:

CK3 used the typical resources to secure the required information to identify the right of way: Title Company, County, etc. but was not able to locate the pertinent information. Finally, after meeting with Dan Cummings and doing a bit more investigation together, they were able to resolve what property information was missing, and then to locate it. This additional effort was not typical and not anticipated.

Through the information that has been collected, it appears that the City may not own the right of way along Park Boulevard south of SW 11th Avenue, adjacent to the Evergreen Cemetery on the west and TVCC campus on the east. The City does appear to retain an easement adjacent to the TVCC campus. See the attached figure showing the existing information on ownership. Starting from the left (west), the City owns the Evergreen Cemetery, the yellow strip is still under investigation, but is not clearly identified as City right of way, and the red hatched section to the right of that (closer to TVCC campus) is clearly an easement owned by the City of Ontario. The City does have adequate space in which to design the pathway within their easement or possibly on property currently used by the Cemetery.

CURRENT SITUATION:

The physical survey for the TVCC Connector Path has been completed and, once the right of way line work is finalized, the design team can begin designing the project. The design will be available for use as the City is prepared to construct the project; no time frame has been developed yet for construction.

ANALYSIS:

- A. **FINANCIAL** The Bike Reserve Fund has been used to fund the original amount of the survey: \$6,480. The additional request for funds would put the total at: \$8,980.
Line Item: 055-115-714120
- B. **TIMING** All of the survey is complete, so timing is great to complete the right of way information and allow design to be completed over the winter and spring.
- C. **POLICY/LEGAL** Policy requires City Council approval.

ALTERNATIVES:

- 1. Approve the requested additional funding for right of way services.
- 2. Do not approve the requested funding for right of way services, which will result in having incomplete information for design of the pathway.

RECOMMENDATION:

Staff recommends that the City Council approve the \$2,500 change order requested by CK3, LLC for additional right of way services.

ATTACHMENTS:

- 1. Right of way

PROPOSED NEW
R/W FROM DAN
2007-2008?

INST. NO. 136018
CITY PROP

OUTALIO
CEMETERY
CITY PROP

OWNER? TVCC?

CS 1/16 COR.



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-101: SUPPORT FOR LEGISLATION ALLOWING ONTARIO TO INCREASE THE MARIJUANA TAX ABOVE THE STATE LIMITED AMOUNT OF 3%**

DATE: December 26, 2018

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL DIRECT STAFF TO CONVENE THE MARIJUANA AD HOC COMMITTEE TO CONSIDER THE MOTION AND FOR STAFF TO PUT TOGETHER A WHITE PAPER TO BE PRESENTED TO THE MARIJUANA AD HOC COMMITTEE AND COUNCIL AND FOR THE CITY COUNCIL TO ACT ON THIS RESOLUTION NO LATER THAN JANUARY 15, 2019, TO APPROVE A LETTER OF SUPPORT FOR SPECIAL LEGISLATION ALLOWING ONTARIO TO COLLECT MORE THAN THE 3% CAPPED LOCAL MARIJUANA TAX AUTHORIZED BY THE STATE OF OREGON.

SUMMARY:

Mayor Hill has worked to create a bill for consideration by the Oregon Legislature that would allow Ontario to tax marijuana sales at a rate higher than the current 3% local option cap. He is requesting Council support for this bill.

BACKGROUND:

Marijuana dispensaries were legalized by Ontario voters in the November 2018 general election. The law became effective on January 1, 2019. Applications for dispensaries were accepted on January 2nd, the first business day of the new year.

CURRENT SITUATION:

We know that because of Ontario's unique position on the border of Idaho where marijuana sales are not legal we will see a significant volume of retail patronage greater than what Oregon residents near Ontario would provide alone. Yet, the state formula for dispersing the local share (which is 10%) of the state collected marijuana taxes is based on the population of those who live in the city and the number of licenses in the city.

In a brief from local resident Bill Johnson, the state will collect an estimated \$3.6 million from Ontario retail shops of which 10% should go back to the local government. The 10% share of that tax that would go to the local government is \$360,000 per year. Instead, it is estimated that Ontario will get significantly less than that number.

Mayor Hill is proposing legislation that the City of Ontario be allowed to increase the tax above the current state limit of 3% to as much as 18%.

ANALYSIS:

- A. **FINANCIAL** This would obviously be a significant increase in local revenue. Given the opportunity to calculate the elasticity of demand we can figure out the tax benefit on this change for Ontario. We can accomplish this very quickly over the next week.
- B. **TIMING** The last opportunity for bills to be submitted to the state legislature is January 19, 2019. The Council needs to approve a resolution at the meeting on January 16th for the city's support to be accompanied with the bill.
- C. **POLICY/LEGAL** It is very likely that the legislature would not approve this bill without the support of the Ontario City Council. Mayor Hill has garnered support from Representative Findley and Senator Bentz and is seeking support from the County Commission.

ALTERNATIVES:

Take No Action - Taking no action would show the Council's lack of support or indifference to the tax policy on marijuana.

Revise Tax Policy Recommendation - The City Council could express support for the tax legislation, but consider changing the maximum amount of local tax being proposed below or beyond 18%. After a brief review of the literature it appears that this tax rate could be absorbed by the industry. The City Manager and Police Chief would like some time to put together a brief review of the economics studies on taxation policies.

The current proposal includes a formula for the use of tax proceeds. The recommended formula could be changed by the City Council. The formula takes away discretion from the City Council and future City Council's. One item not currently included in the proposal is place making strategies such as a trail system and improvements to downtown such as benches, planters, and sidewalk improvements.

The Council could consider not including the spending formula in the legislation giving the Council flexibility to apply the funds yearly. Alternatively, the Council could allow full discretion for the first 3% and then tie any additional percentages of tax to be targeted to the listed priorities in the draft resolution. I do believe paying down PERS as fast as responsibly able is a good strategy for the city. If PERS was fully funded the City would have an additional

\$1,000,000 per year to put towards services.

RECOMMENDATION:

The City Manager recommends convening the marijuana ad hoc committee prior to next Tuesdays council meeting to get feedback from the citizen committee. The City Manager will work with the Police Chief to create an issue brief based on academic studies of the economic impact of marijuana taxation. The City Manager supports using a significant portion of the revenue to pay down PERS obligations.

ATTACHMENTS:

1. Res_CC_Marijuana Tax_12 28 2018



RESOLUTION #2019-

A RESOLUTION TO INCREASE THE LOCAL TAX OR FEE ON THE PRODUCTION, PROCESSING, OR SALE OF MARIJUANA ITEMS (RECREATIONAL) IN ONTARIO

- WHEREAS,** subject to voter approval, ORS 475B.491 allows a city to adopt an ordinance, imposing up to a 3 percent tax or fee on the sale of marijuana items by a marijuana retailer within a city's geographical boundaries; and
- WHEREAS,** in November 2018, voters within the geographical boundaries of the City of Ontario approved the production, processing, wholesaling and retailing of marijuana, as well as a 3 percent local tax on the sale of marijuana items; and
- WHEREAS,** the City seeks approval from the State Legislature to increase the local tax on marijuana items to 18 percent for Ontario by order of the Ontario City Council; and
- WHEREAS,** this resolution is strongly supported by Malheur County, special districts, non-profit organizations, businesses, Poverty to Prosperity, and the Eastern Oregon Border Economic Development Region Board (which letters are attached); and
- WHEREAS,** even at a local tax rate of 18 percent, altogether marijuana would face a maximum tax rate of 35 percent in Ontario (including the 17 percent Oregon state tax), which is more reasonable and lower than nearby State of Washington's 37 percent excise tax; and
- WHEREAS,** the economics of Ontario are different than anywhere else in the State as the City is slowly recovering from the recession, our economy continues to struggle, and our residents are some of the poorest in the State; and
- WHEREAS,** the geographical location of Ontario is different than anywhere else in the State because we border Idaho; and
- WHEREAS,** based on data and information gathered from the dispensaries located in Huntington, Oregon, a very large portion of Ontario marijuana customers will hail from Idaho and the Treasure Valley, where marijuana is not legal. For Idaho residents, the benefits of a reliable marijuana supply, of high quality, a more consistent product, and the ability to avoid shady dealers outweigh convenience and risk a trip to

Oregon. (*ulega/ weed, Idaho customers breathe life into tiny Oregon town, irk Otter", Idaho Statesman, March 4, 2017*); and

WHEREAS, with 660,000 people, the Treasure Valley, which starts at the Oregon/Idaho border and runs east along Interstate 84., is home to the biggest population center in the region; and

WHEREAS, the legalization of marijuana in Ontario will increase demands upon our already struggling social programs, roads and public facilities to the detriment of our quality of life and create additional hardships for our families and businesses continuing to compete in a disadvantaged environment due to our status as a border community; and

WHEREAS, a 3 percent local marijuana tax rate is grossly insufficient to preserve or improve our community well-being (social, economic, cultural, environmental, physical structure); and

WHEREAS, the funds from the proposed 18 percent local marijuana tax in Ontario will be earmarked:

- 10% for roads, water, sewer, and storm drainage;
- 10% for homeless and veteran housing/ community kitchens;
- 10% for detectives employed by the Ontario Police Department. Detectives must live/reside in Ontario for the safety and welfare of its citizens; and
- 70% to pay down Ontario PERS obligation currently estimated at \$10,500,000. *Thereafter, (when PERS obligation is paid) 35% for infrastructure consisting of roads, water., sewer, and storm drainage and 35% to establish a loan fund for housing rehabilitation in low Income and declining Ontario neighborhoods.*

WHEREAS, the purpose of allocating marijuana tax dollars for specific and particular purposes as set out above is to avoid an over dependence upon the marijuana funds to support basic government functions and services or to balance Ontario's general fund budgets; and

WHEREAS, an increased local tax rate to cannabis businesses/consumers will support the needs of low-income and homeless residents and families without increasing costs to the very households we are working hard to serve.

NOW, THEREFORE, BE IT RESOLVED by the Ontario City Council as follows:

1. The City implores Governor Kate Brown and the Oregon State Legislature to increase the local recreational marijuana tax to 18 percent in Ontario by order of the Ontario City Council.
2. If marijuana is legalized in Malheur County or other cities within Malheur County, the local recreational marijuana tax within these geographical boundaries must also be 18 percent and established by order of the Malheur County Court or applicable City Council.

EFFECTIVE DATE: Immediately upon passage.

PASSED AND ADOPTED by the Ontario City Council this 16th day of January, 2019, by the following vote:

Ayes:

Nays:

Absent:

APPROVED by the Mayor this 16th day of January, 2019.

ATTESTED:

Riley Hill, Mayor

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **RESOLUTION #2019-102: RECOGNIZE A DPSST GRANT RECEIVED AND EXPENDITURE FOR CRISIS INTERVENTION TEAM TRAINING**

DATE: December 29, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL ADOPT RESOLUTION #2019-102, A RESOLUTION TO RECOGNIZE DPSST FUNDING RECEIVED FOR CRISIS INTERVENTION TEAM TRAINING.

SUMMARY:

Attached is the following document:

Resolution #2019-102

BACKGROUND:

Law enforcement's contact with individuals suffering from mental health issues is on the increase. Communities across the United States are adopting the National Crisis Intervention Team approach. Law Enforcement in Malheur County works with Lifeways, through Greater Oregon Behavioral Health Inc., to implement such a program. They have developed a training module for those who encounter individuals with mental illness in order to provide better services to them and the community. This training is designed to help further the current program.

Because of Ontario's interest and current investment into the implementation of CIT in Malheur County, DPSST has provided a \$500 stipend to help pay for a representative of the Ontario Police Department to attend the Northwest Regional CIT Conference in Kennewick, Washington in October. The stipend will cover approximately half the cost to attend the conference. Lifeways is going to cover the other half of the cost associated with this training.

CURRENT SITUATION:

The Police Department has received unexpected stipend training funding from the Department

of Public Safety Standards and Training (DPSST) to put toward attendance at the Northwest Regional Crisis Intervention Team (CIT) conference in Kennewick, Washington in October. The Police Department would like to expend those funds. A budget change will be required to do so.

ANALYSIS:

- A. **FINANCIAL** Lifeways fronts the entire cost of registration, so the \$500 grant from DPSST will be appropriated within the General Fund to reimburse Lifeways.
- B. **TIMING** The Ontario Police Department would like to reimburse Lifeways as soon as possible.
- C. **POLICY/LEGAL** A resolution approved by the City Council is required to expend the funds as per ORS 294.

ALTERNATIVES:

A. Take No Action.

1. The Council could take no action on this matter; this would cause the funds to be given back and the City would need to reimburse Lifeways from the police budget.

RECOMMENDATION:

Staff recommends the City Council approve Resolution #2019-102.

ATTACHMENTS:

- 1. RES_CC_Resolution DPSST revenue for training_12 2018



RESOLUTION 2019-??

A RESOLUTION TO RECOGNIZE DPSST FUNDING RECEIVED FOR CRISIS INTERVENTION TEAM TRAINING

WHEREAS, The 2018-2019 budget was adopted without the recognition of funding from the Department of Public Safety Standards and Training (DPSST); and

WHEREAS, The Police Department was awarded stipend funds to put toward attendance at a Northwest Regional Crisis Intervention training conference; and

WHEREAS, The City desires to modify the 2018-2019 budget to receive and expend the funds.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council to approve the following adjustments to the fiscal year 2018-2019 budget:

Line Item	Item Description	FY 18-19 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
001-000-469210	Misc. Police Revenue	\$3,346	\$500	\$3,846
001-024-618000	Professional Development	\$32,010	\$500	\$32,510

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the Common Council City Council of the City of Ontario this ____ day of _____, 2019, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of _____, 20____.

Riley Hill, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Tori Barnett, City Recorder

THROUGH: Adam J. Brown, City Manager

SUBJECT: **APPOINTMENTS TO BOARDS, COMMITTEE, OR PLANNING COMMISSION - 2019**

DATE: December 28, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPOINT SHAWN COLEMAN TO THE AIRPORT COMMITTEE, WITH TERM OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

I MOVE THE CITY COUNCIL APPOINT _____ (SELECT ONLY FOUR) DARIN BELL, BRUCE HUNTER, LEROY CAMMACK, KENNETH HART, MARY JO EVERS, ROBERT QUINN, THOMAS JOST, GARY HALCOM, OR TESS WINEBARGER TO THE BUDGET COMMITTEE, WITH TERMS OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE. (THE COUNCIL CAN MAKE A MOTION FOR A SLATE OF CANDIDATES OR AN INDIVIDUAL)

I MOVE THE CITY COUNCIL APPOINT JEANETH MENDOZA AND MARIA ROMERO TO THE DIVERSITY ADVISORY COMMITTEE, WITH TERMS OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

I MOVE THE CITY COUNCIL APPOINT _____ (SELECT ONLY TWO) JOHN HALL, MILDRED WILLIAMS, OR MAX TWOMBLY TO THE PLANNING COMMISSION, WITH TERMS OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

I MOVE THE CITY COUNCIL APPOINT _____ (SELECT ONLY TWO) BRUCE HUNTER, JERRY ELLIOTT, MILDRED WILLIAMS, LARRY TUTTLE, OR JACKSON FOX TO THE PUBLIC WORKS COMMITTEE, WITH TERMS OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

I MOVE THE CITY COUNCIL APPOINT ROBERT QUINN TO THE VISITORS & CONVENTIONS BUREAU BOARD, REPRESENTING THE HOTEL/MOTEL INDUSTRY, WITH TERM OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.

SUMMARY:

The city is currently recruiting volunteers from the community to serve on the various Boards, Committees, and Planning Commission. Ads were placed in the Argus Observer, the Reminder, on the city's website, and all current members with expiring terms of service were contacted directly.

Several applications requesting appointment or reappointment have been received.

BACKGROUND:

The Council has historically appointed individuals to fill positions on the various city committees as they become vacant or open.

CURRENT SITUATION:

There are two positions open on the Airport Board; one application was received. There is a member in the alternate position, who could be moved into full status.

There are four positions open on the Budget Board; nine applications were received.

There are two positions open on the Diversity Advisory Committee; two applications were received.

There are two positions open on the Planning Commission; three applications were received.

There are two positions open on the Public Works Committee; four applications were received.

There are three positions open on the Visitors & Conventions Bureau Board; one application was received. The positions are, by ordinance, specific to areas in the community. The positions of a representative for food service and the City Council are open.

The Council needs to appoint two Councilors to serve on the Audit Committee.

The Council needs to appoint two Councilors to serve on the Business Loan Fund Committee.

ANALYSIS:

- A. **FINANCIAL** None.
- B. **TIMING** The city would like to fill the open positions as soon as possible, to ensure committees are complete and quorum requirements can be met for meetings.

- C. **POLICY/LEGAL** City policy states appointment to all Boards, Committees, and the Planning Commission are to be made by the Mayor, with consensus of the Council.

ALTERNATIVES:

Not appoint some, any, or all of the applicants. This could leave vacancies on the Committees.

RECOMMENDATION:

Staff makes no recommendation on appointments, as this is a Council action.

ATTACHMENTS:

1. Request for Appointment - Shawn Coleman - Airport
2. Request for Appointment - Darin Bell - Budget
3. Request for Appointment - Bruce Hunter - Budget
4. Request for Appointment - LeRoy Cammack - Budget
5. Request for Appointment - Ken Hart - Budget
6. Request for Appointment - Mary Jo Evers - Budget
7. Request for Appointment - Bob Quinn - Budget
8. Request for Appointment - Thomas Jost - Budget
9. Request for Appointment - Gary Halcom - Budget
10. Request for Appointment - Tess Winebarger - Budget
11. Request for Appointment - Jeaneth Mendoza - Diversity
12. Request for Appointment - Maria Romero - Diversity
13. Request for Appointment - John Hall - Planning
14. Request for Appointment - Mildred Williams - Planning
15. Request for Appointment - Max Twombly - Planning
16. Request for Appointment - Bruce Hunter - PW
17. Request for Appointment - Jerry Elliott - PW
18. Request for Appointment - Mildred Williams - PW
19. Request for Appointment - Larry Tuttle - PW
20. Request for Appointment - Jackson Fox - PW
21. Request for Appointment - Bob Quinn - V&C



RECEIVED
12/01/2018

766

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 881-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

Shawn Coleman

NAME: _____
Last First, Middle Initial
HOME ADDRESS: 1481 arata way ONTARIO
Street City Zip Code
TELEPHONE: 541 2125405. Tcraftap@msn.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Airport
1. _____ 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization: Length of Service: Position (s) Held:
Text

Employment:

Current Employer: Position: Dates of Employment:

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:

Signature: _____

November 29, 2018

Date:

Submit

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11/29/2018

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 881-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Bell Darin M
Last First Middle Initial

HOME ADDRESS: 974 SW 5th St Ontario 97914
Street City Zip Code

TELEPHONE: 208-230-0023 dbell@tvcc.cc
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Budget Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Budget Committee</u>	<u>Four years</u>	<u>Chair</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Employment:

<u>TVCC</u>	<u>Business Instructor</u>	<u>current</u>
Current Employer:	Position:	Dates of Employment:

Education:

MBA, CPA

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have served as the chair for the budget committee and I would like to continue to serve.

Additional Information you feel may be helpful in considering your request for appointment:

I feel like I am fiscally conservative.

Darin M Bell

Signature:

November 29, 2018

Date:

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Hunter Bruce E
Last First Middle Initial
HOME ADDRESS: 1251 SW 12th St Ontario 97914
Street City Zip Code
TELEPHONE: 208 573 5556 bruce.hunter@yahoo.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Public Works 2. Budget 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service:	Position (s) Held:
<u>Budget Committee</u>	_____	_____
_____	_____	_____
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>Retired</u>	_____	_____

Education:

B S degree

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Have a deep interest to help my community,

Additional Information you feel may be helpful in considering your request for appointment:

Bruce E Hunter
Signature:

December 6, 2018
Date:

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Cammack Le Roy _____
Last First, Middle Initial
HOME ADDRESS: 1231 SW 11th Ave. Ontario 97914
Street City Zip Code
TELEPHONE: 541-889-3267 / 541-212-7620 leroycammack@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Budget 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>City Council</u>	<u>10+ years</u>	<u>Councilor & Mayor</u>
<u>Budget Comm.</u>	<u>10+ years</u>	_____
<u>Home Board</u>	<u>16 years</u>	<u>Chairman & Board Mem.</u>

Employment:

Retired _____
Current Employer: Position: Dates of Employment:

Education:

B.S. - Accounting

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Experience and training can be an asset to Board.

Additional Information you feel may be helpful in considering your request for appointment:

I want to be of assistance to our community.

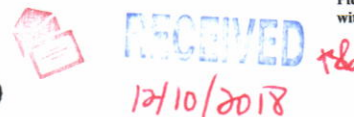
LeRoy Cammack
Signature:

December 6, 2018
Date:

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Hart Kenneth R
Last First Middle Initial

HOME ADDRESS: 486 SW 6th Ave Ontario 97914
Street City Zip Code

TELEPHONE: 541-212-2635 _____
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Budget _____
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>8C School District Budget Comm</u>	<u>1 year</u>	<u>Budget Committee Member</u>
<u>Blessed Sacrament Church</u>	<u>10+ years</u>	<u>Finance Committee Member</u>
<u>NW Health Foundation</u>	<u>3 years</u>	<u>Board member / Audit Chair</u>

Employment:

<u>Saint Alphonsus Medical Center</u>	<u>President</u>	<u>2013 to present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Oregon CPA license (#7150), undergrad degree in Business / Acctg (Portland State), graduate degree in Poli Sci (American University)

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have been a resident of Ontario for 14 years and believe it is important to give back to the community such as volunteering on budget committee

Additional Information you feel may be helpful in considering your request for appointment:

I believe my experience as a CPA, formerly a CFO for two area organizations and now President of the hospital I can be helpful on the committee

Kenneth R. Hart December 9, 2018
Signature: Date:

Submit

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Evers Mary J
Last First Middle Initial
HOME ADDRESS: 2356 Andrew Avenue Ontario 97914
Street City Zip Code
TELEPHONE: 541-589-2212 mjeverscpa@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Budget Committee

1.

2.

3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

Ontario Rec District

newly created

Director

Killebrew Miracle Field

9 months

Board Member

Burns School District

1 year

Budget Committee Member

Employment:

Ontario School District 8C

Director of Finance

7/25/12 - current

Current Employer:

Position:

Dates of Employment:

Education:

CPA - Bachelor of Science in Business Administration, Eastern Oregon University - 2005

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

The trajectory of our community is set by the budget and I want to be a part of improving our community

Additional Information you feel may be helpful in considering your request for appointment:

previously audited City of Ontario prior to joining School District

Mary Jo Evers, CPA
Signature:

December 10, 2018
Date:

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Quinn Robert M
Last First Middle Initial

HOME ADDRESS: 1087 NW 2nd Ave Ontario 97914
Street City Zip Code

TELEPHONE: 208-284-5811 rmquinn53@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Vistors & Conventions Bureau Board 2. Budget Board 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization	Length of Service	Position (s) Held:
<u>Chamber of Commerce</u>	<u>Twenty Years</u>	<u>Board Chair</u>
<u>Vistors & Conventions Bureau Board</u>	<u>Since Inception</u>	<u>Board Chair</u>
<u>Budget Board</u>	_____	<u>Board Member</u>

Employment:

<u>TQ Properties, LLC</u>	<u>Owner</u>	<u>09/1982 to Current</u>
Current Employer:	Position:	Dates of Employment:

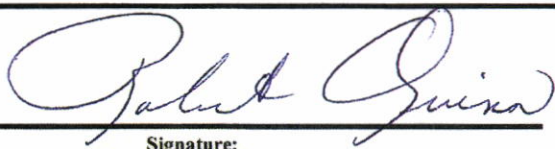
Education:

TVCC / Eastern Oregon University Business Management

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Would like to continue making a difference in our community.

Additional Information you feel may be helpful in considering your request for appointment:


Signature:

December 28, 2018

Date:

Submit

Reset

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: JOST JR. Thomas A
Last First Middle Initial
HOME ADDRESS: 518 NW 14th St. Ontario, OR 97914
Street City Zip Code
TELEPHONE: 541 212 9433 jostjr@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Budget Committee 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>City Council</u>	<u>4 3yrs</u>	<u>Counselor</u>
<u>Field of Dreams</u>	<u>1yr</u>	<u>Coach</u>
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>ODAC / SPCI</u>	<u>Captain</u>	<u>9/1999 to Now</u>

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

was a counselor and want to keep helping the city.

Additional Information you feel may be helpful in considering your request for appointment:

have experience with working with the city budget

Signature: _____

December 28, 2018

Date: _____

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Halcon Gary T.
Last First Middle Initial
HOME ADDRESS: 1325 Arata Way Ontario, OR. 97914
Street City Zip Code
TELEPHONE: 541-889-9088 haldg@fnctc.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Budget Comm. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>City Budget Comm</u>	<u>14 years</u>	
<u>TVCC Budget Comm</u>	<u>3 years</u>	
<u>TVCC Foundation Board</u>	<u>12 years</u>	<u>Chairman</u>
<u>Employment:</u>		<u>Investment Comm.</u>

<u>TVCC - retired</u>	<u>Financial Aid Dir.</u>	<u>1965 - 1995</u>
Current Employer:	Position:	Dates of Employment:

Education:

Portland State Univ. Bus Ad. Degree 1965

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

With new city council and issues facing the city, I want to help in addressing and solving its financial issues.

