



CITY COUNCIL WORK SESSION MINUTES October 4, 2018

The scheduled Work Session of the Ontario City Council was called to order by Mayor Ronald Verini at 12:00 p.m. on Thursday, October 4, 2018, in the Council Chambers of City Hall. Council members present were Ronald Verini, Norm Crume, Dan Capron, Betty Carter, Ramon Palomo, and Thomas Jost. Marty Justus was excused.

Members of staff present were Adam Brown, Tori Barnett, Larry Sullivan, Kari Ott, Dan Cummings, Betsy Roberts, Cliff Leeper, Peter Hall, and Dan Beaubien.

The meeting was recorded and copies are available at City Hall.

Thomas Jost led everyone in the Pledge of Allegiance.

AGENDA

This Agenda was posted on October 2, 2018. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

Staff requested the addition of item G under New Business: Supporting Chamber of Commerce Grant Application.

CRUME moved, CARTER seconded, **to ADOPT THE AGENDA AS AMENDED**. Roll call vote: Crume-yes; Carter-yes; Jost-yes; Palomo-yes; Justus-out; Capron-yes; Verini-yes. Motion carried 6/0/1.

PUBLIC COMMENT

Tim Cables, Ontario: Informed the Council of a workshop being offered entitled "Business Workshop for Young Entrepreneurs", which would be held at St. Peter's Catholic School on October 7th, running 12:30-3:00pm.

CONSENT AGENDA

CRUME moved, CAPRON seconded, to adopt the Consent Agenda, which included the adoption of Council Meeting minutes of March 20, 2018; May 3, 2018, June 7, 2018, August 9, 2018, August 21, 2018, August 28, 2018, and September 6, 2018. Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Jost-yes; Justus-out; Capron-yes; Verini-yes. Motion carried 6/0/1.

PRESENTATION

Legislative Advocacy for TVCC Veteran Flight Program

This item was moved to Tuesday, October 18, 2018, for discussion and/or action.

OLD BUSINESS**Lion's Park Splash Pad Bathroom Grant Agreement with State of Oregon**

Adam Brown, City Manager, presented.

The City of Ontario applied for a grant from the Oregon Parks and Recreation Department. Staff was asked to present before the Local Government Grant Program Committee in June of 2018. The city was notified that the committee would be recommending the Lion's Park Water Playground project to the State Parks and Recreation Commission. The commission met in September and approved the committee's recommendation. The project included building three restrooms to service the splash pad, an additional restroom to service the skate park, a wood pergola, and additional shade structures.

The city received a grant agreement between the State of Oregon Parks and Recreation Department and the City of Ontario, which needed to be signed and sent back to OPRD for final execution. After both parties signed the agreement, work could proceed.

The total state grant was \$298,200. The match from the city was \$229,000, which came from donations, in kind work, and city transient occupancy tax. The total project cost was \$527,200. No general fund dollars were spent on this project.

Timing was critical, as the builder was ready to proceed immediately with construction. It was staff's understanding that as soon as the Council approved the agreement and the city returned the signed agreement, the state would execute the agreement immediately and give the city a notice to proceed.

CARTER moved, PALOMO seconded, **THAT THE CITY COUNCIL APPROVE THE GRANT AGREEMENT BETWEEN THE STATE PARKS AND RECREATION DEPARTMENT AND THE CITY OF ONTARIO FOR STATE GRANT NUMBER LG18-017 - LIONS PARK WATER PLAYGROUND.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion passed 6/0/1.

NEW BUSINESS**Appointment to Public Works Committee: Cydney Cooke**

Adam Brown, City Manager, presented.

There was currently one vacancy on the Public Works Committee. An application had been received requesting appointment to that Committee. The Council has historically appointed individuals to fill positions on the various city committees as they become vacant or open, and applications for appointment are received. The city would like to fill the open positions as soon as possible.

CARTER moved, VERINI seconded, **TO APPOINT CYDNEY COOKE TO THE PUBLIC WORKS COMMITTEE, WITH TERM OF OFFICE COINCIDING WITH THE ESTABLISHING ORDINANCE.** Roll call vote: Crume-no; Carter-yes; Palomo-yes; Justus-out; Capron-no; Jost-no; Verini-yes. Motion failed 3/3/1.

Resolution #2018-137: Safe Routes to School Grant Application

Betsy Roberts, City Engineer, presented.

The Oregon Department of Transportation solicited grant applications for its Safe Routes to School program every several years. Grant applications were due this year on October 15th. City staff would like to submit an application identifying a variety of sidewalk improvements around the following schools: Alameda, Ontario Middle, Ontario HS, and May Roberts. The grant award was typically determined by early spring of the following year (2019).

While sidewalk improvements specifically for High Schools were not applicable for Safe Routes applications, if they were within one mile of a grade school, that section of sidewalk could be applicable. Ontario High School fell within a one mile radius of several grade schools. OHS has a Deferred Improvement Agreement (DIA) for

installation of sidewalks, with a completion date of 2018. However, if the Council agreed to extend the DIA by one year, the high school project could be incorporated into the Safe Routes application and counted as an in-kind match. The School District would still be funding the work required in their DIA, but the funds would leverage match money for additional Safe Routes work. The high school effort included sidewalk and ADA ramps on the west side of SW 10th Street from West Idaho Avenue to NW 2nd Avenue. The Public Works Committee supported the extension of the school district DIA.

The map showed the sidewalk and ADA ramp improvements (including the OHS section) that would be included in the grant application. The table below identified the estimated costs for the in-kind and remaining portion of improvements. The required match