Additional Information you feel may be helpful in considering your request for appointment:

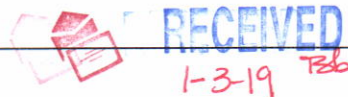
prior experience.

Gary Halcom
Signature:

December 31, 2018
Date:

Submit

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Winebarger Tess
Last First, Middle Initial

HOME ADDRESS: 1662 Pennington Dr Ontario 97914
Street City Zip Code

TELEPHONE: 541-216-0808 tesswinebarger@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Budget Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>City of Ontario</u>	<u>4 year</u>	<u>Councilor, Budget Committee, Audit Committee, Planning Commission, Pool Com +</u>
<u>League of Oregon Cities</u>	<u>1 Year</u>	<u>Board of Directors, Budget Committee</u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Saint Alphonsus Regional Medical Center</u>	<u>Emergency Dispatcher</u>	<u>2015-Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Associates of the Arts, Current RN Student

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I want to continue to serve my community by helping prepare our city for the future and supporting our staff and departments to allow them to perform to the best of their abilities

Additional Information you feel may be helpful in considering your request for appointment:

Tess Winebarger January 3, 2019
Signature: Date:

Submit

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 881-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Mendoza Seaneeth A
Last First Middle Initial

HOME ADDRESS: 128 NW 8th St Ontario OR
Street City Zip Code

TELEPHONE: 208-2303066 Cell mendi97914@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Diversity Ad. Comm. _____
 1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Position (s) Held:

<u>DAC</u>	<u>less than 1 year</u>	<u>Secretary / Board</u>
<u>Evaluation</u>	<u>1 + year</u>	<u>Board Secretary</u>
<u>Ontario Rio</u>	<u>10 + years</u>	<u>Coach / Volunteer</u>

Employment:

<u>OHDC</u>	<u>Workforce Consultant</u>	<u>2011 + Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

TVCC - AAS

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Involvement in community

Additional Information you feel may be helpful in considering your request for appointment:

[Signature]
Signature:

November 29, 2018

Date:

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 881-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Romero _____ Maria _____
Last First, Middle Initial

HOME ADDRESS: PO BOX 582 _____ Ontario _____ 97914
Street City Zip Code

TELEPHONE: 541-212-1683 (C) 541-889-3121 (W) _____ maria.diversity@yahoo.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Diversity Advisory Committee _____
1. _____ 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Community in Action	1 year	Board Member
Blessed Sacrament Parish Council	1 1/2 years	Council Member
Project Dove Board Member	3 years	Board Member

Employment:

Oregon Law Center	Paralegal	3/1980
Current Employer:	Position:	Dates of Employment:

Education:

Ontario High School Graduate, TVCC, Universidad de Guadalajara, Mexico,

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Diversity Advisory Committee - I can assist folks in advocating and sharing new ideas to help our community.

Additional Information you feel may be helpful in considering your request for appointment:

I am also involved with Euvalcree.

Maria Romero

Signature:

December 3, 2018

Date:

Submit

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 881-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Hall John R
Last First, Middle Initial
HOME ADDRESS: 91 Lauren Dr Ontario 97914
Street City Zip Code
TELEPHONE: 208-39-5603 the2halls13@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Planning Commission 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
TVCC Board	City V&C board	City Budget committee

Employment:

Retired	Current Employer:	Position:	Dates of Employment:

Education:

BS degree from OSU

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I have been very active in this city for many years and wish to continue to do my part to help guide the city in the future.

Additional Information you feel may be helpful in considering your request for appointment:

John R Hall
Signature:

December 7, 2018
Date:

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Williams Mildred E
Last First, Middle Initial
HOME ADDRESS: 531 NW 4th St Ontario 97914
Street City Zip Code
TELEPHONE: 208-546-8772 williams_milli@yahoo.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Planning & Zoning 2. Public Works 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Planning Commission - City of WC	3 years	Secretary

Employment:

Malheur County Clerks Office	Managing Assistant	July 2018 - N/A
Current Employer:	Position:	Dates of Employment:

Education:

New Plymouth Jr/Sr School - graduate, diploma general studies

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Planning and Zoning is my chosen career, it is time I work on my community service. I hope to share and learn

Additional Information you feel may be helpful in considering your request for appointment:

I am eager to get involved in my community, Ontario has untapped potential. I hope to help and be a part of continuing Ontario's growth and development.

Mildred Williams

Signature:

December 13, 2018

Date:

Submit

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario – City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Twombly Max J
Last First, Middle Initial
HOME ADDRESS: 1228 Sears Drive Ontario, OR 97914
Street City Zip Code
TELEPHONE: 541-212-6873 maxandjen@twomblys.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Planning Commission

1.

2.

3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

Ontario Planning Commissio

5 years

Employment:

Twombly Tile LLC

Managing Member/Owner

15+ years

Current Employer:

Position:

Dates of Employment:

Education:

High School

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I would like to continue serving the residents of the city of Ontario in this capacity.

Additional Information you feel may be helpful in considering your request for appointment:

Signature:



1-2-19

Date:

Submit

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Hunter Bruce E
Last First Middle Initial

HOME ADDRESS: 1251 SW 12th St Ontario 97914
Street City Zip Code

TELEPHONE: 208 573 5556 bruce.hunter@yakima.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Public Works 2. Budget 3. _____

Community Activities/Civic Organization/Boards/Committees:

Budget Committee _____

Employment:

Retired _____
Current Employer: Position: Dates of Employment:

Education:

B S degree

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Have a deep interest to help my community,

Additional Information you feel may be helpful in considering your request for appointment:

Bruce E Hunter
Signature:

December 6, 2018

Date:

Submit

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12/11/18

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: City of Ontario -- City Recorder
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Elliott Jerry T.
Last First Middle Initial
HOME ADDRESS: 2133 N.W. 3rd Ave Ontario 97914
Street City Zip Code
TELEPHONE: 541-554-6303 jkdelliott@cableone.net
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Public Works
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Eugene Kidsports</u>	<u>14 yrs</u>	<u>Member - President</u>
<u>Route Chair MS Society</u>	<u>2 yrs</u>	<u>Route Chair</u>
<u>Harvest Community Church</u>	<u>2 yrs</u>	<u>Budget Committee</u>

Employment:

Retired
Current Employer: Position: Dates of Employment:

Education:

MS Civil & Environmental Engineering

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Continue to use my 40 yrs experience in Public Works Engineering

Additional Information you feel may be helpful in considering your request for appointment:

Oregon & Idaho Licensed Professional Engineer

[Signature]
Signature:

December 7, 2018
August 30, 2017
Date:

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CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Williams Mildred E
Last First, Middle Initial
HOME ADDRESS: 531 NW 4th St Ontario 97914
Street City Zip Code
TELEPHONE: 208-546-8772 williams_milli@yahoo.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Planning & Zoning 2. Public Works 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
Planning Commission - City of WC	3 years	Secretary

Employment:

Malheur County Clerks Office	Managing Assistant	July 2018 - N/A
Current Employer:	Position:	Dates of Employment:

Education:

New Plymouth Jr/Sr School - graduate, diploma general studies

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Planning and Zoning is my chosen career, it is time I work on my community service. I hope to share and learn

Additional Information you feel may be helpful in considering your request for appointment:

I am eager to get involved in my community, Ontario has untapped potential. I hope to help and be a part of continuing Ontario's growth and development.

Mildred Williams

Signature:

December 13, 2018

Date:

Submit

Reset



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12/19/18

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: TUTTLE LARRY J.
Last First Middle Initial
HOME ADDRESS: 352 TORI DR ONTARIO 97914
Street City Zip Code
TELEPHONE: 208-230-0823 tuttle1@hotmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. PUBLIC WORKS 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>ONTARIO CITY COUNCILMAN</u>	<u>4 YRS.</u>	
<u>PUBLIC WORKS COMMITTEE</u>	<u>4 YRS</u>	
<u>" " "</u>	<u>2 YRS</u>	

Employment:

Current Employer:	Position:	Dates of Employment:
<u>SELF</u>		

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I HAVE EXPERIENCE THAT I FEEL WOULD BE
BENEFICIAL TO THE COMMITTEE AND CITY OF
ONTARIO

Additional Information you feel may be helpful in considering your request for appointment:

[Signature]
Signature:

December 18, 2018

Date:

Submit

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RECEIVED

12/28/18 T86

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: FOX JACKSON Q
Last First Middle Initial
HOME ADDRESS: 2051 W. IDAHO AVE. ONTARIO 97914
Street City Zip Code
TELEPHONE: 208-707-3484
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

PUBLIC WORKS COMMITTEE

1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

PAST COMMITTEE MAINTENANCE CO. COMMUNITY DEVELOPMENT

COMMITTEE MEMBER

PAST ONTARIO CODES COMMITTEE

MEMBER

ONTARIO ELKS

MEMBER / VOLUNTEER

Employment:

SELF

CURRENT

Current Employer:

Position:

Dates of Employment:

Education:

MHS

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

LONGTIME MEMBER OF THIS COMMUNITY AND I CARE

Additional Information you feel may be helpful in considering your request for appointment:

Jackson Q Fox
Signature:

December 18, 2018

Date:

Submit

Reset



RECEIVED
12/28/18
185

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Quinn Robert M
Last First Middle Initial

HOME ADDRESS: 1087 NW 2nd Ave Ontario 97914
Street City Zip Code

TELEPHONE: 208-284-5811 rmquinn53@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. Vistors & Conventions Bureau Board 2. Budget Board 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization	Length of Service	Position (s) Held:
<u>Chamber of Commerce</u>	<u>Twenty Years</u>	<u>Board Chair</u>
<u>Vistors & Conventions Bureau Board</u>	<u>Since Inception</u>	<u>Board Chair</u>
<u>Budget Board</u>	_____	<u>Board Member</u>

Employment:

<u>TQ Properties, LLC</u>	<u>Owner</u>	<u>09/1982 to Current</u>
Current Employer:	Position:	Dates of Employment:

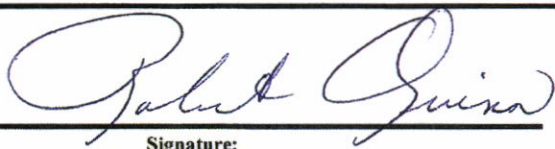
Education:

TVCC / Eastern Oregon University Business Management

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Would like to continue making a difference in our community.

Additional Information you feel may be helpful in considering your request for appointment:


Signature:

December 28, 2018

Date:

Submit

Reset



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Dan Cummings, Community Development Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **APPOINTMENTS TO HISTORICAL PRESERVATION/CERTIFIED LOCAL GOVERNMENT PROGRAM AND EXECUTION OF CERTIFICATION AGREEMENT BETWEEN THE CITY OF ONTARIO AND OREGON STATE HISTORIC PRESERVATION OFFICE**

DATE: December 28, 2018

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPOINT MARTY JUSTUS, GARY FUGATE, CHARLOTTE FUGATE, AND STU EDWARDS TO SERVE ON THE OREGON STATE HISTORIC PRESERVATION COMMITTEE. INITIAL TERMS SHALL BE MARTY JUSTUS AND GARY FUGATE FOR ONE YEAR TERMS; CHARLOTTE FUGATE AND STU EDWARDS FOR TWO YEAR TERMS. FURTHER, THE COUNCIL APPOINTS THE PLANNING DIRECTOR TO THE COMMITTEE AS A PERMANENT APPOINTMENT, AS DIRECTED BY ESTABLISHING ORDINANCE.

I MOVE THE CITY COUNCIL APPROVE THE AGREEMENT BETWEEN THE CITY OF ONTARIO AND OREGON STATE HISTORIC PRESERVATION OFFICE AND AUTHORIZE THE MAYOR TO EXECUTE THE AGREEMENT.

SUMMARY:

The City of Ontario is requesting to participate in the Certified Local Government (CLG) Program. The CLG requires appointment of members to a Historic Preservation Commission and execution of a Certification Agreement.

Participating in this Program services the downtown area, and provides individuals/businesses the opportunity to apply for grants for use on historical buildings. Grants cannot be given to individuals. The city will act as a pass through for funds for disbursement towards applications for money to be used towards historical preservation.

BACKGROUND:

The City of Ontario desires to be recognized by the Oregon State Historic Preservation Office. A

city ordinance was developed to meet the requirements necessary to participate in the Program. It is necessary to execute the Certification Agreement, as well as appoint five members to the Commission. The ordinance requires that one member of the Commission be the permanent appointment of the Planning Director.

Ordinance #2739-2018, dated July 12, 2018, created Planning & Zoning Code 10C-60-20, which established the Historic Preservation Commission and subsequent guidelines.

CURRENT SITUATION:

The city is in receipt of the Certification Agreement, and applications for the positions on the Commission. Participation in this Program allows downtown entities the opportunity to apply for funds for use in historical preservation.

ANALYSIS:

- A. **FINANCIAL** None. The city will be utilized as a pass-through for the funds, as no money can be given directly to any individual.
- B. **TIMING** The Commission cannot begin the process until appointed and the Agreement executed and returned to the state.
- C. **POLICY/LEGAL** Policy dictates Agreements be reviewed and/or executed by the governing body unless directed otherwise.

Appointments to city committees/boards are by Council action.

ALTERNATIVES:

The Council could choose to not appoint any or all of the applicants requesting a seat on the Commission, and direct staff to pursue further applications. This will delay taking any action for this Program.

The Council could also choose not to execute the Certification Program. Doing so, however, would also delay or eliminate the ability to obtain funds for historical preservation through the Program.

RECOMMENDATION:

Staff recommends the appointment of the applications to the Historical Preservation Commission, and to execute the proposed Certification Agreement.

ATTACHMENTS:

- 1. 2739-2018 Repeal P&Z 10C-50; Add 10C-60 Historical Landmarks 07-12-2018 INST 2018-2699
- 2. clg_certification_agreement_City of Ontario
- 3. Request for Appointment - Charlotte Fugate - Historical

4. Request for Appointment - Gary Fugate - Historical
5. Request for Appointment - Marty Justus - Historical
6. Request for Appointment - Stu Edwards - Historical



I, Gayle V. Trotter, County Clerk for Malheur County,
Oregon certify that the instrument identified herein was
recorded in the Clerk records.
Gayle V. Trotter - County Clerk

Gayle

ORDINANCE 2739-2018

AN ORDINANCE REPEALING TITLE 10C-50 HISTORICAL LANDMARKS AND REPLACING IT WITH TITLE 10C-60 HISTORICAL PRESERVATION LANDMARKS

- WHEREAS,** Chapter 10B-15-05 allows the initiation of zoning and development code amendments by the City Council or Planning Commission; and
- WHEREAS,** The City Council finds that the proposed changes will allow the City to help local business and property owners apply for and obtain certain grants to aid in the preservation of Historical buildings; and
- WHEREAS,** Staff has been directed to prepare certain amendments to the Historical Landmark Section of the Code in advance of the city action; and
- WHEREAS,** The City of Ontario substantive regulations for land development are contained in Title 10C; and
- WHEREAS,** The replacement of Title 10C-50 has been initiated by the City Council in accord with Section 10B-15, Ontario City Code at their meeting on April 5, 2018; and
- WHEREAS,** Amendment actions are first referred to the Ontario Planning Commission for a public hearing and recommendation to the City Council; and
- WHEREAS,** A public hearing was held before the Planning Commission on June 11, 2018 and before the City Council June 19, 2018 and July 5, 2018; and
- WHEREAS,** The appropriate legal notices were provided to the Oregon Department of Land Conservation and Development and to the public in accordance with Oregon law and the Ontario City Code prior to the public hearings; and
- WHEREAS,** Having duly considered the information provided at the public hearings and the recommendations of the Planning Commission, the City Council finds that it is in the public interest to enact the recommended repeal of Title 10C-50 and its replacement by Title 10C-60 ("land regulations") of the Ontario City Code.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

Section 1. Ontario City Code Section 10C-50 Historical Landmarks is hereby repealed in its entirety and replaced with Title 10C-60 Historical Preservation Landmarks to the City Code as follows:

10C-60 Historical Preservation Landmarks

10C-60-05 Purpose

The purpose of these historical preservation regulations is to:

- (a) Identify, recognize, and preserve significant properties related to the community's history;
- (b) Encourage the rehabilitation and ongoing viability of historic buildings and structures;
- (c) Strengthen public support for historic preservation efforts within the community;
- (d) Foster civic pride;
- (e) Strengthen the economy of the City;
- (f) Stabilize and improve property values within the City;
- (g) Encourage cultural heritage tourism; and
- (h) Promote the private and public use of historic resources for the education, prosperity, and general welfare of the people.

10C-60-010 Applicability

The provisions of this chapter apply to the alteration and demolition of designated landmarks and historic resources of statewide significance. No provision of these regulations shall be construed to prevent the ordinary maintenance of a Landmark when such action does not change in design, materials, or appearance. No provision of these regulations shall be construed to prevent the alteration, demolition, or relocation of a Landmark when the Building Official certifies that such action is required for public safety. At his or her discretion, the Building Official may find that under state law and Oregon Structural Specialty Code that a landmark does not meet current building code but is not dangerous.

10C-60-15 Definitions

Definitions: The following definitions apply to terms used in this chapter.

"Alteration" means an addition, removal, or reconfiguration which significantly changes the character of a historic resource. Painting is not an alteration.

"Demolition" means the razing, destruction, or dismantling of a historic resource to the degree that its historic character is substantially obliterated.

"Demolition by neglect" means a situation in which the owner or other person(s) or entities who may have legal possession, custody, and control of a building, structure, or object allows the condition of the building, structure, or object to suffer such deterioration, potentially beyond the point of repair, as the threatened the structural integrity of the building, structure, or object or its relevant architectural details such that the building, structure, or object and its character may be lost to current and future generations.

"Designated Landmark" means a historic resource officially recognized by the City of Ontario as important in its history.

"Designated Landmarks Register" means the list of and record of information about historic resources, designated landmarks specifically, officially recognized by the City of Ontario as important in its history.

"Extraordinary historic importance" means the quality of historic significance achieved outside the usual norms of age, association, or rarity.

“Historic integrity” means the quality of wholeness of historic location, design, setting, materials, workmanship, feeling, and/or association of a resource, as opposed to its physical condition.

“Historic resource” means a building, structure, object or site that is or has the potential to be, pursuant to the provisions of this chapter, a designated landmark for inclusion onto the Designated Landmarks Register. Historic resource types are further described as follows:

“Building” means a construction made for purposes of shelter or habitation (e.g. house, barn, store, theater, train station, garage, school, etc.).

“Structure” means a construction made for functions other than shelter or habitation (e.g. bridge, windmill, dam, highway, boat, kiln, etc.).

“Object” means a construction which is primarily artistic or commemorative in nature and not normally movable or part of a building or structure (e.g. statue, fountain, milepost, monument, sign, etc.).

“Site” means the location of a significant event, use, or occupation which may include associated standing, ruined, or underground features (e.g. battlefield, shipwreck, campsite, cemetery, natural feature, garden, etc.).

“Historic resources of statewide significance” means specific buildings, structures, objects, and sites which are listed on the National Register of Historic Places.

“Inventory of historic resources” means the record of information about historic resources potentially significant in the history of the City of Ontario.

“Relocation” means the removal of a historic resource from its historical context.

10C-60-20: Historic Preservation Commission

The City of Ontario Historic Preservation Commission, a CLG (Certified Local Government Commission) is hereby established with the following provisions:

- A. The Planning Director will serve as Historic Preservation Officer and staff to the Historic Preservation Commission and to carry out the administrative provisions of these regulations. The Historic Preservation Officer may appoint a designee(s) to carry out responsibilities delegated to him or her under these regulations.
- B. The Mayor, subject to council approval, shall appoint a Historic Preservation Commission, hereinafter referred to as the “Commission,” of five members with a demonstrated competence, knowledge, or interest in historic preservation with preference given to those with professional experience in the fields of preservation, architecture, archaeology, community history, building trades, real estate, or related specialties. One of the Members will be the Current Planning Director. The majority of the members shall reside in the City of Ontario. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.
- C. The council, in the initial appointment of members, shall appoint one (1) member, the Planning Director as a permanent term, two (2) members for a two (2) year term, and two (2) members for a one (1) year term. Subsequent terms of appointment shall be for three years, or in the case of a replacement, for the remainder of the unexpired term. Members shall be eligible for reappointment.
- D. A simple majority of members shall constitute a quorum to conduct official business.
- E. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.

- F. The Commission shall meet at least four times a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the Commission shall be maintained as public records in accordance with applicable state law.

10C-60-25: Commission Duties

The Commission shall have the following duties:

- A. Maintain specific guidelines for the designation of historical landmarks;
- B. Review and comment upon the conflicts of land use, housing, municipal improvements, and other programs undertaken by an government agency as they relate to the historic resources of the City;
- C. Employing the procedures and criteria in 10C-60-30, the Commission shall periodically identify and evaluate the historic resources of the City of Ontario and maintain an inventory of historic resources. At such times as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.
- D. For purposes consistent with this Ordinance and subject to the approval the City Council, the Commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; assist the owners of Landmarks in securing funding for the preservation of their properties; and report on such activities to the City Council.
- E. Designate properties to the Designated Landmarks Register; and
- F. Review and act upon applications for the alteration, relocation, or demolition of designated landmarks.

10C-60-30: Designated Landmarks Register

- A. Inventory and Evaluation
 - a. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources.
 - a. Before commencing inventory studies or updates, the Commission shall provide public notice describing the inventory, its purposes, and invite public participation.
 - b. Unless the Commission finds "extraordinary historic importance," only properties over 50 years of age shall be considered for inclusion in the inventory of historic resources.
 - c. The Commission shall develop or adopt a system, based on historic integrity and significance, for evaluating historic resources. The system shall rank surveyed historic resources as Eligible/Significant (ES), Eligible/Contributing (EC), Non-Contributing (NC), or Not in Period (NP). Evaluation and documentation of properties in the Historic Resource Survey shall meet the requirements of the document "Guidelines for Historic Resource Surveys in Oregon, 2010" or most recent guidance for such efforts published by the State Historical Preservation Office (SHPO) and be supplied to the agency within six (6) months of the completion of the study.
 - d. The Designated Landmarks Register shall be maintained as public record with the exception of archaeological sites, which is prohibited by state law.
 - e. The Designated Landmarks Register shall be established and updated by resolution.
- B. Criteria for Designation
 - a. Any building, structure, object, or site may be designated to the Designated Landmarks Register if it meets all the criteria below:
 - 1. The property is located within the boundaries of the City of Ontario.
 - 2. The property is over fifty (50) years of age or of extraordinary historic importance.
 - 3. The property possesses sufficient historic integrity, in that there are no major alterations or additions that have obscured or destroyed the historic features.
 - 4. The property has historic significance as demonstrated by meeting at least one of the following criteria:

- a. Association with events that have made a significant contribution to the broad patterns of our history; and/or
 - b. Association with the lives or persons significant in our past; and/or
 - c. Embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or
 - d. Have yielded, or may be likely to yield, information important in prehistory or history.
 - b. Properties listed on the National Register of Historic Places are eligible for automatic listing on the Designated Landmarks Register.
- C. Nomination Procedure:
- a. Any person, group, or government agency may nominate a property for listing in the Designated Landmarks Register. The Historic Preservation Officer shall establish standards for a complete application.
 - b. The burden of proof lies with the applicant.
 - c. No property shall be so designated without the written consent of the owner, or, in the case of multiple ownership, all of the owners.
 - d. The City of Ontario may not object to the listing of a historic resource in City ownership.
 - e. Upon acceptance of a complete application the Historic Preservation Officer shall schedule a public hearing pursuant to the applicable state laws and provisions of the City of Ontario Developmental Code.
 - f. The Commission shall review the application and approve, deny, or table the application pending further testimony, or to allow for the petitioner to provide additional information as requested by the Commission. The Commission shall develop written findings to support its decisions.
 - g. Applications approved by the Commission shall be added to the Designated Landmarks Register with all accompanying documentation.
- D. Results of listing in the Designated Landmark Register:
- a. All existing uses and restrictions established shall remain in effect unless changed through due process.
 - b. Landmarks are protected under the provisions of 10C-60-35.
 - c. City staff shall consider granting zoning variances and/or conditional use permits in order to encourage the productive use and preservation of landmarks.
 - d. The local Building Official shall consider waiving certain code requirements in accordance with existing state building code.
 - e. Property owners of landmarks may seek technical or financial assistance from the Commission in applying for grants or tax incentives for rehabilitating their properties as resources or funds are available.
 - f. Property owners of landmarks are eligible to receive City funded grants and loans to assist with the preservation of their buildings as resources and funds are available.

10C-60-35: Treatment of Historic Resources

The Commission shall use the provisions of this section to preserve the exterior historic integrity of landmarks listed in the Designated Landmark Register.

- A. Activities not subject to the provisions of this section:
 - a. Alterations to building interiors.
 - b. Application of exterior paint color when color is not specifically noted in record of designation.
 - c. Alterations to landscape features not specifically identified as historically significant.
- B. Nothing in this chapter shall be construed to prevent ordinary repair or maintenance, when such an action does not involve a change in design, materials, or appearance.

- C. Nothing in this chapter shall be construed to prevent the alteration, demolition, or relocation of a designated landmark or historic resource when the Building Official certifies that such action is required for the public safety because of its unsafe or dangerous condition.
- D. No Landmark or exterior landscape or archaeological element noted as significant shall be altered, relocated, or demolished, or a new building or structure constructed within the area defined in the Designated Landmark Register without a permit issued pursuant to this chapter.
- a. In order to approve an application for the alteration of a Designated Landmark, the Commission must find that the proposal meets the following standards:
- i. i. The provisions of the comprehensive plan;
 - ii. ii. A property shall be used as it was historically used or be given a new use that requires minimum change to its distinctive materials, features, and spatial relationships;
 - iii. iii. The historic character of a property shall be retained and preserved.
 - iv. iv. The removal or relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided;
 - v. v. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken;
 - vi. vi. Changes to a property that have acquired historic significance in their own right shall be retained and preserved;
 - vii. vii. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved;
 - viii. viii. Deteriorated historic features shall be repaired rather than replaced. ix. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and where possible (including environmental considerations), materials. Replacement of missing features shall be substantiated by documentary and physical evidence;
 - ix. x. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used;
 - x. xi. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken;
 - xi. xii. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible in appearance with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment; and
 - xii. xiii. New additions and adjacent or related construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- b. In order to approve an application for the relocation or demolition of a Designated Landmark, the Commission must find that:
- i. i. No prudent and feasible alternative exists; or
 - ii. ii. The designated property is deteriorated beyond repair; or
 - iii. iii. The value to the community of the proposed use of the property outweighs the value of retaining the designated landmark or historic resource.
- c. When considering an application involving relocation or demolition, the Commission may also consider whether denial of the permit will subject the City to potential liability, involve substantial hardship to the applicant, and whether insurance of the permit would act to the substantial detriment of the public welfare and would be contrary to the intent and purposes of this code.

- E. Prior to alteration, demolition, or relocation, current photographs and/or drawings of all elevations shall be provided to the City for its public records. Photographs and drawings shall be archival quality; proof of such shall be provided with the photographs and/or drawings. In the case of demolition or relocation, the Commission may also require salvage and curation of significant elements or artifacts.
- F. All designated landmarks and historic resources of statewide significance shall be preserved against decay and deterioration, and kept free of structural defects by the owner or other person(s) or entities who may have legal possession, custody or control thereof.
- G. Demolition by neglect shall be prohibited.

10C-60-40: Application and approval process for alteration, demolition, or relocation

- A. A pre-application conference with City staff is required. See 10B-04-15(1).
- B. The application for alteration, demolition, or relocation shall be made on forms provided by the Historic Preservation Officer within six (6) months of the pre-application conference and must include the following:
 - a. Description of the proposed activity;
 - b. Accompanying maps, photographs, drawings, and other documentation;
 - c. The required fee; and
 - d. The Historic Preservation Officer may establish additional standards for a complete application.
- C. Upon acceptance of a complete application, the Historic Preservation Officer shall prepare a staff report that summarizes the proposed project and make a recommendation to the Commission to approve, approve with conditions, or deny the application for alteration, demolition, or relocation.
- D. A public hearing before the Commission shall be required for activities not exempted in other parts of this chapter.
- E. In order to approve an application for the alteration, demolition, or relocation of a Designated Landmark, the Commission must find that the proposal meets the criteria in 10C-60-35.

10C-60-45 Removal of Landmarks from the Designated Landmark Register

- A. Any individual or group, including the Commission acting on its own initiative may initiate the removal of a landmark from the Designated Landmark Register by submitting a complete application to the Historic Preservation Officer.
- B. The Historic Preservation Officer shall establish standards for a complete application.
- C. Upon acceptance of a complete application, the Historic Preservation Officer shall prepare a staff report that summarizes the proposed project and make a recommendation to the Commission to approve, approve with conditions, or deny the application for alteration, demolition, or relocation.
- D. A public hearing before the Commission shall be required for activities not exempted in other parts of this chapter.
- E. In order to approve an application for removal, the Commission must find the following:
 - a. The landmark has ceased to meet the criteria for listing in the Register because the qualities which caused it to be originally listed have been lost or destroyed; and/or
 - b. The property owner at the time the property was added did not provide written permission for such action.
 - c. If the landmark is accidentally destroyed by flood, fire, or other natural or accidental act, the landmark may be removed administratively from the Register by the Historic Preservation Officer. Notice of this action and written evidence documenting the demolition of the landmark shall be provided to the Commission at their next regular meeting. This same documentation shall be provided to the State Historical Preservation Office (SHPO). If a landmark is also listed in the National Register, the Commission shall request that the State Historical Preservation Office (SHPO) remove it from the National Register.

- F. Upon removing a landmark from the Designated Landmark Register, the Historic Preservation Officer shall post a legal notice in the local newspaper of general circulation announcing the removal, the criteria under which the removal was approved, and the historical significance of the property.

10C-60-50 Appeals

Decisions made pursuant to this chapter are appealable under the provisions of Title 10B.

10C-60-60 Economic Hardships

The Commission need not disapprove an application for a landmark alteration permit to carry out any proposed work on a designated landmark, or if the applicant presents clear and convincing evidence of facts demonstrating to the satisfaction of the Commission that such disapproval will work immediate and substantial hardship on the applicant because of conditions particular to the person seeking to carry out the proposed work, whether this be the property owner, tenant, or resident, or because of conditions peculiar to the particular improvement, building, structure, or other structure involved. If a hardship is found to exist under this Chapter, the Commission shall make written findings to that effect, and shall specify the facts and reason relied upon in making such a determination.

Section 2. Effective Date. This ordinance shall take effect 30 days after passage.

PASSED AND ADOPTED by the Common Council of the City of Ontario this 12th day of July, 2018, by the following vote:

AYES: CAPRON, WINEBARGER, CRUME, VERINI, JUSTUS, CARTER

NAYS: NONE

ABSENT: PALOMO

APPROVED by the Mayor this 12th day of July, 2018.



Ronald Verini, Mayor

ATTEST:



Tori Barnett, MMC, City Recorder

Oregon State Historic Preservation Office
Certified Local Government (CLG)
Program Certification Agreement

Pursuant to the provisions of the 1980 amendments to the National Historic Preservation Act (P. L. 89-655), to applicable federal regulations (36 CFR 61), and to the State of Oregon procedures, the City/County of City of Ontario, Malheur County, Oregon hereby requests participation in the Certified Local Government program and agrees to:

- (1) Enforce appropriate state or local legislation for the designation and protection of historic properties.
- (2) Maintain an adequate and qualified historic preservation review commission composed of professional and lay members.
- (3) Maintain a system for the survey and inventory of historic properties.
- (4) Provide for adequate public participation in the historic preservation program, including the process of recommending properties to the National Register.
- (5) Maintain adequate financial management systems.
- (6) Adhere to all requirements of the *Historic Preservation Fund Grants Manual*.
- (7) Adhere to any requirements mandated by Congress regarding use of federal historic preservation funds.
- (8) Adhere to requirements outlined in the *State of Oregon Local Government Participation Procedures* issued by the State Historic Preservation Office.
- (9) Satisfactorily perform the responsibilities delegated to it under the Act.

Mayor

Christine Curran
Deputy State Historic Preservation Officer

Print Name & Title

Date

Date

Attest

Revised 9/24/2009



RECEIVED

12/13/18

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: *City of Ontario -- City Recorder*
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Fugate Charlotte A.
Last First Middle Initial
HOME ADDRESS: 821 SW 2nd Street Ontario 97914
Street City Zip Code
TELEPHONE: 541-889-1996 charfugate@fmtc.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

Certified Local Government
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Position (s) Held:

<u>Revitalize Ontario!</u>	<u>Four Years</u>	<u>President</u>
<u>Malheur Historical Project</u>	<u>Twenty Two Years</u>	<u>Sect/Treasurer</u>
<u>Malheur Cultural Trust Coliation</u>	<u>Twenty Years</u>	<u>Sect/Treasurer</u>

Employment:

<u>Virtue Cottage</u>	<u>Owner</u>	<u>Eleven Years</u>
Current Employer:	Position:	Dates of Employment:

Education:

Fine Art Degree - Cal State Haward - 1991 - Honors Graduate

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Interested in preserving and maintaining the historic buildings and history of our community.

Additional Information you feel may be helpful in considering your request for appointment:

I have served on many community boards that are interested in advancing our city. This commission will be another tool towards that goal.

Charlotte Fugate

Signature:

December 12, 2018

Date:

Submit

Reset

CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION COMMISSION MEMBER FORM
for the
City of Ontario Historic Preservation Commission

1. Name: Charlotte Fugate Date: 6/26/18
2. Address: 821 SW 2nd St - Ontario, OR 97914
3. Telephone Number: 541-889 1996
4. Education: Colleges/universities attended with degrees, areas of study and dates completed.
1991 Graduate Cal State University Hayward - Summa Cum Laude – Bachelor of Fine Arts - Minor Art History
1989/1990 - Diablo Valley College, Pleasant Hills, CA
1988 University of Potsdam, Potsdam, NY
1985/1988 University of Alaska, Anchorage Alaska
5. Occupation: Owner – Virtue Cottage – Extended Stay Rental
6. Positions and/or work experience.
Retired – City Counselor - 2008 - 2017
Executive Director - Four Rivers Cultural Center & Museum 1997-2005
Teacher – Art Instructor – Treasure Valley Community College 1996
Self Employed – Graphic Designer – 1993 – 1997
1992/1993 - Office Manager – John F Kennedy University – Walnut Creek, California
7. Local history/historic preservation activities (publications, committee work, etc.)
Presently serving as President of Revitalize Ontario!, a grassroots non-profit organization and member of Oregon Main Street since 2015. Serving on the City of Ontario's Façade Grant Committee. Wrote and directed a Diamonds in the Rough Grant downtown Ontario, completed in 2016. Member of Malheur County's Cultural Trust Coalition since 2004 distributing funds for projects that promote arts, heritage, humanities or tourism in Malheur County. Served 8 years on the Oregon Heritage Commission.
8. Community and other activities:
Present member of SEREDA, an economic organization that promotes bringing business to the Eastern Treasure Valley Region; Serving on Malheur Historic Project Board as Treasurer (Stone House Museum)

since 1997. Member of RDI's committee to survey the community regarding what the community deems important to make Ontario a viable place to live. Four Rivers Cultural Center Board of Directors 1997-2017. Served as Treasurer on the Feral Cat Project Board, an organization to capture, neuter and release feral cats in Ontario; Developed and opened The House that Art Built along with 13 other artist to create a co-op as an outlet for artist's works in Ontario, also served as Treasurer from 2005/2008.

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12/13/18

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: City of Ontario -- City Recorder
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME:
Last First Middle Initial

HOME ADDRESS:
Street City Zip Code

TELEPHONE:
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

Malheur Historical Project	20 years	President
BOPTA	5 years	Chairman
MALHEUR COUNTRY HIST SOC	MEMBER - 15 YRS	BOARD MEMBER

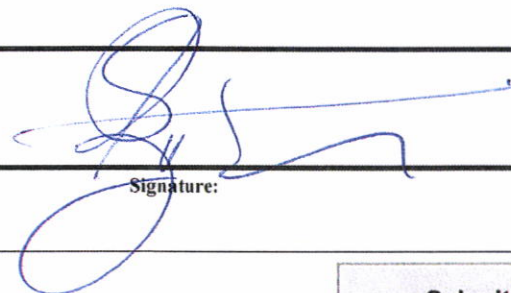
Employment:

Current Employer: Position: Dates of Employment:

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:


Signature:

Date:

Submit

Reset

CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION COMMISSION MEMBER FORM
for the
City of Ontario Historic Preservation Commission

1. Name: GARY D. FUGATE Date: 7/18/18
2. Address: 821 SW 2ND ST
ONTARIO, OR 97914
3. Telephone Number: 541-889-1996
4. Education: Colleges/universities attended with degrees, areas of study and dates completed.
UNIVERSITY OF IOWA - B.S. - CHEM, PHYSICS, MATH
UNIVERSITY OF IOWA - 1963 - MASTERS CLASSES
INEL - U of I CONT. CLASSES TOWARD MASTERS - IN COMPLETE
5. Occupation: RETIRED - FORMERLY ENGINEER. PROJECT MANAGER -
MORRISON - KNUDSEN
6. Positions and/or work experience.
NUCLEAR ENGR, CONSTRUCTION ENGR, PROJECT MGR.
7. Local history/historic preservation activities (publications, committee work, etc.)
PRESIDENT - MALHEUR HISTORICAL PROJECT - SIDNE HOUSE MUSEUM
MALHEUR CEMETARY BOARD MEMBER
MALHEUR HISTORICAL COUNTRY SOCIETY - BOARD MEMBER
8. Community and other activities:
REVITALIZE DOWNTOWN ONTARIO
WRITE ARTICLES FOR LOCAL NEWSPAPERS
HISTORICAL TALKS ON LOCAL HISTORY

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CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME:
Last First Middle Initial

HOME ADDRESS:
Street City Zip Code

TELEPHONE:
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:

Length of Service

Position (s) Held:

City Council Member		

Employment:

Current Employer:

Position:

Dates of Employment:

Education:

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

Additional Information you feel may be helpful in considering your request for appointment:

Signature:

Date:

Submit

Reset

CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION COMMISSION MEMBER FORM
for the
City of Ontario Historic Preservation Commission

1. Name: Martin Justus Date: 9/7/18
2. Address: 241 SW 3rd Ave Ontario OR 97914
3. Telephone Number: 541-889-8801
4. Education: Colleges/universities attended with degrees, areas of study and dates completed.
Associates degree Johnson & Wales U.

5. Occupation: Real Estate Broker
6. Positions and/or work experience.
Real Estate Broker
Chef
Rest Industry
7. Local history/historic preservation activities (publications, committee work, etc.)
Revitalize Ontario
Galveston Historic Foundation

8. Community and other activities:
City Council
Rotary
Golf Ball

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12-12-18

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with Blue Ballpoint

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail or personally deliver to: **City of Ontario -- City Recorder**
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 FAX (541) 889-7121

The Ontario City Council appoints individuals to numerous Boards, Committees, and the Planning Commission. Persons who wish to serve need to provide the following information.

NAME: Edwards Stewart R.
Last First Middle Initial

HOME ADDRESS: 604 S. Minnesota Ave. Fruitland, ID 83619
Street City Zip Code

TELEPHONE: 541-889-4432 (work) edwards3@fmtc.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

Name of Board, Committee, or Commission for appointment requested:

CLG Committee
1. 2. 3.

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization	Length of Service	Position (s) Held:
<u>Rotary Club</u>	<u>38 yrs.</u>	<u>President (2)</u>
<u>EIKS Lodge</u>	<u>45 yrs.</u>	<u>Exalted Ruler</u>

Employment:

Engineering Northwest, LLC Engineer
Current Employer: Positions Dates of Employment:

Education:

BS from Washington State University, Pullman, WA

Please indicate why you are requesting appointment to this Board (s) /Commission (s):

I am interested in the historic preservation of buildings

Additional Information you feel may be helpful in considering your request for appointment:

[Signature]
Signature:

12/12/2018
Date:

Submit

Reset

CERTIFIED LOCAL GOVERNMENT PROGRAM
HISTORIC PRESERVATION COMMISSION MEMBER FORM
for the
City of Ontario Historic Preservation Commission

1. Name: Stewart R. Edwards

Date: 7/18/2018

2. Address: P.O. Box 533
Fruitland, ID 83619

3. Telephone Number: 208-739-5035

4. Education: Colleges/universities attended with degrees, areas of study and dates completed.

Washington State Univ., B.S. Civil Engineer
Graduate June, 1967

5. Occupation: Engineer

6. Positions and/or work experience.

Business owner. Worked as a structural
engineer for 46 yrs.

7. Local history/historic preservation activities (publications, committee work, etc.)

Worked on historical preservation, of Geise-Grand Hotel
Baker City, Streamline Bldg., Huntington, OR

8. Community and other activities:

Member of Rotary Club



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **LEASE CANCELLATION AND PROMISSORY NOTE FROM GOLF COURSE CART
BARN LEASE**

DATE: December 28, 2018

PROPOSED MOTION:

**I MOVE TO APPROVE A REVISED LEASE AGREEMENT AND PROMISSORY NOTE WITH MERVE
AND PATSY LEAVITT.**

SUMMARY:

A lease agreement was entered into on June 13, 2017 with Merve and Patsy Leavitt for the golf cart sheds on the airport property. The intent was to renovate the barns into self storage units and lease them for profit.

BACKGROUND:

The lease agreement was entered into on June 13, 2017 and was to end on June 12, 2022. The first year of rental was waived giving the tenant an opportunity to renovate the existing buildings into storage units. The lease rate beginning on July of 2018 was to be \$1,167 per month.

CURRENT SITUATION:

The Leavitt's began communicating with me this summer around the time their first lease payment was due. They communicated that they were not as far along as they had hoped to be, but they were still trying to make it work.

They have continued to communicate their progress throughout the fall. After meeting with them early in December, they expressed that they did not think they would be able to make it work and asked for an amicable break of the lease in which they would pay back what was owed and also continue to lease some of the space for personal use.

ANALYSIS:

- A. **FINANCIAL** Working with the Leavitt's they ave agreed to pay the amount of lease owed, which is \$7,681.12 and rent some of the space for \$500 per month.I conducted a market study of leases for the size requested which came to \$140 per month. Under the agreement, they would pay \$140 per month for the lease of a renovated space and they would pay \$360 per month until the lease is paid off in full. This would take approximately 24 months. The interest rate on the promissory note is 9% which is a rate used by the state for promissory notes.
- B. **TIMING** It is in the interest of both parties to agree on a termination and new agreement. The City will explore other opportunities immediately to generate revenue from the existing property and improvements.
- C. **POLICY/LEGAL** The Council is required to approve the lease and promissory note.

ALTERNATIVES:

Take No Action - Taking no action will delay us in exploring additional opportunities.

RECOMMENDATION:

The City Manager recommends the council approve the lease and promissory note.

ATTACHMENTS:

1. Leavitt Single Unit Lease1
2. Promissory Note

2017 LEASE TERMINATION AND
STORAGE UNIT RENTAL AGREEMENT

Landlord:	City Of Ontario	Tenant:	Mervin And Patsy Leavitt
	444 SW 4 th Ave		P.O. Box 746
	Ontario, OR 97914		Ontario, OR 97914
	(541) 881-3223 (City Manager)		(208) 741-1528 (cell)

Recitals:

- A. On or about June 13, 2017, Landlord and Tenant entered into a five year Storage Facility Lease Agreement ("2017 Lease") of all the storage units at the former Ontario Golf Course, a copy of which 2017 Lease is attached as Exhibit "1".
- B. Tenant is in default of said 2017 Lease and desires to terminate it, and to lease one storage unit from Landlord instead.
- C. Landlord is willing to terminate the 2017 Lease and rent to Tenant one storage unit on the terms set forth herein.

Agreement:

- 1. 2017 Lease Termination. The 2017 Lease is hereby terminated.
 - 2. Settlement of 2017 Lease Claims. In full settlement of Landlord's claims against Tenant for default of said 2017 Lease, Tenant shall sign a promissory note ("Note") payable to Landlord in the amount of \$_____, a copy of which is set forth as Exhibit "2" attached hereto. Tenant shall make all installment payments on the due dates set forth in the Note until the unpaid balance of the Note is paid in full.
 - 3. Storage Unit Lease. Landlord hereby leases to Tenant one 40x30 ft. storage unit ("Storage Unit") located as set forth in the map attached hereto as Exhibit "3" on the terms and conditions set forth herein.
 - 4. Term. The Storage Unit Lease shall commence on _____, 2019, and continue on a month to month basis until terminated as provided herein.
 - 5. Rent. The rent shall be \$140 per month payable on or before the _____ day of each month.
 - 6. Default. If Tenant fails to pay the rent due under this Agreement within 15 days of the
- Page 1-AGREEMENT

due date, or if Tenant fails to pay any installment payment on the Note when due, Landlord may deny access to the Storage Unit until paid in full. Whenever the rent is in arrears more than 30 days after the due date, Landlord may remove any property in the Storage Unit and relet it to a new tenant.

7. Lien. Landlord shall have a lien on any property placed in the Storage Unit and shall have the right to sell the property at public or private sale or as provided by law.

8. Use. Tenant shall not keep in the storage space any explosive, inflammable, hazardous or illegal substances or any animals or pets. Tenant shall not assign or sublet the storage space. Landlord shall have the right to enter the storage space for inspection or repairs. Tenant shall make no alterations to the storage space without the written consent of Landlord.

9. "As Is". Tenant has been in possession of the Storage Unit since June 13, 2017, and accepts the Storage Unit in its present condition, "As Is". Landlord shall have no obligation to make any repairs or improvements to the Storage Unit, which shall be Tenant's sole responsibility.

10. Liability. This Agreement is made on the express condition that, while Landlord shall exercise reasonable care in the operation of the premises, Landlord shall not be liable for any loss or damage to Tenant.

11. Casualty. In the event the premises are damaged by fire or other casualty, and are rendered untenable, either party may cancel this Agreement.

12. Termination. This agreement may be terminated by either party upon the giving of written notice at least 30 days prior to the end of any rental month.

IN WITNESS WHEREOF, the parties have executed this lease the _____ day of _____, 2019.

LANDLORD:
City of Ontario
By:

Adam Brown, City Manager

TENANT:

Mervin Leavitt

Patsy Leavitt

PROMISSORY NOTE

\$7,681.12

Date: _____, 2019

FOR VALUE RECEIVED, we promise to pay to the order of the CITY OF ONTARIO, 444 SW 4th Avenue, Ontario, OR 97914, or at such other place as the holder hereof may from time to time designate in writing, the sum of Seven Thousand Six Hundred Eighty-One Dollars and Twelve Cents in lawful money of the United States, with interest thereon at the rate of 9 percent per annum from this date until paid, in monthly installments of not less than \$360.00 per month, including interest, commencing on within 30 days, and on the 1st day of each month thereafter, until the entire sum, principal plus interest, is paid in full within two years of the date set forth above; if any monthly installment is not so paid within 15 days of the date it is due, the whole sum of principal and interest shall become immediately due and collectible at the option of the holder of this note. If this note is placed in the hands of an attorney for collection, we agree to pay the reasonable fee and expenses of such attorney even though no suit or action is instituted. Such fees and costs may, at the option of the holder, be added to the principal balance of this note. In case suit or action is instituted to collect this note, we promise to pay such additional sum as the trial court may adjudge reasonable as attorney fees in said suit or action, and any appellate court upon appeal of such suit or action.

Note: The unpaid balance of the Note may be paid at any time without penalty.

MERVIN LEAVITT

PATSY LEAVITT



**AGENDA REPORT
NEW BUSINESS
January 3, 2019**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: COMPENSATION STUDY AND RECOMMENDATION FOR BUILDING OFFICIAL

DATE: January 2, 2019

PROPOSED MOTION:

I MOVE THE COUNCIL APPROVE THE BUILDING OFFICIAL SALARY RECOMMENDATION AND INCREMENTAL STEPS.

SUMMARY:

The State of Oregon has determined that building officials must be local government employees. This interpretation has caused all local governments to re-evaluate the service delivery options for building inspections.

BACKGROUND:

The State of Oregon distributed administrative rules requiring local governments to employ building officials directly. Third party building inspectors would no longer be allowed because of a constitutional interpretation. As Ontario looked at options to adapt to the new law, an employee stepped up within the planning department offering to get certified.

We have hired a retired building official to fill in while this employee gets trained. The employee has now received credentials to inspect residential construction.

CURRENT SITUATION:

The City Manager, Human Resources Manager, and Finance Director conducted a wage study to determine the appropriate level of compensation for the new duties taken on as a building inspector. This included looking at comparable cities.

The salary study concluded that a target salary for an experienced building official in a community our size should be \$77,082. We propose that since the employee has received partial credentials to inspect residential properties that we move her salary to \$60,711 immediately. After all credentials are received, the city would increase the salary to \$72,082.

Within the first five years, and through the mechanism of annual evaluations the City Manager would allow the building official salary to be increased to the the experienced level of \$77,082. This max salary will be subject to annual cost of living adjustments as will the employee between adjustments.

ANALYSIS:

- A. **FINANCIAL** This will be a net change in costs to the building fund of \$34,820. This will be a savings to what the city was paying to the City of Fruitland for inspection services. We would like to retain budget for back up expertise and administrative support in the planning department, which can be accomplished in the upcoming budget process.
- B. **TIMING** The employee has put in considerable hours and effort into studying and exams to achieve residential building inspection certification. We believe it is appropriate to begin the compensation for these services in recognition of this effort and added value to the city.
- C. **POLICY/LEGAL** Without a compensation and classification plan, the council must authorize salary levels.

ALTERNATIVES:

Take No Action: We will continue to pay the part time building official, however this option will not exist after June of 2019 when new administrative rules are expected to come out.

RECOMMENDATION:

The City Manager recommends the pay plan laid out in the staff report that spans over the next five years. It is proposed that we move her salary to \$60,711 immediately. After all credentials are received, the city would increase the salary to \$72,082. Within the first five years, and through the mechanism of annual evaluations, the City Manager would allow the building official salary to be increased to the the experienced level of \$77,082. The experienced salary range and the temporary wages will be increased by the non-union Cost of Living Adjustments during the wage adjustment period.

ATTACHMENTS:

1. PRES_CC_Building Official Salary_1 2 2019



BUILDING OFFICIAL SALARY

JANUARY 3, 2019

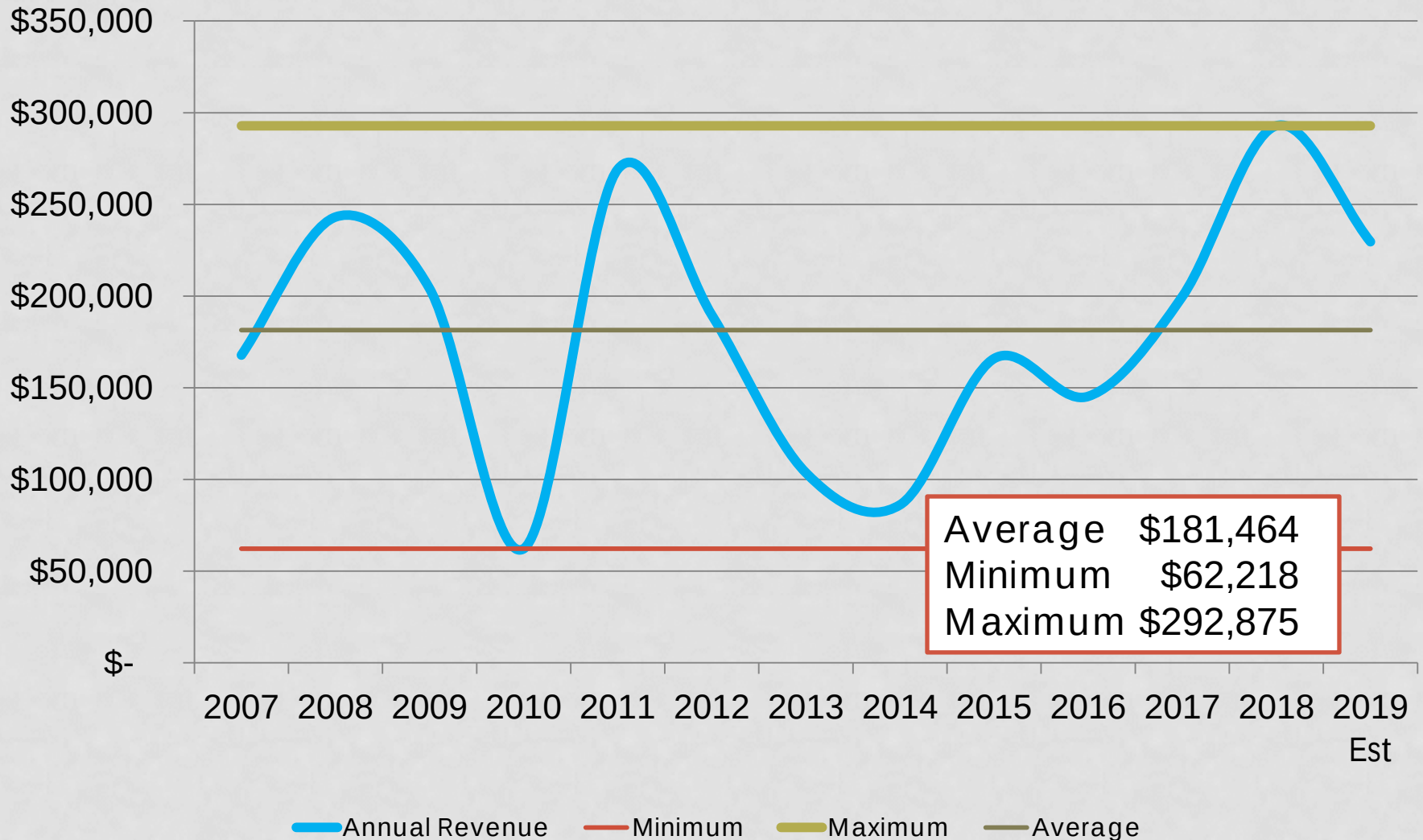
BUILDING OFFICIAL CHANGES

- The State of Oregon has interpreted the constitution to read that Building Officials must be local government employees.
- The City has a history of contracting with the City of Fruitland for building inspection services.
- City staff were able to come up with an idea to save money and respond to the state requirements.
- Our planning tech has been taking classes to become a certified building official.
- She has recently completed the certification for residential inspections.

BUILDING FUND

- Already covers some of the Community and Economic Development Professional.
- Already includes some of the planning tech costs.
- Most of the expense was to pay for inspectors from Fruitland.

Building Department Annual Revenues



COMPARABLE BUILDING OFFICIAL WAGES

- Looking at localities within 20% of the population of Ontario.
 - Minimum: Sandy \$66,852
 - Maximum: La Grande \$87,000
 - Average: \$77,082

RECOMMENDED WAGE

- Target \$77,082
- Experience Rating (\$5,000)
- Goal for immediately after fully qualified \$72,082
- With Residential Qualifications \$60,711
- All Credentials Finalized \$72,082
- Experienced Building Official \$77,082

COMPENSATION

- In cooperation with the Community and Economic Development Director, an annual evaluation will be conducted and the City Manager will be able to grant incremental increases up to the top salary range within the first five years.
- The top salary range will be adjusted by COLA increases given to non-union employees each year. The building official will be eligible for the non-union COLA increases in between reviews.

FULLY BURDENED COST

• Salary	\$77,082
• Social Security	\$4,779
• Medicare	\$1,117
• PERS	\$13,659
• WBF	\$29
• WC	\$111
• Insurance	\$19,502
• Total	\$116,280

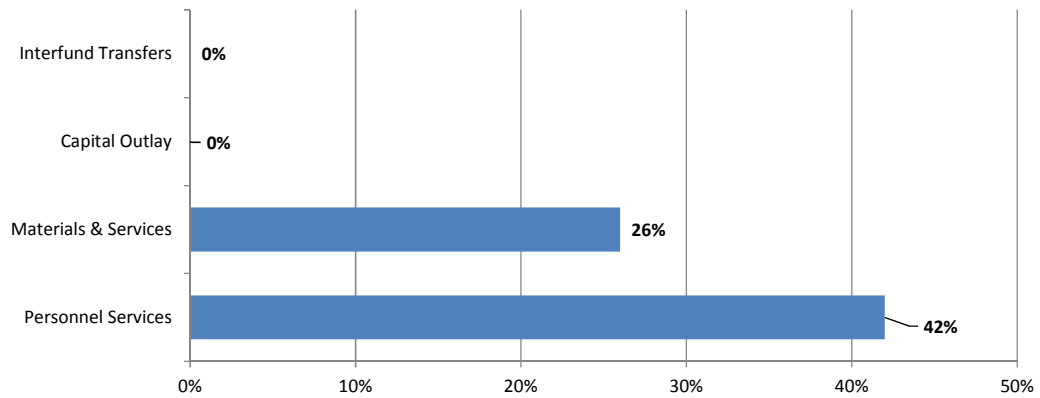
Increase to the Building Fund	\$34,820
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**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2018**

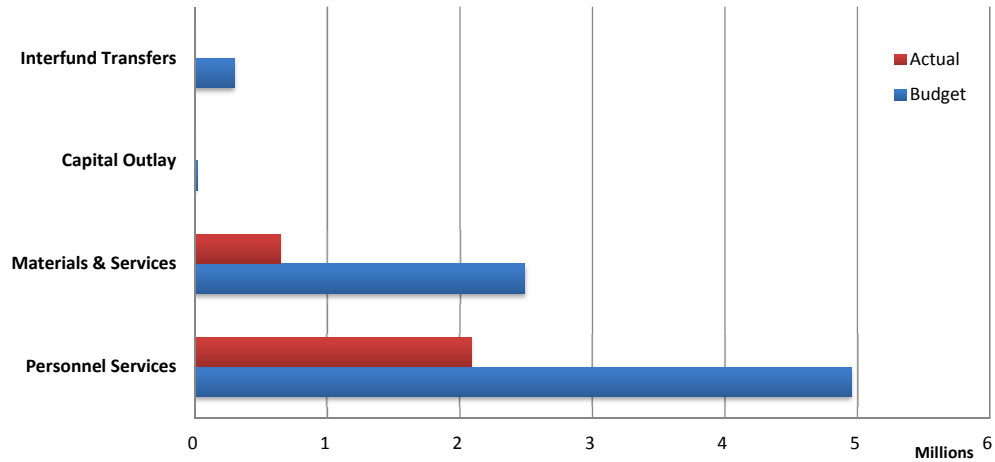
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	130,374	79,772	61.2%	contract paid month ahead timing, soccer officials, will have resolution
Recreation	119,616	72,248	60.4%	
Parks & Recreation	249,990	152,020	60.8%	
Fire	1,436,598	581,229	40.5%	
Code Enforcement	126,154	47,836	37.9%	
Police	3,286,782	1,380,733	42.0%	
Police reserves	2,000	-	0.0%	
Public Safety Total	4,851,534	2,009,798	41.4%	
Administration	470,084	169,581	36.1%	contract paid month ahead
City Council	25,292	5,100	20.2%	
Business Registration	1,100	8	0.7%	
Cemetery	116,418	64,943	55.8%	
Finance	234,857	84,767	36.1%	
Technology	108,606	44,426	40.9%	
General Government Total	956,357	368,824	38.6%	
Community development	163,760	59,153	36.1%	
Community Development	163,760	59,153	36.1%	
Administrative Overhead	1,259,111	143,417	11.4%	PERS side account payments need made
Other Total	1,259,111	143,417	11.4%	
Operating Transfers Out	267,157	-	0.0%	
GENERAL FUND TOTALS	\$ 7,747,909	\$ 2,733,212	35.3%	
YTD BUDGET BENCHMARK			41.6667%	

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
NOVEMBER 30, 2018**

% Expended by Category



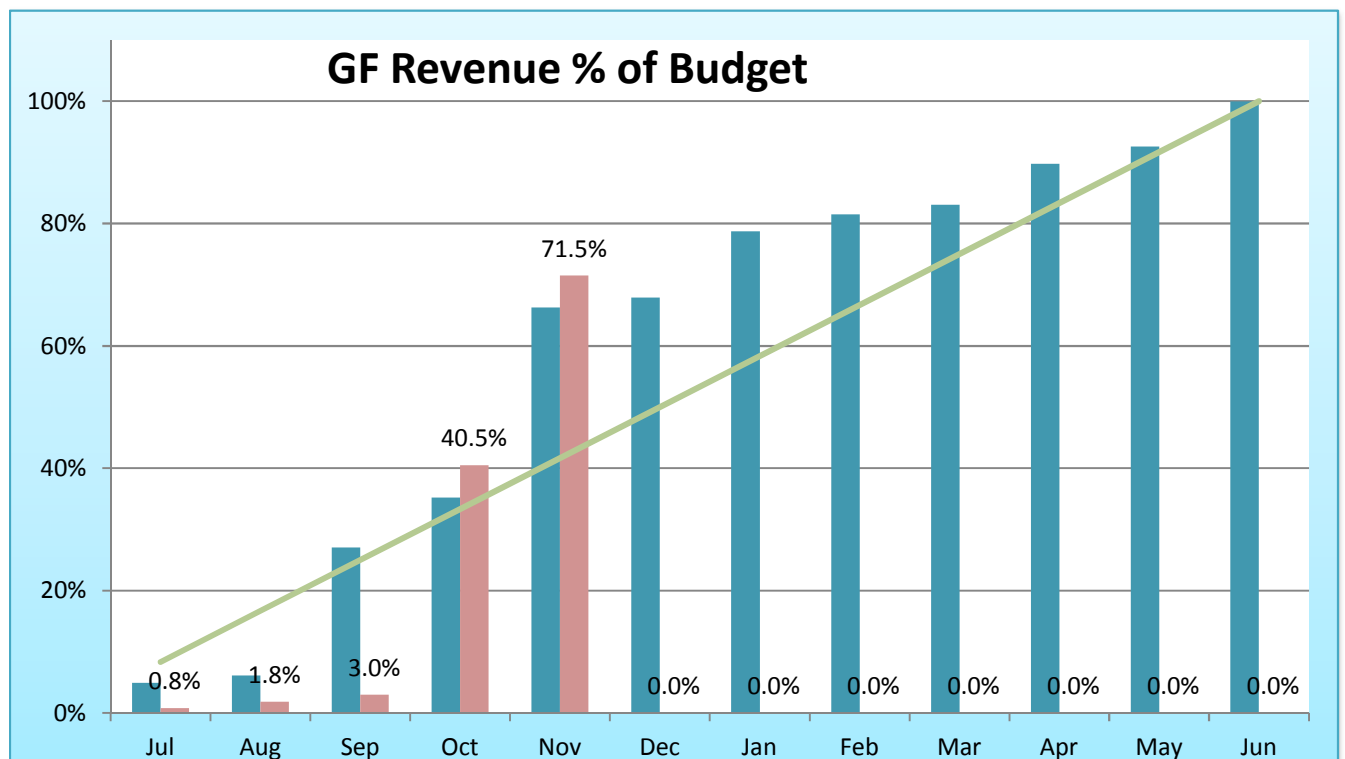
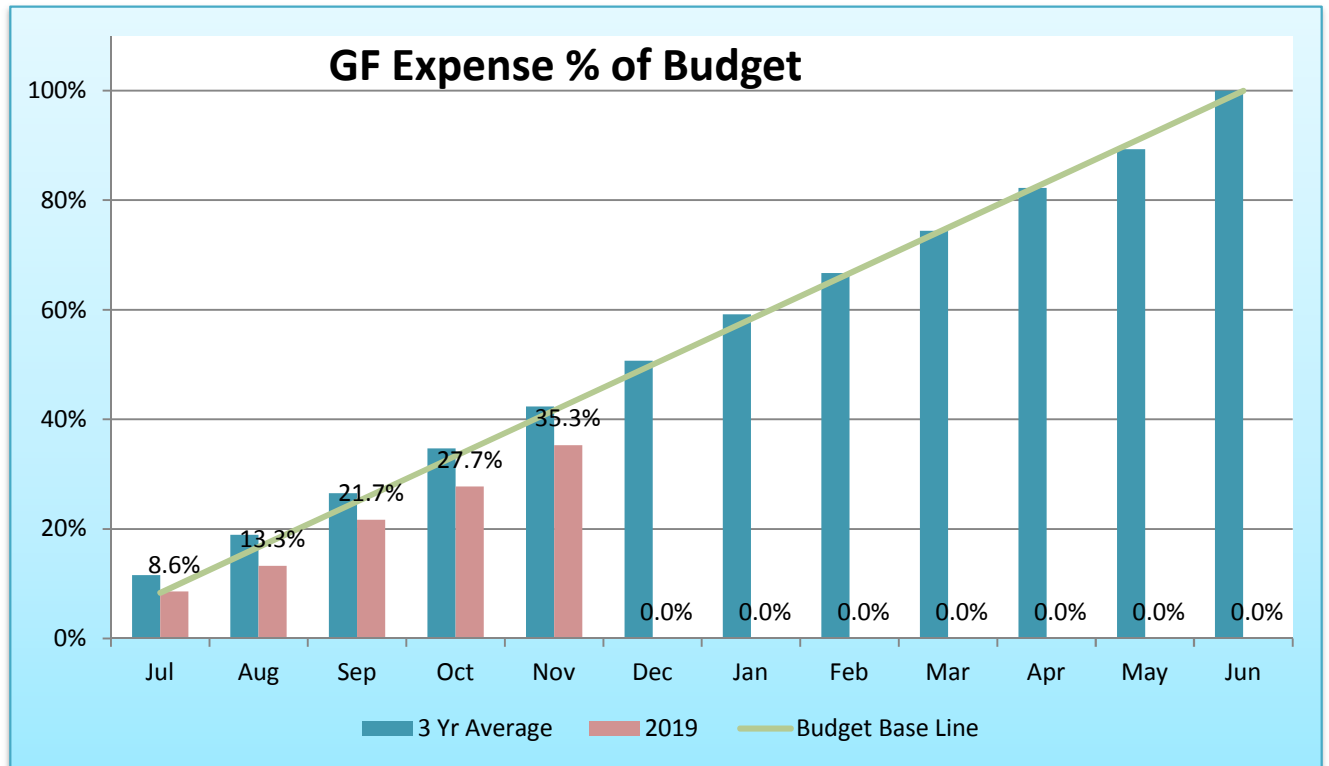
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2018**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,449,445	2,779,170	113.5%	(not calculated in totals)
Parks	51,900	19,207	37.0%	Will need resolution.
Recreation	16,873	13,945	82.6%	
Parks & Recreation	68,773	33,152	48.2%	
Fire	134,372	29,857	22.2%	Quarterly payments rural fire Civil penalties higher revenue
Code Enforcement	21,050	17,535	83.3%	
Police	420,010	100,471	23.9%	
Public Safety Total	575,432	147,863	25.7%	
Interest	35,000	25,064	71.6%	Interest rates keep raising Quarterly payments, prior year 1st pmt received December
State Revenue Sharing	124,887	-	0.0%	
PERS Allocation Transfer	146,480	-	0.0%	
Administrative Services	497,148	207,145	41.7%	Quarterly payments
Other General Revenues	12,655	3,093	24.4%	
Property Taxes	3,634,901	3,088,606	85.0%	
Alcohol Bvg License & Fee	188,355	50,792	27.0%	
Cigarette tax	14,362	3,842	26.8%	
Franchise Fees	1,648,374	409,565	24.8%	
Business Registration	1,700	475	27.9%	
Cemetery	51,750	6,190	12.0%	
General Government Total	6,355,612	3,794,773	59.7%	
P&Z Hearings	4,000	2,055	51.4%	
Application Fees	300	150	50.0%	
Community development	4,300	2,205	51.3%	
GENERAL FUND REVENUE TOTALS	\$ 7,004,117	\$ 3,977,993	56.8%	
YTD BUDGET BENCHMARK			41.7%	 15.1%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
NOVEMBER 30, 2018**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
NOVEMBER 30, 2018**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
005 Golf Course Fund	6,000	-	0.0%		6,000	5,999	100.0%
010 Grant Fund	388,976	303,582	78.0%		388,976	(2,022)	-0.5%
027 Building Fund	153,475	53,131	34.6%		192,475	249,499	129.6%
030 Capital Projects Fund	1,479,704	761,146	51.4%		3,875,536	3,640,680	93.9%
031 SDC Fund	340,221	-	0.0%		340,221	360,690	106.0%
035 Debt Service Fund	58,665	29,642	50.5%		81,380	78,293	96.2%
045 Street Fund	2,244,985	886,462	39.5%		2,244,985	963,699	42.9%
050 Trust Funds	636,825	133,223	20.9%		793,480	542,583	68.4%
055 Reserve Funds	678,284	47,574	7.0%		2,360,576	2,323,418	98.4%
060 Revolving Loan Fund	546,834	10,700	2.0%		546,834	542,772	99.3%
065 Aquatic Donation Fund	25,814	-	0.0%		25,814	25,814	100.0%
105 Water Fund	3,156,064	1,456,406	46.1%		4,516,458	3,039,277	67.3%
110 Sewer Fund	3,107,885	1,276,614	41.1%		5,338,610	3,569,820	66.9%
115 Storm Sewer Fund	233,720	45,688	19.5%		615,981	548,771	89.1%
120 Airport Fund	122,976	52,894	43.0%		122,976	96,188	78.2%
125 Aquatic Fund	573,305	41,561	7.2%		573,305	213,753	37.3%
YTD BUDGET BENCHMARK41.7%							

MALHEUR COUNTY COURT MINUTES

October 31, 2018

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

PLANNING DEPARTMENT

Planner Eric Evans met with the Court. Mr. Evans provided his second monthly report to the Court as the Court has required.

DISTRICT ATTORNEYS OFFICE

District Attorney Dave Goldthorpe, Management Assistant Nancy McDaniel, and Victims Services Director Amanda Machuca Martinez met with the Court. Mr. Goldthorpe explained that VOCA grant monies had been secured and requested authorization to fill the vacant third victims advocate position (the position has been vacant for approximately 18 months). Ms. DuBois explained that two grants were received: The VOCA One-Time grant is \$4,877 to be used for training; the VOCA Expansion Grant is \$45,572 and is for the victims advocate salary. Consensus of the Court was to proceed with the hiring process for a third victims advocate.

SPECIAL MEETING MINUTES

Commissioner Wilson moved to approve Special Meeting Minutes of September 25, 2018. Commissioner Hodge seconded and the motion passed unanimously.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of October 17, 2018 as written. Commissioner Hodge seconded and the motion passed unanimously. (Judge Joyce approved to form only as he was only present for a portion of the October 17, 2018 meeting.)

LEASE AGREEMENT - FAIRGROUNDS

Commissioner Wilson moved to approve Residential Lease Agreement with GW Clark, Taylor Adams, and Elizabeth Taylor for the manufactured home on the Fairgrounds property. Commissioner Hodge seconded and the motion passed unanimously. See instrument # [2018-4068](#)

SPACE USE AGREEMENT - OSU

Commissioner Wilson moved to approve Space Use Agreement with Oregon State University for the Malheur County Extension Building on 5th Avenue in Ontario. Commissioner Hodge seconded and the motion passed unanimously. The Agreement expires June 30, 2020. See instrument # [2018-4075](#)

ORDER - APPEAL OF PLANNING COMMISSION DECISION - JANTZ

Commissioner Hodge moved to approve Finding and Order GO-15-18: In the Matter of Appeal of Planning Commission's Decision Approving a Conditional Use Permit for a Non-Farm Dwelling and a Non-Farm partition by Jantz for Property Located in the EFU Zone - Tax Lot 700, Section 16, T. 18S., R.45 E. Map 18S4516, Reference Number 13746. Commissioner Wilson seconded and the motion passed. Judge Joyce abstained as the Appellant was his sister. The Court upheld the decision of the Planning Commission. See instrument # [2018-4070](#)

CHECK REGISTER

The Court signed the Accounts Payable (AP) book for July 2018.

SUPPLEMENTAL BUDGET

Commissioner Hodge moved to approve Resolution R18-26: In the Matter of Fiscal Year 2018/2019 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate VOCA One-Time and VOCA Expansion funds that were received but not anticipated when the adopted budget was prepared. VOCA One-Time funds are to be used for training and the VOCA Expansion funds are to be used for hiring a third Victims Advocate. Additionally, Community Corrections received Justice Reinvestment Grant funds that were not anticipated when the adopted budget was prepared; the funds are to be used for Victims Service programs. See instrument #[2018-4071](#)

AMENDMENT - IGA #154122

Commissioner Hodge moved to approve Tenth Amendment to Oregon Health Authority 2017-2019 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Wilson seconded and the motion passed unanimously. Program Element 46 Reproductive Health Community Participation & Assurance is added; Exhibit B Program Element #12 Public Health Preparedness Program and Program Element #13 Tobacco Prevention Education Program is superseded and replaced; and the Financial Assistance Award is superseded and replaced. A copy will be returned for recording.

ONTARIO SANITARY SERVICE - PROPOSED RATE INCREASE

Scott Wilson from Ontario Sanitary Service met with the Court and discussed a proposed rate increase of 2%; the last rate increase was 2016. General operating expenses have increased; Clay Peak Landfill increased its disposal charge to Ontario Sanitary Service from \$18.00 per ton to \$20.00 per ton, effective October 1, 2018; and recycling revenue continues to be depressed. A hearing to consider the proposed rate increase was scheduled for November 14, 2018.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

November 28, 2018

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.

PLANNING DEPARTMENT

Planner Eric Evans met with the Court. Mr. Evans provided his third monthly report to the Court as the Court has required.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 162.660(2)(i) - Performance Evaluations of Public Officers and Employees, with Judge Dan Joyce presiding and Commissioner Hodge and Commissioner Wilson present. Also present was Administrative Officer Lorinda DuBois. Larry Meyer of the Argus Observer was present for a portion of the session. Planner Eric Evans was asked to later join the session.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of November 14, 2018 as written. Commissioner Hodge seconded and the motion passed. (Judge Joyce was not present on November 14, 2018.)

AMENDMENT - IGA #148074

Commissioner Hodge moved to approve Fifth Amendment to State of Oregon Intergovernmental Grant Agreement for the Financing of Community Developmental Disability Services. Commissioner Wilson seconded and the motion passed unanimously. "Operations and Administration Terms and Conditions", Section 2, Paragraph e was amended. A copy will be returned for recording.

AOC SPECIAL ASSESSMENT

The Court discussed the Association of Oregon Counties (AOC) Special Assessment invoice received in the amount of \$9,844.23. This is a one-time assessment that will go to the AOC County Road Program to replace funds borrowed by AOC without prior Board authorization. Consensus was to spread payments of the assessment over the next three (3) fiscal years; the assessment will be built into the next three County Court budgets.

LIQUOR LICENSE APPLICATION

Commissioner Hodge moved to approve Oregon Liquor Control Commission (OLCC) Liquor License Application for Owyhee Grocery/Simpson to add Limited On-Premises. Commissioner Wilson seconded and the motion passed unanimously.

FAIR BOARD MEMBERSHIP

Commissioner Wilson moved to reappoint Shad Hansen and Leanna Elquezabal to the Fair Board, effective January 2019. Commissioner Hodge seconded and the motion passed unanimously.

CROSSING PERMIT

Commissioner Hodge moved to approve Crossing Permit #46-18 to Idaho Power Company to replace a cross arm on Heinz Blvd. #771. Commissioner Wilson seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

EASTERN OREGON WORKFORCE BOARD

Commissioner Hodge moved to recommend the reappointment of Riley Hill to the Eastern Oregon Workforce Board. Commissioner Wilson seconded

and the motion passed unanimously. The recommendation will be forwarded to the Chief Local Elected Official (CLEO) of the Eastern Oregon Jobs Council.

LIFEWAYS - DD PROGRAM MANAGER

Lifeways Division Administrator Annette Serrano met with the Court and introduced Brad Van Gaasbeck; Mr. Gaasbeck is the new DD Program Manager.

ONTARIO RECREATION DISTRICT - ORDER

Present for the signing of the final Order forming the Ontario Recreation District were Mary Jo Evers, Megan Cook, Robert Boyd, Toni Davila, Matt Mejia, and Pat Caldwell of the Malheur Enterprise. Commissioner Hodge moved to approve Order No. GO-16-18: Order Establishing and Forming Ontario Recreation District. Commissioner Wilson seconded and the motion passed unanimously. A majority of the votes cast at the general election of November 6, 2018 were in favor of the formation of the Ontario Recreation District. The boundaries of the District are the city limits of Ontario and Ontario 8C School District. A permanent tax rate limit of no more than \$0.55 per \$1,000 of assessed value beginning fiscal year 2019-2020 shall be collected. See instrument #[2018-4366](#)

Judge Joyce administered the oath of office to Mary Jo Evers, Megan Cook, Robert Boyd, Toni Davila and Matt Mejia as they received the highest number of votes to be on the first board of the Ontario Recreation District. Ms. Evers, Mr. Mejia, and Ms. Cook will hold office for 3 years; Mr. Boyd and Ms. Davila will hold office for 1 year.

FAIRGROUNDS

Fair Board members Shad Hansen, Dave Tschida, and Josh Kreger met with the Court. Fairgrounds Manager Lynelle Christiani later joined the session. The Board is pursuing hiring for the caretaker position and offering the option to live in the manufactured home on the property. The job description is being finalized and the Board will possibly finalize details at its next meeting. The caretaker salary line-item is approximately \$8,000 short and the Board is working to find the needed funds within the current budget.

The Board is in discussions with an entity who wants to rent Girven Hall 42 weekends each year.

Ms. Christiani shared some final statistics for the year. 100 events were held at the fairgrounds facility this year. Revenue for the Junior Livestock Sale was \$535,000 with 240 animals sold. Approximately 800 people were at the facility in November.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

December 5, 2018

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was County Counsel Stephanie Williams.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of November 28, 2018. Commissioner Hodge seconded and the motion passed unanimously.

VECTOR DISTRICT

Commissioner Wilson moved to reappoint Kelly Peterson to the Vector Board of Trustees. Commissioner Hodge seconded and the motion passed unanimously.

WINTERBROOK PLANNING

Commissioner Wilson moved to authorize Judge Joyce sign an agreement with Winterbrook Planning for land planning consulting services related to the rezoning of lands related to the Treasure Valley Reload Center. Commissioner Hodge seconded and the motion passed unanimously. The agreement is being prepared and will not exceed \$15,000. See instrument #[2018-4494](#) for Agreement for Consulting Services between Malheur County and Winterowd & Brooks LLC dba Winterbrook Planning.

CROSSING PERMIT

Commissioner Wilson moved to approve Crossing Permit #48-18 to Cash Irish/Agri Lines Irrigation for work on Red Top Road #960 and Big Bend Road #1104. Commissioner Hodge seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

December 19, 2018

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

PLANNING DEPARTMENT

Planner Eric Evans met with the Court. Mr. Evans provided his fourth monthly report to the Court as the Court has required. Mr. Evans also told the Court that there is a vacancy on the Planning Commission as Frank Ausman resigned.

AGREEMENT - BLUE MOUNTAIN

Lieutenant Rich Harriman met with the Court and presented an agreement with ODOT for the Court's consideration; the agreement is for the Blue Mountain repeater site. Commissioner Hodge moved to approve Intergovernmental Colocation Agreement with the State of Oregon through its Department of Transportation. Commissioner Wilson seconded and the motion passed unanimously. The term of the agreement is for ten years; Site Name is: Blue Mountain; Site Number is: F72303. A copy will be returned for recording after execution by ODOT.

MALHEUR WATERSHED COUNCIL

Meeting with the Court from Malheur Watershed Council were Kelly Weideman and Chairman Andy Bentz. An annual written update was provided to the Court members. Over the past year the Council has partnered with 16 different landowners and improved more than 1,500 irrigated acres. Habitat and riparian restoration projects extend into the mountains of Harney County and the upper Malheur River in Grant County. Outreach efforts resulted in connections with new landowners and several community meetings were held. In the past two years, more than \$4.1 million has been used to purchase local supplies, contract with local labor, utilize local businesses, and improve local aspects of the watershed. The owner of Roman's Precision Irrigation indicated that he has grown from a staff of 4 employees in 2000 to 17 employees currently. Four projects were completed during 2017-2018. There are 13 new and continuing projects; and the Council is partnering with Malheur SWCD on several other projects. See instrument #[2018-4632](#) for the complete report.

STIF APPLICATION

MCOA&CS Executive Director Loni Thomas met with the Court. Ms. Thomas explained that the STIF grant application recently submitted to ODOT needed additional information and would not be completed by the first deadline. The application will be revised and submitted by the next deadline which is May 2019. Ms. Thomas is working with ODOT to develop a STIF Plan; and a section of the STIF by-laws need to be amended.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(d) - Labor Negotiator Consultations with Judge Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois and County Counsel Stephanie Williams. No decisions were made during or following the session.

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of December 5, 2018 as written. Judge Joyce seconded and the motion passed unanimously.

RESIGNATION - ATAGI

Commissioner Wilson moved to accept the resignation of Health Department Director Lindsay Atagi. Judge Joyce seconded and the motion passed unanimously.

AOC DUES

Commissioner Hodge moved to approve payment of AOC 2019 Membership Dues in the amount of \$19,565.56. Commissioner Wilson seconded and the motion passed unanimously.

FUND TRANSFERS RESOLUTION

Commissioner Hodge moved to approve Resolution R18-28: In the Matter of Fund Transfers Under Local Budget Law ORS 294.463. Commissioner Wilson seconded and the motion passed unanimously. Funds are transferred within the Road Equipment Fund, Veterans Office, and CVSO Expansion Fund. See instrument #[2018-4633](#)

COURT ADJOURNMENT

The meeting was adjourned.



SREDA Board Meeting
Farmers Mutual Telephone Company, Fruitland, Idaho
December 5, 2018

Board and Members: Ken Bishop, Dan Greig, John Breidenbach, Rick Watkins, Cathy Yasuda, Jeff Williams, Sandy Hemenway, Craig Jensen, Nate Marvin, Alicia Cavazos, Bob Komoto, Larry Hogg, Matt Frye, Mike Hanigan, Rick LaHuis, Andy Oyervides, Torie Ramirez, Ed Susman, Jesse Sandoval, Jennifer Huff, and Blas Guerra
Guests: Carolann Tracy, Liz Amason, and Karie Boone

1. Vice Chairman Ken Bishop called the meeting to order: 7:03 AM
 2. Introduction of attendees: Each attendee introduced themselves and what organization or business they represented.
 3. Motion to approve the August minutes: Minutes from the September & October meetings were emailed out for review. Vice Chairman Ken Bishop asked for any changes to the minutes. Hearing none, he asked for a motion to approve. Ron Verini so moved and Jeff Williams seconded the motion. The motion passed.
 4. Financial report given by Treasurer Sandy Hemenway. Sandy covered the balances in each account as well as the monthly activity from September through November. A motion to approve the financials was made by Torie Ramirez, with a 2nd from Andy Oyervides. Motion passed.
 5. City and Community Highlights:
 - A. Fruitland City: City Administrator, Rick Watkins, reported that the city had seven new builds, and 36 new lots established. Several permits were approved. The City Council approved a new public safety building plan.
 - B. Payette City: City Councilman Craig Jensen updated the group on the Payette Boys and Girls Club activities as well as the new proposed Payette Dog Park. Mayor Jeff Williams also mentioned that the Boise Cascade Facility sold for a local business. Following up on Facebook, the new owner is moving his 24 hour gym from a leased location to the new location. Remodeling has begun.
 - D. Ontario City: Mayor Ron Verini reported on the Veterans Day parade and the Winter Wonderland parade, noting that the City of Ontario really came together to put it all together. Mayor Verini also noted that the Bluebird Carwash is coming to town. He reported that after the first of this year, there will be 12 new businesses setting up shop. The mayor mentioned that his term was nearly over and thanks everyone for working together to make Ontario an awesome place to live and do business. The newly-elected Mayor Riley Hill will be starting his term in January along with two new council members.
- John Breidenbach reported that Kyle Petty will be making a stop in Ontario on his cross county bike tour. John also noted that progress is being made on the splash pad.



E. Weiser City: Councilman Hogg reported that progress is being made on the 9th Street project. He also informed us there is a new building being constructed at the airport that will possibly be a new hanger. He reported that Waffleberries is expanding and that the hospital is conducting a fund raiser.

No one was there from Vale, Nyssa, or New Plymouth so no report was given.

6. County Highlights

A. Payette: No report

B. Washington County: Commissioner Nate Marvin reported that Governor Otter held Capital for a Day in Cambridge. Also he noted that improvements are being made on Cove Road.

C. Malheur County: Mayor Verini stated that the transload facility currently planned for an area north of Nyssa is moving forward. He noted that there will be two phases, with the initial phase planned to cost approximately 26 million dollars. Torie Ramirez informed the group that the City of Nyssa is anticipating other large companies to come into the area along with the transload facility.

John Breidenbach stated that Farewell Bend project is under construction, the Nyssa water treatment is complete, and a new housing project has been approved in Nyssa. Housing is expected to grow in Nyssa due to the transload facility.

8. Executive Directors Report: Vice Chair Bishop then referred to Kit's written report in the packet. Kit was attending Economix 2018 in Nashville Tennessee. He also thanked Jeff Williams for the regional Housing Report.

September – November 2018

Due to the Annual Membership meeting held the end of October, we combined both October's and November's Board meeting together following the Membership meeting. Below are SREDA's activities for the past couple of months.



Idaho Commerce Director Bobbi Jo Meuleman, along with Jenny Hemly, our Commerce connection, came out to the Western Treasure Valley to tour our area. Several businesses were visited and the director heard first-hand information on growth activities and issues companies faced in the region. Additionally, she was told about a new company that was moving into Idaho and they had just purchased the mill at Horseshoe Bend – a great opportunity for that rural area.



Kit attended a day long Economic Forum at the University of Idaho in Moscow. This was very informative and well done. Approximately 100 economic and related individuals attended the morning training followed by round table discussions on various hot topics we face in Idaho in the afternoon.





Kit presented SREDA public testimony in favor of the Reload facility north of Nyssa at the combined Malheur County P & Z committee and Malheur County Court, and the Nyssa P & Z committee and Nyssa City Council hearing. This was an important multi-agency action to keep the project moving forward.

Kit attended the annual Oregon Economic Development Association (OEDA) fall conference in Klamath Falls. The conference had excellent speakers as well as provided an opportunity to meet with state officials and Union Pacific Railroad officials. The state had a presentation on how they will be implementing a statewide look at the Opportunity Zones. The intent is for the Development Districts to gather information on projects in each region and help those projects get the attention of the investors. Kit connected with the GEODC rep and she agreed to come out and meet with projects in Nyssa and Ontario (where the 2 Oregon Opportunity Zone designations are in Malheur County). At the OEDA board meeting, Kit was elected to Treasurer.

Kit, by invitation, represented SREDA on the Intermountain Gas Company's Integrated Resource Planning Committee in Boise. A total of four meetings will be held over the next year.

The Idaho SW Visitor Center on I-84, Milepost 1, officially closed after Labor Day weekend. SREDA, under an MOU with the State of Idaho, manages this center. Through a small grant, SREDA hires staff to greet and meet folks traveling into the State of Idaho. Because we are a regional based organization, we have both Idaho and Oregon information available at this center. Kit met with the staff and held their annual debriefing meeting. The staff had a great deal of information to share on this year's activities and then ideas on how we could better serve the public. The staff has greeted and served almost 80,000 travelers during the summer months. A public relations story about the center and the folks greeting visitors appeared in the Argus. The staff continues to do a fabulous job and has made this Gateway Center one of the best in the state!

Irene Gonzales, SBA from Boise, came to Ontario with 2 others from SBA, and met with Kit to visit about their new programs as well as to learn what kinds of activities we have going on in the region. Several of our local banks, as well as the SBDC (Small Business Center) at TVCC, work directly with the SBA programs for our businesses. The SBA is interested in doing more in the region.

Kit represented SREDA at the Oregon Mural Trail dedication of the mural on Red Apple Marketplace's building. Ontario was selected as one of 7 cities in Oregon to participate in this program promoting tourism throughout the state. Following the dedication, Kit had the opportunity to make a number of excellent connections.

SREDA held their annual Membership Meeting at Saint Alphonsus Medical Center in Ontario, Oregon. Saint Alphonsus did a superb job on the dinner and the room. Huge thanks to Ken Hart and his team for hosting this event.



Greater Eastern Oregon Development Corporation (GEODC) covers Malheur County as well as numerous other counties in Eastern Oregon for US Economic Development Administration (EDA). They have many duties including assisting cities and counties in obtaining services and federal funds from EDA, as well as administering low interest loan programs for businesses. As mentioned above, they are the entity the State of Oregon is using to round up 'ready-to-go' projects in Opportunity Zones. Kit had invited Judy Moore, GEODC, out to the county to meet with the several businesses and the City of Ontario, so that these projects can make the state's list. The meetings were excellent, and most of the projects will fit the parameters needed.

Kit attended the Idaho Economic Development Association Fall Meeting in Boise, followed by a day and a half training session put on by the Idaho Department of Commerce. The training is a requirement for the Idaho Rural Economic Development Professional Program. SREDA is a proud recipient of this grant program and the training allows for the ED Pros to be more acquainted with the services and opportunities available for their businesses and communities.

Idaho Power invited Kit and other local economic developers to Nampa's annual Economic Development luncheon (formerly breakfast) at the Civic Center. The presentations always include the city's activities (presented by Beth Ineck, Kit's former colleague from Idaho Commerce) and economic analysis info from local to international in scope. The data shown was quite interesting and thankfully, we continue to move with a robust economy. However, as the feds change the interest rates, we will start to see things slowdown in several markets. I was pleased to see that our region is keeping up with Nampa's number of activities. In fact, we have received a couple of business leads from the Nampa-Caldwell area. Several communities east of us are becoming limited in their available land and buildings inventories.

Kit attended the Team Oregon planning meeting in Portland. The Team Oregon group has merged the Food Processing Team with the Manufacturing and High Tech group, as several of the members were on both teams. SREDA has been a partner on Team Oregon for many years. This connection continues to help us reach out to a larger audience at a shared cost. Team Oregon attends events with a booth as well as coordinates outbound site visits with companies in Canada and SoCal. Following the meeting Kit met with Oregon Department of Agriculture's international staff on several projects.

SREDA was represented by Kit at the Spread Wood Fire Eatery ribbon cutting and open house. Kit also attended the Idaho Governor's 107th Capital for A Day in Cambridge. Numerous discussions and contacts were made at both events.

Ontario Area Chamber of Commerce's Leadership class visited TVCC for a morning to learn about economic and community development in the region. SREDA had the privilege of sharing what we do and what projects we have with this group. Kit also filled in for Dan Cummings from the City of Ontario's Community Development Department, as he was inundated with the high influx of marijuana businesses wanting to do business in Ontario. Dan has several pending projects (other than marijuana related) in the pipeline that will be great for the city.

Kit is currently at Economix in Nashville to meet with 25 site selectors to introduce and further promote the region. She is armed with great information on our communities, available



sites/buildings, and chocolate business card holders so that she can make new connections and reaffirm old connections.

PROJECTS:

Project Mac – Due to verbiage in the US Farm Bill allowing hemp to be an agricultural commodity, we continue to work with local farmers, a pet food company and a Canadian CBD oil company on processing and marketing local hemp. The project has been moving forward and it will potentially be a successful local, on farm processing operations that will provide hemp oil for the pet industry. The original lead to this project came from a local banker who has contacts in Boise, with additional assistance by local businessman, John Kirby.

Project Adam – followed up with this project on several items. Project is looking at moving forward in 2019. Idaho DEQ regional manager, Aaron Scheff, advised that the company meet with DEQ again prior to building so that they meet all the air quality requirements.

Project 700 – This project is a food processing related project that had been looking at rural Canyon County. Tina Wilson, our counterpart from rural Canyon, continues to work with them looking at a site in Payette County.

Project Fruitland – worked with Rick Watkins on providing regional data to several land owners/consultants for properties in Fruitland and the surrounding area.

Project Super Secret – assisted a local business in connecting with appropriate agencies and contacts so they could acquire 2-3 more sites. This project, involving La Grande and Pilot Rock, Oregon, has moved forward quickly and is successful.

Project Jordan – worked with interested parties on an interesting project in Payette, utilizing a piece of property near the river.

Project Clean – worked with a business and connected them with city staff to follow up on questions regarding their property.

Project AECH – Responded to an Idaho lead with a multi-page questionnaire, and extra data. This company was looking for a very large building, but would also consider a green space.

Project Reload – Rep Greg Smith gave an update on the transload facility project north of Nyssa. He requested support at the P & Z/county/city joint meeting. SREDA presented a letter of support during the public testimony portion. This project continues to move forward.

Project Charlie – This project is Boise Valley Economic Partners (BVEP) and we were asked to provide information on the Fruitland Cider Plant. Kit, along with the owners, Rick Watkins from the City of Fruitland, and BVEP worked together for several site visits to this location by the client. This project would be wonderful for our area. The company does some kind of concrete walls and would offer excellent jobs as well as rehab the old cider plant, if they chose that location.



Project Gizmo – potential business expansion by local company. Provided information and contacts.

Project Mall – worked with Dan Cummings, GEODC and property owners on new and exciting opportunities within the Opportunity Zone for Ontario.

Project Red Rock – continuing to work with the project. They are very interested in Nyssa and locating in the Opportunity Zone there. Nyssa has been working hard on this project. Other options are Payette and Ontario. The project is looking at the potential of a joint venture with another similar company from out of the area.

Project Canada – worked with local building owner on a plastic-related project (lead came from the City of Nampa) from Canada that needed to lease a building with loading docks, etc. in the Western Treasure Valley. The owner's building met the criteria and they are working directly with the broker and the Canadian firm.

Additionally, data for numerous clients was researched and provided during the past couple of months.

9. Round Table:

Karie Boone, U of I Extension Service, talked about living on small parcels of land and growing something other than weeds. Liz Amason, Payette Valley Food Connection, passed out several handouts and talked about Americorp and other programs provided by them. She stated that Payette Valley Food Connection needs \$12,000 to keep the program going in Idaho.

John Breidenbach, Ontario Area Chamber, invited everyone to the next Ontario Chamber of Commerce meeting to hear a presentation on hemp and hemp oil.

Craig Jensen invited everyone to the Payette Fire Department's Chili Feed benefitting Help them to Hope and noted that Santa would be there as well.

Cathy Yasuda, TVCC, reported that it was finals week at the college and that TVCC will be offering a class for FREE during winter quarter. She also stated that the Four River's Healthy Community will be meeting Wednesday at 7:30 am at Saint Alphonsus in Ontario. Cathy also reminded everyone about the Four Rivers Cultural Center donor appreciation dinner.

Bob Komoto, Four Rivers Cultural Center, will have its Donor Appreciation Dinner and Show this Friday December 7th. The acapella group, Backtrack, will perform.

Jeff Williams encouraged everyone to continue marketing efforts making people aware of what is available in the valley.

11. Meeting adjourned 7:51 am. Next meeting will be January 7, 2019 at the Oregon Trail building on the TVCC Campus, 7 am.

Minutes prepared by Dan Greig and assisted by Bob Komoto.



**SREDA Board Meeting
January 2, 2019**

Treasure Valley Community College, Oregon Trail Building, Ontario, Oregon

Board Members & Executive Board – Ken Bishop, Dan Greig, Dan Cummings, Sandy Hemenway, Patrick Nauman, Adam Brown, Larry Hogg, Riley Hill, Andy Oyervides, Mike Hanigan, Ken Hart, Georgia Hanigan, Dennis Baughman, Torie Ramirez, Elizabeth Johnsen, Tim Heinze, Alicia Cavazos, Jennifer Huff, and Amy Goodwin.

Staff: Kit Kamo, Executive Director for SREDA.

1. Call the Meeting to Order: Chairman Patrick Nauman called the meeting to order at 7:09 a.m. Patrick acknowledged everyone that made it out so early in the morning after a long holiday.
2. Introductions of Attendees: Chairman Nauman asked everyone present to introduce themselves and the business or entity they were representing.
3. New appointment to the Board of Directors: Chairman Nauman introduced Ontario's Mayor Riley Hill. Mayor Hill replaced past Mayor Verini as of the first of the year. Chairman Nauman asked for a motion to bring Mayor Hill onto the board to finish out Mayor Verini's term. Dan Greig made the motion. Ken Bishop seconded the motion. The motion passed unanimously.
4. Approval of December 5, 2018 Board Minutes: Chairman Nauman then asked if anyone had any questions or corrections to the December 5th minutes as emailed out, with minor clerical edits/changes. Hearing none, Chairman Nauman asked for a motion to approve the minutes. Ken Bishop made a motion to approve the minutes as presented, seconded by Dan Cummings. The motion passed unanimously.
5. Financial Update: Treasurer Sandy Hemenway presented the financial information. She went over in detail the financial handouts for the month of December discussing balances at the end of the month in both the checking and money market accounts, and then totals for month end. Kit explained to the group SREDA had \$2,373.63 in our Columbia Bank checking account, \$40,599.93 in our Money Market account for a total checking and savings balance of \$42,973.56. She then reviewed expenses for the month commenting on certain ones as she reviewed the financial information with the group. After Sandy's review and explanations, Chairman Nauman asked if anyone had any questions on the financial report. Hearing none, Dan Greig made a motion to approve the treasurer's report as printed and presented, seconded by Larry Hogg. The motion passed unanimously.
6. 2019 Annual Budget Approval: Chairman Nauman stated the 2019 budget was in the packet and the 2019 budget was the same as the 2018 budget. A motion by Ken Bishop, followed by a second from Dan Cummings, was made. Discussion followed regarding local marketing efforts. Kit explained how the money was allocated. The motion passed unanimously.
7. 2019 Annual Work Plan Approval: Executive Director Kit Kamo presented the 2019 Annual Work Plan, which was also in the meeting packet. Kit said that the work plan was very similar to the 2018 plan, but has been updated for the New Year. Chairman Nauman



asked for a motion to approve the 2019 Annual Work Plan. Larry Hogg made a motion to approve the proposed 2019 Annual Work Plan as presented, seconded by Ken Bishop. The motion passed unanimously.

8. City/Community Highlights:

Fruitland: SREDA representative Ken Bishop stated that the Fruitland Chamber had a hectic December. They have a new work plan and have already started working on the Apple Jam scheduled for April 20 and Spring Fair & Parade on May 11. Ken stated that he couldn't speak for the City, however he knows that building continues to be strong as he is copying lots of blue prints at the Biz Zone!

Payette: No report given

Ontario: Ontario City Manager Adam Brown stated that today is 'open season for retail marijuana'. At 9 am, the city opens up to accept applications through the city's community development office. He continued by saying that the City of Ontario will be involved in the 2019 Legislative session as one of the proposed bills will ban all single family residential building in favor of multi-family only. The accessory dwelling allowance that was added on as mandatory last year, already allows for multi-family, such as a mother-in-law home, etc. Adam continued his report by talking about the progress towards the TV Connector Trail that runs from the recreational field up 14th Avenue to Lion's Park. The City is looking at procuring the engineering plans for the trail. Adam stated that he is excited for the new council members and mayor that will be sworn in for 2019. They include Mayor Hill, and council members Freddie Rodriguez and Michael Braden.

Dan Cummings, Ontario City Community Development Manager, talked about the process for marijuana licensing. He stated that there could be 16 stores submit plans to the city. He knew of 4 that will be utilizing older buildings and 4 that want to build new. The older buildings are being required to be updated to current zoning regulations such as ADA bathrooms, etc. Dan also talked about the new Carley's Restaurant and Bakery that will be moving into the old Sizzler building and hiring 15-20 people. Also Marshall's is only a few weeks from opening their doors between Waremart and Harbor Freight. And, finally, Blue Bird Car Wash is under construction.

Nyssa: no report given

Weiser: Weiser City Councilman Larry Hogg reported that all the community programs were very successful in December. He can tell by where he has to park at these events. If it's down by Les Schwab, it's a great turn out. And that's where he parked at all of them. He continued on saying that the city's airport project was continuing, Ridley's construction on the new grocery store is continuing, and the city's street project on 9th Street is continuing, but slowed down due to weather.

Tim Heinze updated the group that Valley Family Health Care was working with the Weiser School District to place a counselor in the school.

Jennifer Huff, Executive Director for the Weiser Chamber of Commerce, reported that the Holiday Parade and Ho Ho Express were a big hit. The Weiser High School Band fund raiser is coming up and the Chamber's annual crab feed will be the first Saturday in April.

New Plymouth: No one given

Vale: No report given

9. County Highlights:



- a. Payette County: County Commissioner Georgia Hanigan announced that there will be a retirement party for County Commission Larry Church and Assessor Sharon Worley this Friday, January 4, from 2-4 pm at the courthouse. Payette County had to hire a new Public Defender as the former one is going to be a judge in Owyhee County. Commissioner Hanigan also reported that in early December the county hosted a meeting with US Highway 95 landowners (west side near Exit 3) and Idaho Dept of Transportation (ITD) regarding the limited access allowed by ITD and what the options were for the landowners.
 - b. Washington County: No report given
 - c. Malheur County: No report given
10. Executive Director Report: Executive Director Kit Kamo began her report by thanking Vice Chairman Bishop and Farmers Mutual Telephone for hosting the December meeting while she was attending Economix 2018 in Nashville. She pointed out that her written report was in the board packet and is as follows:
- Site Selectors, Economix 2018 (pronounced economics 2018): At this event, we received training and information from 24 different site selectors/consultants in Nashville. I had the opportunity to personally meet with the following site selectors during a session similar to speed dating. You only had 12 minutes to do your elevator speech and interact.
- Sarah White, Quest Site Solutions, Greenville, SC (formerly with McCallum Sweeney & project Falcon)
- Kathy Mussio, Atlas Insight
- Charles Ruby, Deloitte, moved from NY to Bloomington NC
- Kate McEnroe, Chicago
- Dan Breen, JLL, NY
- Tim Feemster, Foremost Quality Logistics, Dallas TX
- Art Wegfahrt, Savills Studley, Philadelphia
- Kim Moore, Newmark Knight Frank, Dallas TX
- Aaron Hirschl, CBRE, worked at Cushman Wakefield previously, Chicago
- Jeff Pappas, ESRP, works closely with Emmitt Smith Realty, Frisco, TX
- Joe Supper, Nodecom, New York
- Joe Gionio, Newmark Knight Frank, NY
- Dean Barber, Barber Business Advisors, Dallas TX
- Trade show prep
- January brings the NW Food Processors/Taste of the NW show in Portland. Team Oregon will have a booth and the State of Idaho will have a pavilion of Idaho companies!
- The Shot show is also in January. Idaho will, again, not have a booth – they are investing in an Idaho reception. Nice for those companies already here, but not too beneficial for SREDA. Therefore, I have signed up as SREDA and will only be at the show for a couple of days rather than the full week. This is a significant cost savings.
- February is our Pacific NW Sportsman Show in Portland. We are sharing a booth with Salmon, rural Canyon & Gem counties, and with Mountain Home folks. We are strategically near the Idaho Fish and Game Booth. We need your town/community flyers,



etc. to showcase our area. The show opens on Wednesday and runs through Sunday. We welcome anyone that wants to come and help man the booth!

Projects:

Project Red Rock – looked at partnership with group out of K Falls – still evaluating locations and strongly looking at Opportunity Zones.

Project Mike G – lead received from Nampa regarding a Canadian company looking for a building of about 10,000 sq ft. Connected them with an Ontario site and, most recently, a New Plymouth site.

Kit also presented the SREDA Report Card of activities for 2018 to the board. She said that the code names at the bottom had not been updated yet and that she will get that done first quarter of 2019. The report card shows the marketing and business retention and expansion activities of SREDA.

Dan Cummings added two projects to the list of wins, including his Project 2 Wheel, a motorcycle wholesale facility that will be going into the old Pepsi building and Project Residential Power which is a 10-15 acre lease for a small solar farm that will provide power to an apartment complex so that the cost of power is cheaper for the residents.

11. Round Table Discussion:

Dennis Baughman announced that Lifeways had purchased a psychiatric facility in Boise. This facility has 16 beds and will allow them to keep patients here in the Valley.

Ken Hart reported that the Eastern Oregon Border Board has their Finance Committee up and working hard. That committee includes Ralph Poole, Doug Lamb, Jed Myers, and Ken Hart. They are responsible for loaning and granting the five million dollars allocated to Malheur County for business development on the border of Idaho. They want to get the dollars out and working soon. Ken also reported that the Saint Alphonsus Medical has 3 new board members in Ontario including Larry Church, Stephanie Williams, and Wendy Hill.

12. Adjournment: Larry Hogg made a motion to adjourn the meeting and Ken Bishop seconded the motion. Motion passed. Chairman Nauman then adjourned the meeting 7:52 a.m.

Minutes prepared by Dan Greig and Kit Kamo

Calendar of Events

January 14-16, 2019	Pacific NW Food & Beverage Show – Portland, OR – with OR Team
January 22-24, 2019	Shot Show – Las Vegas, NV
**February 5, 2019	**TUESDAY - SREDA Monthly Board Meeting – 7 am - TBA
February 5-11, 2019	Pacific NW Sportsman Show – Portland, OR – Partner with Idaho
March 4-11, 2019	Natural Products Show & Site Visits – Anaheim, CA – with Team Oregon
**March 13, 2019	**2nd Wednesday - SREDA Monthly Board Meeting – 7 am – Ontario City Hall
March 19-23	Global Pet Food Expo – Orlando
April 3, 2019	SREDA Monthly Board Meeting – Waffleberries, Weiser 7 am
May 1, 2019	SREDA Monthly Board Meeting – Lifeways, Ontario 7am

**** All SREDA Monthly Meetings are open to the public****

SREDA OPERATING BUDGET 2013-2019											Estimated		
INCOME SOURCES	2013 Actual	BUDGET 13	2014 Actual	BUDGET 14	2015 Actual	BUDGET 15	2016 Actual	Budget 2016	2017 Actual	Budget 2017	2018 Actual	Budget 2018	Budget 2019
PRIVATE	\$22,184.97	\$ 36,000.00	\$ 34,144.97	\$ 64,000.00	\$ 28,716.00	\$ 64,000.00	\$ 41,330.44	\$ 30,000.00	\$ 25,031.63	\$ 35,000.00	\$ 28,074.97	\$ 30,000.00	\$ 30,000.00
LOCAL PUBLIC	\$44,684.00	\$ 45,000.00	\$ 45,934.00	\$ 45,000.00	\$ 36,684.00	\$ 39,184.00	\$ 34,274.00	\$ 37,900.00	\$ 26,949.00	\$ 40,000.00	\$ 37,587.00	\$ 35,000.00	\$ 35,000.00
GRANTS - State & Fed	\$ 14,250.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 18,000.00	\$ 16,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
GRANTS - Other	\$ 28,000.00				\$ 1,000.00	\$ 6,000.00	\$ 47,953.71	\$ 6,000.00	\$ 6,004.11	\$ 30,000.00	\$ 39,679.01	\$ 10,000.00	\$ 10,000.00
Visitor Center Grant	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
	\$ 106,118.97	\$ 150,000.00	\$ 121,078.97	\$ 150,000.00	\$ 107,400.00	\$ 150,184.00	\$ 166,558.20	\$ 114,900.00	\$ 102,984.74	\$ 150,000.00	\$ 150,340.98	\$ 120,000.00	\$ 120,000.00
Expenses & Projects													
RECRUITMENT & MARKETING													
Advertising Global	\$ 4,690.00	\$ 4,000.00	\$ 2,218.00	\$ 4,000.00	\$ 2,149.00	\$ 2,500.00	\$ 5,898.00	\$ 2,500.00	\$ 3,305.16	\$ 3,000.00	\$ 2,211.04	\$ 2,000.00	\$ 2,000.00
Local Ad/promotion	\$ 730.00		\$ 437.41	\$ 800.00	\$ 995.00	\$ 800.00	\$ 885.80	\$ 600.00	\$ 993.01	\$ 900.00	\$ 855.92	\$ 900.00	\$ 900.00
Trade shows	\$ 7,715.40	\$ 6,700.00	\$ 4,469.44	\$ 6,700.00	\$ 4,072.17	\$ 6,700.00	\$ 4,673.04	\$ 6,000.00	\$ 5,593.10	\$ 5,000.00	\$ 2,788.78	\$ 5,000.00	\$ 5,000.00
Trade show travel	\$ 3,384.36	\$ 6,500.00	\$ 5,587.07	\$ 6,500.00	\$ 5,909.00	\$ 6,500.00	\$ 5,147.20	\$ 6,000.00	\$ 6,363.36	\$ 6,000.00	\$ 5,228.65	\$ 5,600.00	\$ 5,600.00
Conferences, conventions	\$ 1,892.92	\$ 2,500.00	\$ 1,553.48	\$ 2,500.00	\$ 3,018.00	\$ 3,500.00	\$ 803.95	\$ 2,500.00	\$ 3,494.51	\$ 2,500.00	\$ 3,732.09	\$ 2,500.00	\$ 2,500.00
Site Visits	\$ 177.30	\$ 500.00	\$ 1,061.75	\$ 700.00	\$ 678.00	\$ 1,700.00	\$ 924.23	\$ 1,000.00	\$ 133.43	\$ 1,200.00	\$ 836.44	\$ 1,000.00	\$ 1,000.00
WEB SITE	\$ 780.70	\$ 2,500.00	\$ 744.00	\$ 1,500.00	\$ 120.00	\$ 1,000.00	\$ 120.00	\$ 200.00	\$ 120.00	\$ 200.00	\$ 140.00	\$ 200.00	\$ 200.00
Total Recruitment & Marketin	\$ 19,370.68	\$ 22,700.00	\$ 16,071.15	\$ 22,700.00	\$ 16,941.17	\$ 22,700.00	\$ 18,452.22	\$ 18,800.00	\$ 20,002.57	\$ 18,800.00	\$ 15,792.92	\$ 17,200.00	\$ 17,200.00
Total Operating	\$ 6,707.02	\$ 7,800.00	\$ 6,841.52	\$ 7,800.00	\$ 6,070.51	\$ 7,800.00	\$ 9,720.35	\$ 8,100.00	\$ 6,030.66	\$ 10,000.00	\$ 4,263.87	\$ 9,000.00	\$ 9,000.00
TOTAL Payroll Expenses	\$ 64,376.25	\$ 66,200.00	\$ 67,699.74	\$ 66,200.00	\$ 67,079.09	\$ 68,000.00	\$ 69,813.72	\$ 69,000.00	\$ 89,109.43	\$ 74,800.00	\$ 73,295.75	\$ 74,800.00	\$ 74,800.00
STAFF Support			\$ 6,303.72	\$ 6,000.00	\$ 6,081.00	\$ 12,000.00		\$ -					
CAPITAL PURCHASE	\$ 539.35	\$ 1,000.00	\$ -	\$ 1,000.00		\$ 1,000.00		\$ -					
SPECIAL projects		\$ 52,300.00	\$ -	\$ 46,300.00		\$ 38,684.00	\$ 47,418.99		\$ 6,004.11	\$ 27,400.00	\$ 38,179.01		
Visitor Expenses	\$ 16,000.00		\$ 16,548.79		\$ 19,269.90		\$ 20,532.39	\$ 19,000.00	\$ 17,814.87	\$ 19,000.00	\$ 18,434.64	\$ 19,000.00	\$ 19,000.00
TOTALS	\$ 106,993.30	\$ 150,000.00	\$ 113,464.92	\$ 150,000.00	\$ 115,441.67	\$ 150,184.00	\$ 165,937.67	\$ 114,900.00	\$ 138,961.64	\$ 150,000.00	\$ 149,966.19	\$ 120,000.00	\$ 120,000.00

2011 Snake River EDA Report Card

ITEM	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total
RECRUITMENT					
LEADS (REQUEST FOR PROPOSALS)	11	9	8	9	37
SITE VISITS	3	2	3	1	9
SITE SELECTORS MET	1	1	14	6	22
CONFERENCES/TRADE SHOWS	1		1	1	2
MARKETING					
PAID MAGAZINE PUBLICATIONS		2	3		5
WEBSITE LISTINGS (PAID & FREE)	2	3			5
MARKETING TRAINING			1	1	2
BUSINESS EXPANSION					
COMPANIES MET WITH (Referred onto financing partners as needed)	4	5	6	3	18
NEW BUSINESS START UPS					
COMPANIES MET WITH (Referred onto Small Biz/financing partners)	3	3	1	2	9

CONFIDENTIAL

Examples of Recruitment Activities

	Jobs	Investment	Needs
Project Safe	35	4 Mil	50,000 sq ft bldg
Project Mix it Up	Unk	Unk	50,000+
Project Waterwheel	4	12,000	Existing bldg
Project Cheese Sticks	25	4 Mil	Funding
Project Dark Horse	45	Unk	Existing bldg
Project Too Hot to Touch	10	Unk	Existing bldg
Project Empty	Unk	Unk	Existing Bldg
Project Publish	10	250,000	new Construction
Project Washington Food	30	250,000	Existing Bldg
Project Rising Sun	25	2 Mil	100,000 sq ft bldg
Project Kobe	Unk	Unk	25 acres
Project New Hot One	5	1.5 Mil	Funding
Project Jacko Lantern	50	3.5 Mil	New Construction
Project Morris	20	1 Mil	100,000 sq ft bldg
Project Vocal	100	Unk	20,000-30,000 sq ft
Project Mighty Mouse	100	3 Mil	Funding/permitting
Project Lone Ranger & Tonto	15	1 Mil	New Construction
Project Free Bird	Unk	Unk	Lease Airport Land
Project Triangle	8	100,000	New Construction
Project Lacrosse	100	1.5 Mil	100,000 sq ft bldg
Project Pet Food	40	25 Mil	100,000 sq ft bldg
Project Duck	5	50,000	Existing bldg
Project Earth Potato	15	2 mil	50,000 sq ft bldg
Project Wood	40	1.5 Mil	100,000 sq ft bldg
Project Turquoise	10	50,000	Existing bldg
Project Big In Texas	65	20 Mil	New Construction

27

37

24

18

9

51

2012 Snake River EDA Report Card

ITEM	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total
RECRUITMENT					
NEW LEADS (REQUEST FOR PROPOSAL)	5	6	8	8	27
SITE VISITS	2	2	2	4	10
Companies LANDED			2		2
2011 open projects (still working with)	11	3	4	2	20
SITE SELECTORS MET	4	7	2	8	21
CONFERENCES/TRADE SHOWS	3	2	1	2	8
MARKETING					
PAID MAGAZINE PUBLICATIONS	2	1			3
WEBSITE LISTINGS (PAID & FREE)	4	1	0	1	5
MARKETING TRAINING	1	1	1	3	6
BUSINESS EXPANSION					
ONGOING COMPANIES MET WITH	2	5	1	3	11
NEW COMPANIES MET WITH	2	6	4	1	13
(Referred onto financing partners as needed)					
BUSINESS RETENTION					
COMPANIES MET WITH	1	4	1	1	7
NEW BUSINESS START UPS					
COMPANIES MET WITH	2	1	1	0	4
(Referred onto Small Biz/financing partners)					

Examples of Projects

Projects in 2012

Project Kayak
 Project Rocket
 Project Bagasse
 Project Envoy
 Project Musca
 Project Mountain
 Project Roger
 Project Round
 Project Barley
 Project Server Farm
 Project Hershi
 Project Fertilizer
 Project Evergreen
 Project Special Wood
 Project Adam & Eve
 Project Bean
 Project Grace
 Project Tron
 Project Call Me
 Project Grapes
 Project Whiskey
 Project Run Forest Run

2013 Snake River


	2013					Historical Data		
	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total YTD	Total 2012	Total 2011	Grand Total
RECRUITMENT								
NEW LEADS (REQUEST FOR PROPOSAL)	14	5	8	6	33	27	37	97
SITE VISITS	5	2	3	3	13	10	9	32
Companies landed (assisted)		1	2		3	2	0	5
2012 open projects (still working with)	2	2	2	3	9	20	0	29
SITE SELECTORS MET	8	1	0	18	27	21	22	70
CONFERENCES/TRADE SHOWS	5	1	0	3	9	8	2	19
MARKETING								
PAID MAGAZINE PUBLICATIONS	0	1	1	1	3	3	5	11
WEBSITE LISTINGS (PAID & FREE)	0	1	1		2	5	5	12
MARKETING TRAINING	0	1	0	1	2	6	2	10
BUSINESS EXPANSION								
ONGOING COMPANIES MET WITH	2	1	1	2	6	11		17
NEW COMPANIES MET WITH	7	3	3		13	13	18	44
BUSINESS RETENTION								
COMPANIES MET WITH	3	2	1	1	7	7		14
NEW BUSINESS START UPS								
COMPANIES MET WITH	1	2	2	1	6	4	9	19

Examples of Projects

Projects in 2013		Focus	
Project Vale	Oregon	Project Evil	Both
Project Bob	Both	Project Cliffs	Idaho
Project Island	Oregon	Project Deep Purple	Both
Project Stanton	Oregon	Project Greenhouse	Oregon
Project TV & Lewis	Idaho	Project Cargo	Oregon
Project Yummy	Both	Project Magpul	Both
Project Wet	Both	Project Ferdinand/Babe	Oregon
Project Adam & Eve	Idaho	Project 78	Both
Project Vegas	Idaho	Project Seed	Both
Project Barrel	Both	Project Chatter Box	Idaho
Project Green	Both	Project Big In Texas	Oregon
Project 2013	Both	Project Natural Products	Both
Project Fruitland	Idaho	Project Window	Idaho
Project Troy	Idaho	Project Snow	Idaho
Project Whiskey	Both	Project Bell	Idaho
Project Run Forest Run	Idaho	Project Sun	Oregon
Project Vale	Oregon	Project Hot	Oregon
Project Select 01	Oregon	Project Idaho Cargo	Idaho

2014 Snake River EDA Report Card

ITEM	2014					Historical Data			
	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total YTD	Total 2013	Total 2012	Total 2011	Grand Total
RECRUITMENT									
NEW LEADS (REQUEST FOR PROPOSAL)	12	2	7	7	28	33	27	37	125
SITE VISITS	2	2	2	1	7	13	10	9	39
Companies landed (assisted)	2	0	1		3	3	2	0	8
2012-13 open projects (still working with)	8	7	7	4	26	9	20	0	55
SITE SELECTORS MET	2	10	4	6	22	27	21	22	92
CONFERENCES/TRADE SHOWS	4	1	2	2	9	9	8	2	28
MARKETING									
PAID MAGAZINE PUBLICATIONS	1	1	0	0	2	3	3	5	13
WEBSITE LISTINGS (PAID & FREE)	2	2	1	1	6	2	5	5	18
MARKETING TRAINING		1	1		2	2	6	2	12
BUSINESS EXPANSION									
ONGOING COMPANIES MET WITH	2	3	1	2	8	6	11		25
NEW COMPANIES MET WITH	2	2	2	1	7	13	13	18	51
BUSINESS RETENTION									
COMPANIES MET WITH	1	2	2	1	6	7	7		20
NEW BUSINESS START UPS									
COMPANIES MET WITH	1	2	1	1	5	6	4	9	24

Examples of Projects

Projects fwd 2013 & new 2014	Focus	Project	Focus
*Project Bob	Both	Project Zoom	Oregon
*Project Island	Oregon	Project Energy	Both
*Project Stanton	Oregon	Project Fusions	Both
*Project Adam & Eve	Idaho	Project Coop	Both
*Project Ferdinand/Babe	Oregon	Project Retail	Oregon
*Project 78	Both	Project Shoe	Oregon
*Project Seed	Both	Project Packing	Both
*Project Big In Texas	Oregon	Project Restaurant	Oregon
*Project Sun	Oregon	Project Appaloosa	Idaho
*Project Hot	Oregon	Project Roar	Oregon
Project Idaho Cargo	Idaho	Project Taylor	Oregon
Project Play Day	Idaho	Project Candy	Oregon
Project Diamond	Both	Project Friends	Oregon
Project Green	Oregon	Project Confection	Idaho
Project Grapes	Oregon	Project Lincoln Logs	Idaho
Project V	Oregon	Project Spartan	Idaho
Project Sky	Oregon	Project Mitt	Idaho
Project Pumpkin	Both	Project Railwest	Oregon
Project WDW	Oregon	Project Mountain	Idaho
Project Lincoln Logs	Idaho	Project 100	Oregon
Project Natural	Oregon	Project Jim	Oregon
Project Steelhead	Both	Project Martin	Oregon



2015 Snake River EDA Report Card

2015

Historical Data

ITEM	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total YTD	Total 2014	Total 2013	Total 2012	Total 2011	Grand Total
RECRUITMENT										
NEW LEADS (REQUEST FOR PROPOSAL)	10	8	12	9	39	28	33	27	37	164
SITE VISITS	5	6	3	2	16	7	13	10	9	55
Companies landed (assisted)	1	1	2	2	6	3	3	2	0	14
2012-14 open projects (still working with)	4	4	6	3	17	26	9	20	0	72
SITE SELECTORS MET	6	8	5	6	25	22	27	21	22	117
CONFERENCES/TRADE SHOWS	3	3	3	2	11	9	9	8	2	39
MARKETING										
PAID MAGAZINE PUBLICATIONS	0	1	0	1	2	2	3	3	5	15
WEBSITE LISTINGS (PAID & FREE)	1	1	1	1	4	6	2	5	5	22
MARKETING TRAINING	1	1	1		3	2	2	6	2	15
BUSINESS EXPANSION										
ONGOING COMPANIES MET WITH	1	2	2	2	7	8	6	11		32
NEW COMPANIES MET WITH	2	1	2	2	7	7	13	13	18	58
BUSINESS RETENTION										
COMPANIES MET WITH	2		1		3	6	7	7		23
NEW BUSINESS START UPS										
COMPANIES MET WITH	1	0	1	1	3	5	6	4	9	27

Examples of Projects

*Projects fwd 2012-2014	Focus	Project	Focus	Project	Focus	Project	Focus
*Project Stanton	Oregon	Project Air	Oregon	Project Michelle	Idaho	Project Chipotle	Oregon
*Project Adam & Eve	Idaho	Project Hay	Idaho	Project Pam	Idaho	Project Cut	Idaho
*Project Ferdinand/Babe	Oregon	Project Rod	Both	Project Operations	Oregon	Project Manser	Idaho
*Project 78	Both	Project Neighbor	Idaho	Project Kelly	Idaho	Project North	Idaho
*Project Seed	Both	Project Brass	Idaho	Project Data	Oregon	Project Pat	Oregon
*Project Sun	Oregon	Project Fly	Both	Project Sir	Oregon	Project Crayola	Idaho
*Project Hot	Oregon	Project Kettle	Oregon	Project Rawhide	Oregon	Project Brooklyn	Idaho
*Project Pumpkin	Both	Project Kim	Oregon	Project Bell	Idaho	Project AK	Oregon
*Project Lincoln Logs	Idaho	Project Gary	Both	Project Sunny	Idaho	Project Wrench	Oregon
*Project Mountain	Idaho	Project Juice	Idaho	Project Portion	Idaho	Project Bentley	Idaho
*Project Martin	Oregon	Project Baa Baa	Idaho	Project Graze	Idaho		
		Project Lyle Lovett	Idaho	Project K	Oregon		
		Project Farm	Both	Project Basket	Idaho		
		Project Greenhouse	Idaho	Project Owyhee	Oregon		
		Project Darkness	Idaho	Project Bear	Idaho		

2016 Snake River EDA Report Card



Historical Data

	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total 2016 YTD	2016	2015	2014	2013	2012	2011	Grand Total
MARKETING												
NEW LEADS-REQ FOR PROPOSAL	6					6	39	28	33	27	37	170
SITE VISITS	5					5	16	7	13	10	9	60
Companies landed (assisted)	3					3	6	3	3	2	0	17
2012-16 open projects (still working)	2					2	17	26	9	20	0	74
SITE SELECTORS MET	2					2	25	22	27	21	22	119
CONFERENCES/TRADE SHOWS	3					3	11	9	9	8	2	42
PAID MAGAZINE PUBLICATIONS	1					1	2	2	3	3	5	16
WEBSITE LISTINGS (PAID & FREE)	2					2	4	6	2	5	5	24
MARKETING TRAINING	1					1	3	2	2	6	2	16
BUSINESS EXPANSION												
ONGOING COMPANIES MET WITH	6					6	7	8	6	11		38
NEW COMPANIES MET WITH						0	7	7	13	13	18	58
BUSINESS RETENTION												
COMPANIES MET WITH	4					4	3	6	7	7		27
NEW BUSINESS START UPS												
COMPANIES MET WITH	1					1	3	5	6	4	9	28
*Projects fwd 2012-2015	Focus	Project	Focus	Project		Focus	Project		Focus	Project		Focus
*Project Stanton - Win	Oregon	Project Bolt	Oregon	Project Michelle		Idaho	Project Chipotle - Win		Idaho			Idaho
*Project Adam & Eve - Win/Win	Idaho	Project Mixer	Idaho	Project Pam		Idaho	Project Cut		Idaho			Idaho
*Project Sears - Win	Oregon	Project Rod	Both	Project Operations		Oregon	Project Wrench		Oregon			Oregon
*Project Jim - Win	Oregon	Project Vera	Both	Project Kelly		Idaho	Project \$15		Oregon			Oregon
*Project Bear - Win	Idaho	Project Brass	Idaho	Project Tulip		Idaho	Project Pat		Oregon			Oregon
*Project Sun - Win	Oregon	Project Manser	Idaho	Project Sir		Oregon	Project Crayola		Idaho			Idaho
*Project Hot - Win	Oregon	Project Kettle	Oregon	Project Rawhide		Oregon	Project Brooklyn		Idaho			Idaho
*Project Pumpkin - Win	Both	Project Kim - Win	Oregon	*Project Energy		Oregon	Project AK		Oregon			Oregon
*Project Lincoln Logs - Win	Idaho	Project Gary	Both	Project Sunny		Idaho	Project Survival		Both			Both
*Project Mountain - Win	Idaho	Project Juice	Idaho	Project Portion		Idaho	Project Gemini		Idaho			Idaho
Project Salsa - Win	Both	Project Baa Baa	Idaho	Project Graze		Idaho	Project Violet		Oregon			Oregon
*Project Neighbor - Win	Idaho	Project Lyle Lovett	Idaho	Project Clearwater Revival		Oregon	Project Country		Idaho			Idaho
*Project Fly - Win	Oregon	Project Farm	Both	*Project Basket 2016		Idaho	Project Warehouse		Idaho			Idaho
*Project Doug - Win	Oregon	Project Greenhouse	Idaho	Project Owyhee		Oregon	Project Paw		Idaho			Idaho
*Project Bently - Win	Idaho	Project BAD	Both	Project Dave		Idaho	Project Shave		Idaho			Idaho
*Project Friends - Win	Oregon	Project Bear #2	Idaho	Project Arrowhead		Both	Project Water Flower		Oregon			Oregon
*Project K (2-3) - Win	Oregon	Project Birdseye	Idaho	Project AWW		Idaho	Project Falcon		Both			Both

2017 Snake River EDA Report Card



Historical Data

	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total 2017 YTD	2016	2015	2014	2013	2012	2011	Grand Total
MARKETING												
NEW LEADS-REQ FOR PROPOSAL	6	4	5	4	19	36	39	28	33	27	37	219
SITE VISITS	5	3	2	2	12	22	16	7	13	10	9	89
Companies landed (assisted)	3	1	2		6	7	6	3	3	2	0	27
2012-16 open projects (still working)	2	3	8	7	20	19	17	26	9	20	0	111
SITE SELECTORS MET	2	1	1	1	5	11	25	22	27	21	22	133
CONFERENCES/TRADE SHOWS	3	1	3		7	5	11	9	9	8	2	51
PAID MAGAZINE PUBLICATIONS	1	1	1	1	4	6	2	2	3	3	5	25
WEBSITE LISTINGS (PAID & FREE)	2	2	1	2	7	5	4	6	2	5	5	34
MARKETING TRAINING	1	1	1	3	6	2	3	2	2	6	2	23
BUSINESS EXPANSION												
ONGOING COMPANIES MET WITH	6	1	3	1	11	11	7	8	6	11		54
NEW COMPANIES MET WITH		2	1	1	4	6	7	7	13	13	18	68
BUSINESS RETENTION												
COMPANIES MET WITH	4	1	5	4	14	10	3	6	7	7		47
NEW BUSINESS START UPS												
COMPANIES MET WITH	1	2	3	1	7	6	3	5	6	4	9	40
*Projects fwd 2012-2016	Focus	Project	Focus	Project		Focus	Project		Focus	Project	Focus	
*Project Stanton - Win	Oregon	*Project Kim - Win	Oregon	Project Falcon		Both	Project Mixer		Idaho			
*Project Adam & Eve - Win/Win	Idaho	*Project Chipotle - Idaho		*Project Babe		Oregon	Project Cut		Idaho			
*Project Sears - Win	Oregon	Project Neena - Win	Idaho	Project Operations		Oregon	Project Crayola		Idaho			
*Project Jim - Win	Oregon	Project Tractor - Win	Idaho	Project Kelly		Idaho	Project Brooklyn		Idaho			
*Project Bear - Win	Idaho	Project IT-Win	Idaho	Project Tulip		Idaho	Project AK		Oregon			
*Project Sun - Win	Oregon	Project Hotel	Idaho	Project Sir		Oregon	Project Survival		Both			
*Project Hot - Win	Oregon	Project Vera	Both	Project Rawhide		Oregon	Project Gemini		Idaho			
*Project Pumpkin - Win	Both	Project Brass	Idaho	Project W		Idaho	Project Warehouse		Idaho			
*Project Lincoln Logs - Win	Idaho	Project Gary	Both	Project Sunny		Idaho	Project Paw		Idaho			
*Project Mountain - Win	Idaho	Project Juice	Idaho	Project Portion		Idaho	Project Shave		Idaho			
Project Salsa - Win	Both	Project Bolt	Oregon	Project Graze		Idaho	Project Explore		Oregon			
*Project Neighbor - Win	Idaho	Project Rod	Both	Project Clearwater Revival		Oregon	Project 1000		Idaho			
*Project Fly - Win	Oregon	Project Farm	Both	*Project Basket 2016		Idaho	Project Red Rock		Oregon			
*Project Doug - Win	Oregon	Project Greenhouse	Idaho	Project Owyhee		Oregon	Project EDA		Both			
*Project Bently - Win	Idaho	Project BAD	Both	Project Dave		Idaho	Project Gem		Idaho			
*Project Friends - Win	Oregon	Project Bear #2	Idaho	Project Arrowhead		Both	Project Spud		Idaho			
*Project K (2-3) - Win	Oregon	Project Birdseye	Idaho	Project AWW		Idaho	Project Bloom		Idaho			
Project Hereford - Win	Idaho	Project Fish	Oregon	Project Banjo		Oregon	Project Duke		Idaho			

2018 Snake River EDA Report Card



Historical Data

	1ST QTR	2ND QTR	3RD QTR	4th QTR	2018 YTD	2017	2016	2015	2014	2013	2012	2011	Grand Total
MARKETING													
NEW LEADS-REQ FOR PROPOSAL	9	13	11	4	37	19	36	39	28	33	27	37	256
SITE VISITS	4	6	6	2	18	12	22	16	7	13	10	9	107
Companies landed (assisted)	2	1	2	1	6	6	7	6	3	3	2	0	33
2012-18 open projects (still working)	7	9	13	4	33	20	19	17	26	9	20	0	144
SITE SELECTORS MET	3	2	3	14	22	5	11	25	22	27	21	22	155
CONFERENCES/TRADE SHOWS	2	2	3	3	10	7	5	11	9	9	8	2	61
PAID MAGAZINE PUBLICATIONS	1	0	0	1	2	4	6	2	2	3	3	5	27
WEBSITE LISTINGS (PAID & FREE)	1	1	1	1	4	7	5	4	6	2	5	5	38
MARKETING TRAINING	1	1	1	1	4	6	2	3	2	2	6	2	27
BUSINESS EXPANSION													
ONGOING COMPANIES MET WITH	1	4	3	5	13	11	11	7	8	6	11		67
NEW COMPANIES MET WITH	3	1	1	1	6	4	6	7	7	13	13	18	74
BUSINESS RETENTION													
COMPANIES MET WITH	3	3	3	2	11	14	10	3	6	7	7		58
NEW BUSINESS START UPS													
COMPANIES MET WITH	2	4	6	2	14	7	6	3	5	6	4	9	54
*Projects fwd 2012-2016	Focus	Project			Focus	Project			Focus	Project			Focus
*Project Stanton - Win	Oregon	*Project Kim - Win			Oregon	Project Falcon			Both	Project Mixer			Idaho
*Project Adam & Eve - Win/Win	Idaho	*Project Chipotle - Win			Idaho	*Project Babe			Oregon	Project Cut			Idaho
*Project Sears - Win	Oregon	Project Neena - Win			Idaho	Project Operations			Oregon	Project Energy			Oregon
*Project Jim - Win	Oregon	Project Tractor - win			Idaho	Project Kelly			Idaho	Project Brooklyn			Idaho
*Project Bear - Win	Idaho	Project IT-Win			Idaho	Project Tulip			Idaho	Project AK			Oregon
*Project Sun - Win	Oregon	Project Panic (Tetra) - Win			Idaho	Project Sir			Oregon	Project Survival			Both
*Project Hot - Win	Oregon	Project Glass - Win			Oregon	Project Rawhide			Oregon	Project Gemini			Idaho
*Project Pumpkin - Win	Both	Project 6 Days - Win			Idaho	Project Sunshine Ranch			Oregon	Project Warehouse			Idaho
*Project Lincoln Logs - Win	Idaho	Project Mini Farm - Win			Idaho	Project Sunny			Idaho	Project Paw			Idaho
*Project Mountain - Win	Idaho	Project 121 N Main			Idaho	Project Load			Both	Project Shave			Idaho
Project Salsa - Win	Both	Project MAC - Win			Oregon	Project Mini Farm			Idaho	Project Explore			Oregon
*Project Neighbor - Win	Idaho	Project Soup			Both	Project Hotel (2)			Idaho	Project 1000			Idaho
*Project Fly - Win	Oregon	Project Tyri			Idaho	Project Mustang			Idaho	Project Red Rock			Oregon
*Project Doug - Win	Oregon	Project Dudley			Idaho	Project Mountain 2			Idaho	Project EDA			Both
*Project Bently - Win	Idaho	Project Aliza 1			Oregon	Project Old Joe			Idaho	Project Gem			Idaho
*Project Friends - Win	Oregon	Project Aliza 2			Oregon	Project Mitt			Idaho	Project Spud			Idaho
*Project K (3-3) - Win	Oregon	Project Wild			Idaho	Project Vera/Yes			Idaho	Project Bloom			Idaho
Project Hereford - Win	Idaho	Project Chamber			Oregon	Project Duchess			Both	Project Duke			Idaho

Snake River EDA Results:

Activity	YTD 2016	2015	2014	2013	2012	2011	Total
New Leads	36	39	28	33	27	37	200
Site Visits	22	16	7	13	10	9	77
Landed	7	6	3	3	2	0	21
Businesses Met With:							
Expansion	11	14	6	13	13	18	75
Retention	10	3	6	7	7	0	33
Startups	6	3	5	6	4	9	33

SREDA Tentative Meeting
Schedule 2019

DATE	Day of Week	Location
January 2	Wednesday	TVCC – Oregon Trail Building Ontario
*February 5	Tuesday	TBA
*March 13	Wednesday	City of Ontario, Council Chambers
April 3	Wednesday	Waffleberries, Weiser
May 1	Wednesday	Lifeways (mental health month) Ontario
June 5	Wednesday	TBD
July 3	Wednesday	TBD
August 7	Wednesday	TBD
September 4	Wednesday	TBD
October 2	Wednesday	TBD
November 6	Wednesday	TBD
December 6	Wednesday	TBD
January 8, 2020	Wednesday	TBD



December 2018 ACTIVITY REPORT



December 2018



Emergency Medical:

(Types of medical calls responded to: Falls with injury, fall lift assists, medical emergencies, medical alarms, assaults, etc.)

CITY	162
RURAL	10

5 of these emergency calls required back-up crews to be called in to respond to 2nd call.

Hazmat Team Calls:

0

Fire Related Emergency Calls:

(Types of fire related calls responded to: Rescue calls, building fires, vehicle fires, smoke detector/fire alarm activation, unauthorized burning, etc.)

	TOTAL	General	Mutual Aid
CITY	18	3	2
RURAL	4	1	0

1 of these emergency calls required back-up crews to be called in to respond to 2nd call.

TOTAL CALLS FOR MONTH

CITY	180
RURAL	14

FIREFIGHTER TRAINING:

11/29/18 Rope rescue

12/6/18 Cold water rescue

12/11/18 Stop the Bleed Tourniquets

12/12/18 EMS Street Drugs

12/18/18 Report writing

12/18/18 Salvage and Overhaul



December 2018



PERMITS ISSUED:

City Open Burns 5

City Burn Barrels 0

Rural Open Burns 28

Rural Burn Barrels 2

INSPECTIONS:

11/29/18 Hemp processing business planning inspection 38 NE. 6th Ave.

12/3/18 SRCI Fire sprinkler modifications.

12/4/18 Treasure Valley Extraction Golf Course Road, New type of occupancy.

12/14/18 Veterans Advocates alarm and sprinklers final

12/14/18 Malheur County Health Department.

COMMUNITY INVOLVEMENT:

11/30/18 Breakfast with Santa @ the Elks

12/1/18 Winterland Christmas Parade

12/1/18 Fire Department Awards Ceremony

12/8/18 American Legion Christmas and Awards dinner

12/11/18 Ontario Fire Family Christmas Party

12/12/18 Four Rivers Community Foundation breakfast

12/12/18 Ontario City Employee pot luck

12/12/18 Boys and Girls Club fire station Tour 15 students and leaders

12/15/18 VFW Christmas and Awards dinner

12/17/18 Ontario High School student mentorship ride along





December 2018



Summary of Calls of Interest:

City Incidents:

3375 SW. 18th ave.: R1 called for report of a shed on fire. 100 on scene command. Shed approx. 10x10 with a small animal cage attached was fully engulfed in flames. The entire fixture was covered by a shared metal roof. Fire suppression was made by R1 fire knocked down. Several chickens and small animals perished in the fire. Two 5 gallon propane tanks were removed ASAP and two air conditioners were removed also. Two extension cords went to the shed and one was plugged in for sure, the second was assumed to be used also but was not plugged in at the house. There was one occupant home at the time but he was asleep and awoke by neighbors. Neighbors tried extinguish fire but hoses were frozen and attempts were stopped. Occupant stated there was a warming lamp plugged in to warm the animals. Extinguishment and overhaul was taken over by 155 crew and R1 cleared to go to another call.



995 Manor Way: R1 called for smoke alarm in unit number 10. Upon inspection at unit 10, the occupant had been cooking and had burned some food on the stove top. The fire was out and only light smoke remained. The occupant had a fan going and his window open the smoke was dissipating. Several attempts to reset the alarm were made. The alarm was not showing alarm or smoke but it also was not showing normal. The alarm company was called and the RP was going to wait for an alarm technician.

1410 SW 4th ave.: R-1 was called to a water flow alarm at Albertsons. On scene the manager stated they broke a water line and would have to shut down the sprinkler system. They were advised they would need to do a 30 fire walk around until the system was repaired.

2568 SW. 1st Ave.: R-1 dispatched to a group home with smoke alarms going off. No fire just not able to get them to reset. Upon arrival R-1 made contact with RP. R-1 turned breaker off to the smoke alarms for a few minutes and rehung a smoke alarm that fell off the ceiling. After turning breaker off for a few minutes the alarms silenced and did not alarm again.



December 2018



856 W. 7th St. Weiser Mutual Aid: OFD responded to a mutual aid call from Weiser City FD for a fully involved apartment building fire. Engine 101 responded with a full crew of 6 personnel. Upon arrival at the fire scene 101 split into 2 - 3 man teams and conducted salvage and overhaul operations as well as extinguishment of hot spots. 100 and 102 responded to assist with manpower. 125 responded as a cascade system to fill SCBA bottles. There were 4 units affected by this fire. OFD was released and returned back to district after approximately 3 hrs.



265 SW. 8th ave.: 103 called for a light that had burned out and now they can still smell something burning, smells like electrical. Upon arrival 103 met with occupant they showed us the light bulb that had burned out and melted. Bulb was retrieved and kept for demonstration. The light fixture and area around the fixture was checked for heat and extension. TIC showed no extension and heat was nothing more than 68 degrees. The attic access was opened and checked, with no visible signs of heat or smoke. The electrical panel showed no signs of malfunction and no breakers were tripped. The electrical smell was most likely left over from the bulb burning out. The smell did seem to diminish the longer we were



December 2018



on scene. The switch in the bathroom was faulty and seemed to be showing signs of wearing out. The homeowner has an electrician scheduled to check out some of the flickering lights in the bathroom. The other bulb in the fixture was removed and the occupant was advised to use LED bulbs and remove the fluorescent bulbs that were burning out.



600 E. Idaho: General alarm for vehicle extrication with two trapped occupants. R1 responds 103 and 100 respond shortly after. 100 was Idaho Ave command. R1 had already started extricating and had some stabilization equipment set up. The vehicle was on its top and the front of the vehicle was on the uphill side facing north and the rear was downhill facing south. The fuel tank was leaking at a rate of half gallon a minute. A suppression line was deployed to cover for possible fire exposure. Two victims remained; first victim removed after passenger door facing the east was removed. Airbags were used under the rear of the roof to help relieve pressure on the second victim's leg that was trapped under the window. Once the vehicle was lifted the victim self-extricated and then was packaged for transport. 103 was called for another fire call. 100 called for Idaho power at 1643 due to power at traffic signals being knocked out due to accident. 100 remained on scene and waited with other services.

200 W. Idaho: R-1 dispatched for report of heavy smoke coming from a vehicle. On scene rescue arrived to find a white '95 Chevy Camaro with the hood up. No visible smoke showing upon arrival. The owner stated that the car started smoking and she pulled over and shut it off. She opened the hood and two wires were arcing. She pulled the wires apart and the car stopped smoking and arcing. Montgomery wrapped a piece of fire hose around the bare wire then wrapped the bare ground wire and secured both wires. The owner started the car and thanked us for our help. The owner did not want to seek medical attention for her hand. She stated that she is homeless and cannot afford the medical bill.



December 2018



1900 SE. 5th ave.: Dispatched to the area of 1900 se 5th ave. for report of flames showing at the homeless camp. Upon arrival, 15 foot flames could be seen near the river bank. Rescue made entry through a locked gate and started spraying water across a fence to a campsite. The occupant that was fighting the fire with a shovel stated that his neighbor started a warming fire that got out of hand and he ran off. The fire quickly spread to his campsite and burned all of both contents of the campsite. The occupant stated that he woke up when he heard the fire and got out with his sleeping bags. The fire was quickly extinguished and both parties information was gathered.

Rural Incidents:

50 NW. 36th St.: R-1 was called out to a trash can on fire. R-1 arrived on scene to a pile of debris at the end of the driveway on fire with no one home. Staff extinguished the fire with a booster line. It was determined the fire had started by ashes dumped in the garbage can from the fire place. The crew found a metal can just beyond the trash can that had ashes still remaining inside it that was still hot. Remains of the green trash can were in the pile of debris. We spoke to the neighbor that gave us information of the residence and we cleared the scene.

Hwy. 201 MP 29: R-1 arrived on scene to a 4 door car on the side of the road fully engulfed in flames. We pulled a booster line and extinguished the flames. Car was consumed with fire and nothing was left to investigate how it started. However the driver stated that they saw smoke coming out of the hood on the passenger side when they decided to pull over and evacuated the vehicle immediately because shortly after the entire car was on fire. State police and city of Ontario police was on scene with the owners of the car. R-1 cleared the scene after complete extinguishment of the fire.



City of Ontario

**POLICE
DEPARTMENT**

*Office
of the Chief*

444
SW 4th Street
Ontario, OR 97914

To: Ontario City Council

Re: Department Statistics for November 2018

Activity	Month of November	Previous Month	Year to Date	Prior Year to Date
Calls for Service	782	908	9713	10199
Traffic Stops	85	110	2026	1416
Cited Traffic/Parking	44	51	1052	999
Motor Vehicle Crashes	41	34	421	456
Arrests	73	85	870	774
Arrests w/ Use of Force	2	1	9	8
Citizen Complaints	0	0	2	2
Task Force Cases	0	1	27	25
SRO Cases	30	50	477	605
Gang Related Cases	1	2	116	149
Gang Designations	0	0	4	1
Graffiti	1	2	126	160
Death Investigations	2	2	20	15
Burglary	15	7	97	110
Robbery	0	2	9	12
Larceny	23	42	391	527
Assault	11	10	95	161
Homicide	1	0	1	2
Sex Crimes	1	4	24	14
Alarms	25	23	323	296
Ordinance Cases Total	36	83	806	1401



JACOBS

Nov. 22 – Dec. 18

2018 Report



December
2018

Prepared by JACOBS for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

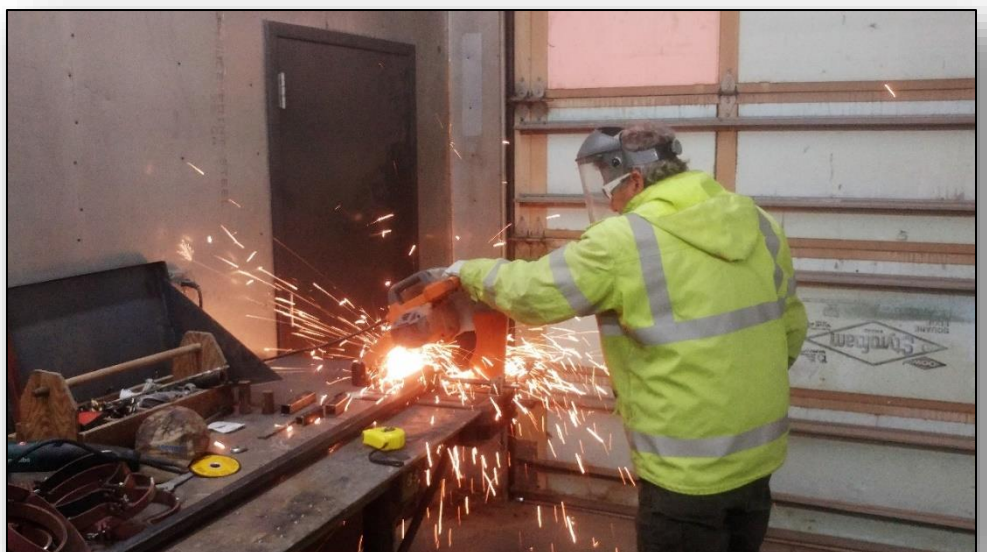
ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- New Holiday banners and ornaments have been installed on E. Idaho, Oregon, and 4th Street. These include candy canes and snowflakes. Thanks to the Chamber of Commerce for their purchase.
- Our crews worked on fabricating new brackets for the new holiday ornaments as the ones provided didn't work on our light poles. The new wreaths have installed on the underpass area.
- A heavy windstorm on Thanksgiving evening caused multiple electrical outages, primarily west of Verde, several of our lift stations were impacted but emergency systems operated flawlessly until power was restored.
- Staff staged barricades for the parade route and put them up approximately an hour prior to the start of the Winter Wonderland Parade.
- Extensive safety training for all staff was held this month. Topics included fall protection and confined space entry along with a new corporate program titled Beyond Zero.
- Fall leaf pick up has concluded. Crews hauled 97 10 yard dump truck loads to Ontario Sanitary Service.
- Magnesium Chloride and Sodium Chloride chemicals for winter street applications were all topped off and fully ready for the first winter storm event.
- All trucks have plows and sanding apparatus equipment installed and ready for winter street application. One truck has the liquid mag tank installed and ready for application when needed.



Top: Crew installing new Holiday ornaments on S. Oregon St.

Bottom: Building brackets for new wreaths for E. Idaho underpass.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- Treated primary and secondary routes on December 10th. Liquid freezeGuard was applied at 25 gal/lane mile to clear the travel lanes. 800 gallons were applied.
- City wide street sweeping is finished for the winter. Crews have been directed to clear leaves and other debris for street catch basins. Problem areas where water ponding occurs have been targeted for cleanout first.
- Replaced damaged parking sign on SE 4th Ave. and S. Oregon St.
- Our new backhoe was delivered. The old backhoe was transferred to the Parks department for use in the cemeteries. The cemetery backhoe will be transferred to the airport for use as needed there.
- Crews worked on numerous leaking water services throughout the community.
- Weekly lift station checks and maintenance.
- Sewer cleaning continues throughout the City.
- Performed weekly vehicle, equipment, lift station, and building inspections.
- Water maintenance – leaking setters, broken angle stops, and broken boxes were repaired through-out town.
- 17 water services were turned on per customer request.
- 10 water services were shut off per customer request.
- 21 water services were read-only on/off per customer request.
- 5 water services were checked to verify leaks had been repaired by customer.
- 13 water services were checked for leaks per customer request.
- 2 irrigation water services shut off and winterized per customer request.
- 3 water meters were checked for consumption issues.
- 7 water meters were shut off for repairs per customer request.
- 47 utility locates were completed.

**Crew installing
new water
service on SW
4th Ave.**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

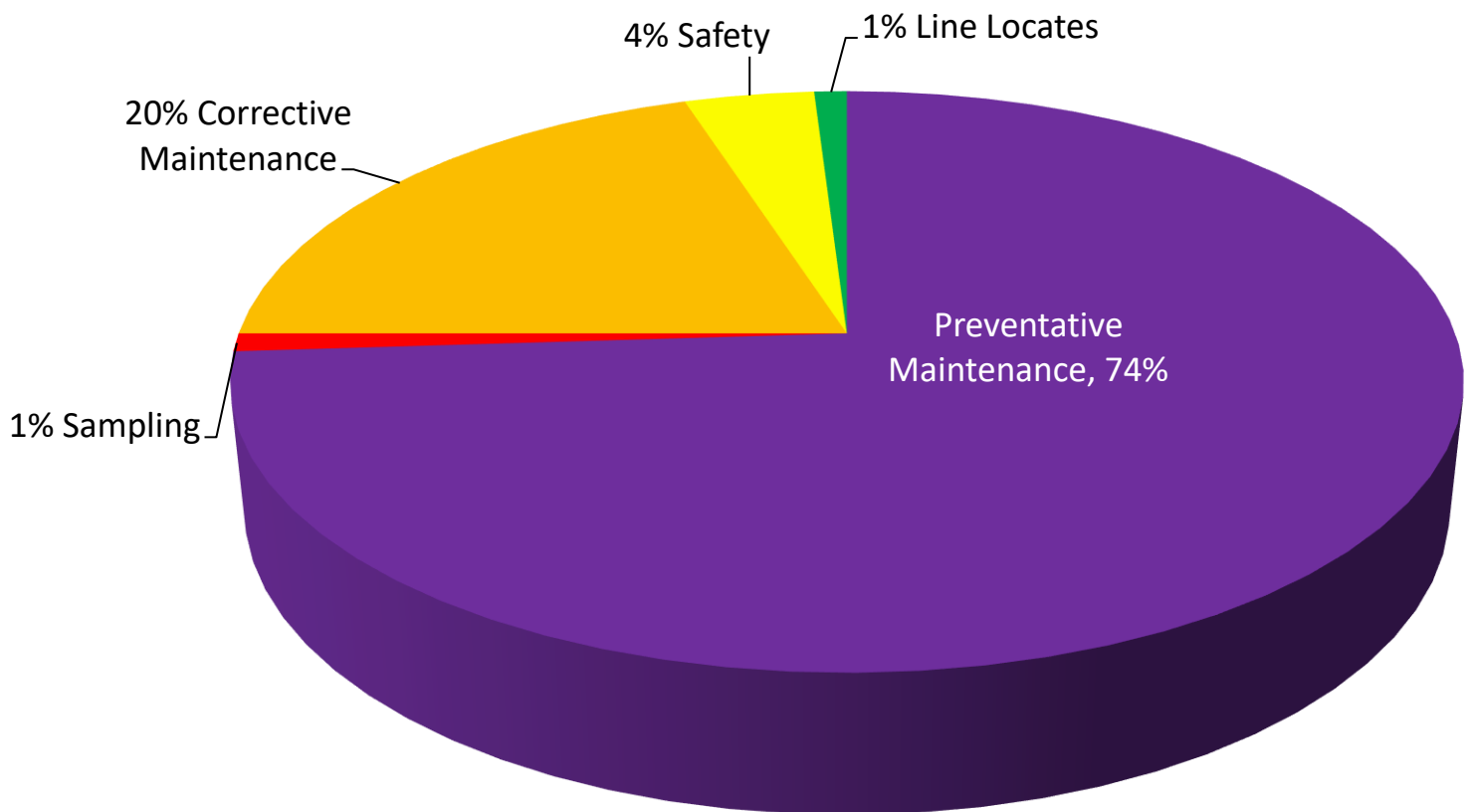


**Crew installing
wreaths on
underpass lights on E.
Idaho Ave. This was
done at night to
address traffic
volume.**



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
October 26 – November 21
Actual Hours by Work Order Type**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

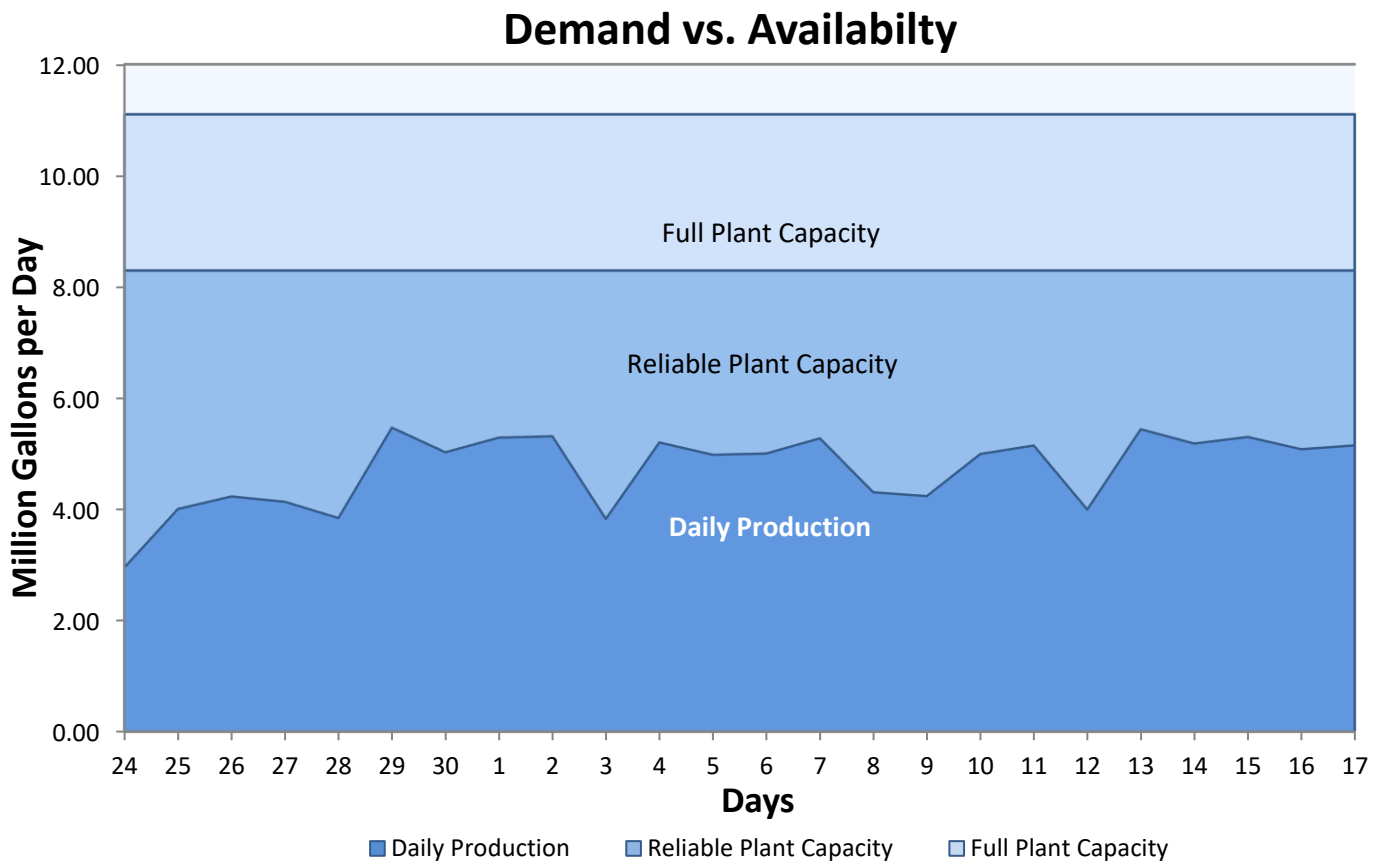
- The plant is operating well with no issues, inventory amounts at target levels.
- Heinz was off line for a few days this month due to maintenance, with no issues.
- Progress was made on the baffle wall project, we are putting plans together for this project as well as getting cost estimates for supplies needed to complete this task.
- Comments were submitted to the State of Oregon related to the new cyanotoxin rules the state is proposing to implement in January of next year.
- We had an internal company team of compliance experts here to conduct a review of our water operations, they will review and check procedures and then provide training to water staff personnel on the newest and most efficient methods of testing and data interpretation.
- Review of West Tech operations and specially a new method for removing screening. A local fabricator has been engaged to build a new mechanism that will ease screen removal operations.
- Improved cold weather protection for outside washes.
- Extended water filter runs at over 48 hours, good treatment.



Water Treatment Plant employee making improvements to the eyewash source water supply.

WATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

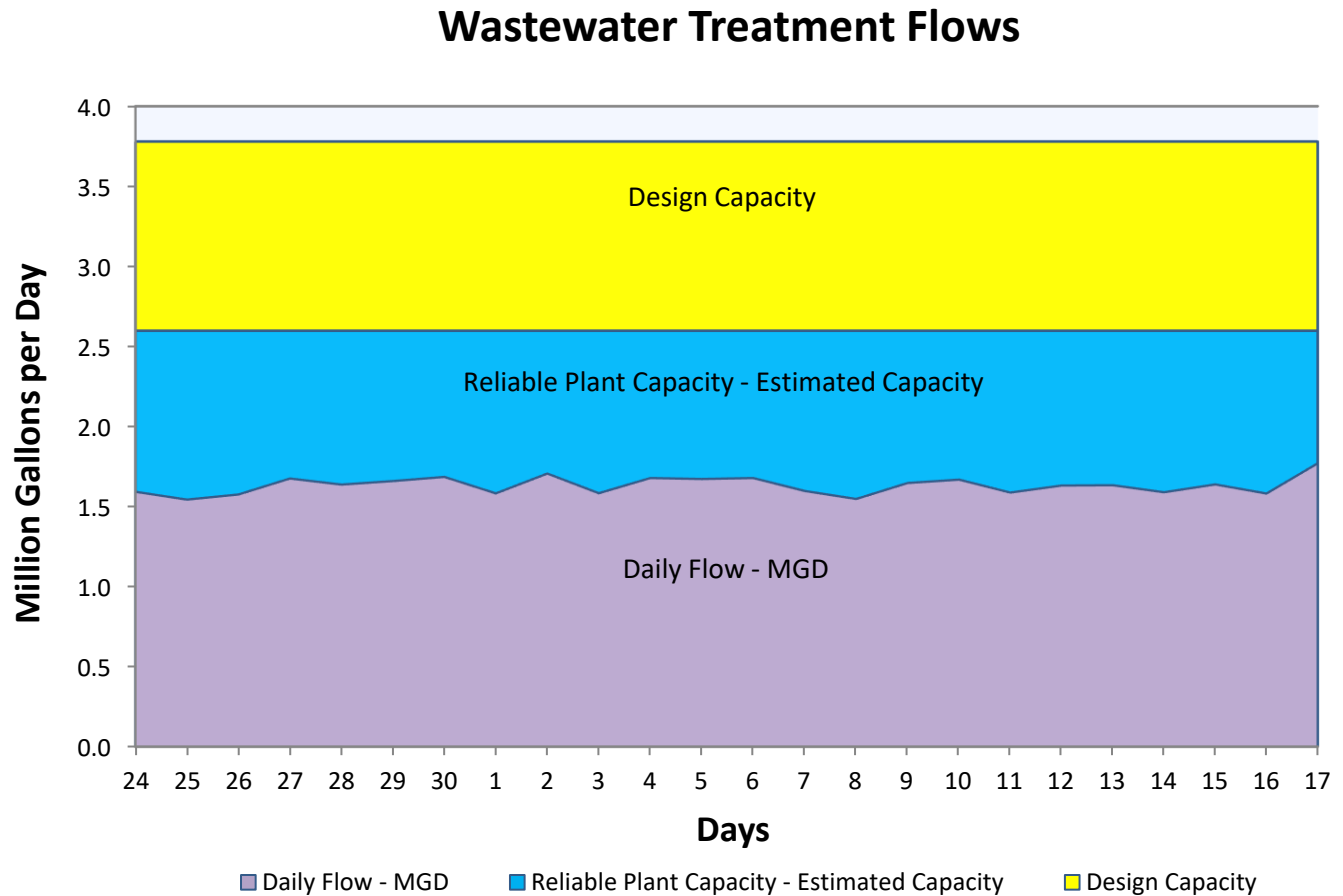
- Normal operations; plant is operating well.
- Stopped flowing to skyline and started discharging to the Snake River as per permit requirements.
- Repaired perimeter fence at plant
- Crews continue with regularly scheduled maintenance as tracked by our maintenance management system.



Treatment employee repairing perimeter fence at WWTP.

WASTEWATER TREATMENT PLANT FLOWS

ACTIVITIES NOVEMBER 22 – DECEMBER 21:



PARKS AND CEMETERY SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- There were 2 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Tree pruning as needed throughout the parks systems.
- We purchased our ice melt and got our snow plows ready in preparation for snow.
- Sprayed trees with insecticide at the parks.
- Yearly maintenance on mowers and other mobile equipment in progress.

FACILITIES SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- Staff attached aluminum siding on the roof soffits on the pool, this siding was blown off during Thanksgiving day wind storm.
- Cleaned carpets at City Hall.



Damaged soffit at Aquatic Center.

ENGINEERING SUMMARY

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- Attended a development meeting for addition to an existing business.
- Attended a development meeting for change of business use at existing building.
- Attended a development meeting to discuss the addition of three new buildings for new businesses.
- Inspected the construction of the Splash Pad restroom addition.
- Inspected ongoing construction at the Splash Pad Site.
- Inspected the storm line extension and street improvements at the Malheur County Fairgrounds.
- Inspected Sewer Replacement Project site.
- Attended a training in Redmond to recertify Backflow Tester Certificate and Backflow Specialist Certification.
- Issued 2 work orders for new water services.
- Issued 4 work orders for new sewer connections.
- Issued 1 work order for a fire system service.
- Will continue developing the Safe Routes to School Program for future grants.
- Golf Course Upgrade – Finalized the Contract Document and have it out for bid by 3 informal bidders.
- City Hall Improvements – On hold.
- S. Oregon Design – Master Services agreement and Task Order for S. Oregon survey developed and executed with CK3. Survey to be completed within month of January. Working with CK3 to develop Scope of Work and fee for design as well.
- National Pollutant Discharge Elimination System (NPDES) – Woods Consulting developed a draft letter to EPA Director (and President of US) per City Council request. Oregon DEQ has added phosphorus to the testing per comment from Idaho DEQ on the NPDES permit. The permit should be coming out final shortly.
- SRCI – Annual surcharge has been sent to prison. No additional work this month on the updated contract.
- Splash Pad – Site project was awarded to Warrington Construction and is underway. Warrington has been very helpful in securing additional donations and working with local donor schedules as well as providing some donation themselves. Restroom will get roof and then Holcomb will pull off for winter.
- Lions Shelter – Colors selected. Will wait till spring to get bid for concrete pad. PW staff will construct.
- Water Master Plan – City Engineer and Anderson Perry team working together to identify and collect needed documentation for project kick off. Kick off occurring Jan. 7.
- 2018 Water and Sewer Construction Project – Finalizing project. Last CIPP (pipe lining) element completed. Final Pay Application will be completed and project closed out until spring when paving will be done.
- Baffle Wall – Design complete; team is working on securing materials and identifying spray coating vendor.

ENGINEERING SUMMARY CONTINUED

ACTIVITIES NOVEMBER 22 – DECEMBER 21:

- Water Rights – working with Oregon Dept. of Water Resources to extend water right request. Collecting necessary information for response.
- Mutual Aid – Presented Mutual Aid agreement to Council for signature. This is agreement between State of Oregon DOT and City of Ontario. This is re-signed every 5 years or so.
- SE 5th Street Grant Intergovernmental Agreement (IGA) – this was presented to Council for review and signed. This allows the City to move forward selecting an engineer for design.



Slurry being pumped into abandoned sewer main.

ENGINEERING SUMMARY CONTINUED

ACTIVITIES NOVEMBER 22 – DECEMBER 21:



Both: Splash Pad vault being delivered and set.



APPENDIX

FIELD SERVICES

Collection and Distribution staff is responsible for Sewer Collection and Water Distribution throughout the City. Water distribution duties include maintenance and repair of approximately 97 miles of water lines and 3,625 services that 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 SRCl. The city has approximately 56 miles of storm drain collection lines and 1,450 catch basins throughout city limits. Duties include storm drain maintenance and repair, cleaning of approximately 11 miles of storm drain lines, and cleaning the catch basins.

*COLLECTION AND DISTRIBUTION STAFF MAINTAINS
78 MILES OF SANITARY SEWER LINES
56 MILES OF STORM DRAIN COLLECTION LINES,
AND 1,450 CATCH BASINS THROUGHOUT
CITY LIMITS*

The Street Maintenance Division maintains more than 122 lane miles of improved streets and more than 9 miles of alleys. The Street Division is responsible for resurfacing, repairing and maintaining the streets, installing and maintaining street signs and markings, tree trimming, and 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 decorations on street lights during the Christmas season and replacing them with regular decorations when the season is over.

*STREET MAINTENANCE DIVISION MAINTAINS MORE THAN
122 LANE MILES OF IMPROVED STREETS
9 MILES OF ALLEYS
CHIPSEALS LAST A MINIMUM OF 8 YEARS,
AND PUBLIC WORKS CHIPSEALS 7 MILES PER YEAR*

As part of the Street Division's maintenance program, crews chipseal street surfaces in the summer months to protect them from water and weather damage and to keep them in good condition. A chipseal maintains the existing pavement, delaying further aging resulting from water and sun, 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 8 years with minimal maintenance required. The city chipseals approximately 7 miles of streets per year.

APPENDIX CONTINUED

Water treatment plant staff is responsible for treatment of the city's drinking water supply. They must reliably produce high-quality water in adequate volume to meet city needs. Besides the daily laboratory checks, there are monthly, quarterly and yearly reports.

There are two sources of water for Ontario's estimated 11,090 residents: 80 percent comes from the Snake River and 20 percent comes from wells. Two plants treat the City's water. One is a conventional filtration plant and the other is an upflow clarifier. The steps for treatment are flocculation, sedimentation, filtration and disinfection, which meet the compliance of the Oregon Health Authority.

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including SRCl.

The water treatment plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 mgd and a maximum capacity of 11 mgd. The water treatment plant average production is 6 mgd and the City's largest industrial user, Heinz Frozen Foods, uses an average of 2.2 million gallons (MG) of that water.

THE WATER TREATMENT PLANT HAS A RELIABLE CAPACITY OF 8.3 MGD AND A MAXIMUM CAPACITY OF 11 MGD.

APPROXIMATELY 80 PERCENT OF WATER COMES FROM THE SNAKE RIVER, THE OTHER 20 PERCENT FROM WELLS.

The City retains surface and groundwater rights permits for a combined total of 38.23 cubic feet per second (cfs), 24.71 mgd for municipal use.

All of the City's potable water is treated and disinfected at the water treatment plant. The plant has an original 8-mgd design capacity based on the optimum filter loading rates. The City expanded its treatment capacity in 2006, through the addition of two adsorption clarification and filtration tanks.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCl. The prison accounts for approximately 16 percent of the flow to the plant.

Wastewater treatment plant operators use a conventional treatment system of aerated lagoons and secondary chlorination treatment. Effluent from the treatment process is used to irrigate forage crops during the growing season. Nine lift stations transport sanitary sewer waste to the Wastewater Treatment Plant. Wastewater is screened and the flow measured at the headworks. Five cells (lagoons) with 25 mechanical aerators assist with biological treatment. Onsite generation of chlorine is used for disinfection.

Average discharge volume is approximately 1.5 mgd. Winter discharge is to the Snake River from November through March. Summer discharge is land applied to approximately 353 acres of cropland at the Skyline Farm.

APPENDIX CONTINUED

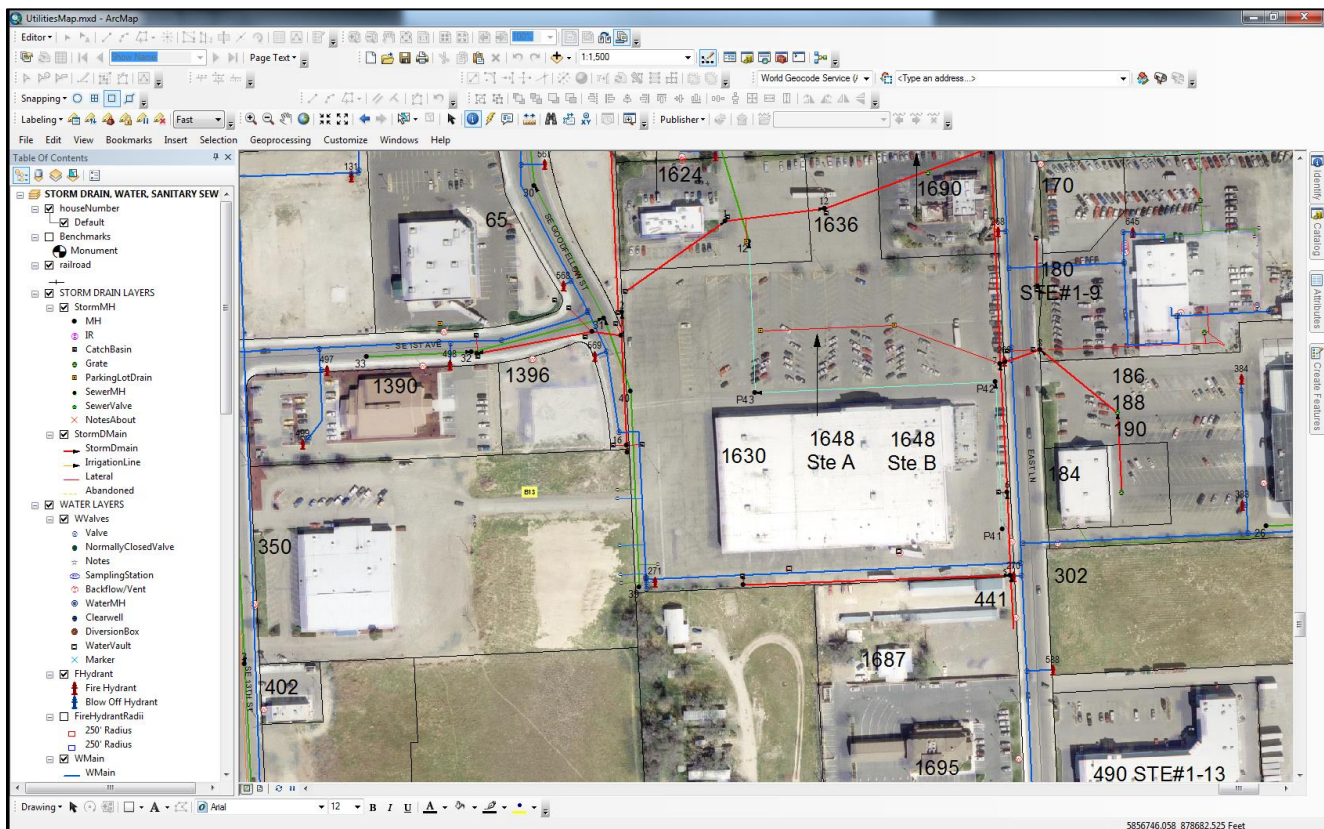
PARKS DEPARTMENT

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 Wayne King Skateboard Park.

ENGINEERING DIVISION

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, 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 provides support to the city by creating, analyzing, and maintaining the city's geographical digital data. They provide updates to the record maps for all city utilities, right-of-way, easements, land division plots, and city base maps.





ONTARIO POLICE DEPARTMENT

444 SW 4TH STREET, ONTARIO, OR 97914

OFFICE: (541) 889-7684 DISPATCH: (541) 473-5125 FAX: (541) 889-3026

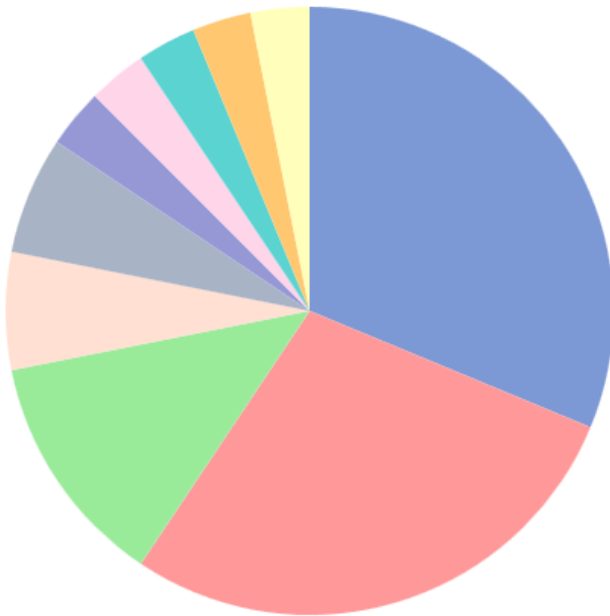
Code Enforcement Stats NOVEMBER 2018

Open Date From:

11/01/2018

Open Date To:

11/30/2018



Violations by Violation Type		
Parking over 72 hours ? Abandoned Vehicle	10	31.3%
Dog running at large	9	28.1%
Public nuisance	4	12.5%
Found Property	2	6.3%
Animal Complaint	2	6.3%
Derelict Structure Registration	1	3.1%
Patrol Assist	1	3.1%
Location outside camps	1	3.1%
Parking Complaint	1	3.1%
Agency Assist	1	3.1%

Total Violations	36
Total Cases	36
Garbage	0
Dogs running at large	9
Dogs taken to Ani-Care	2
Junk	4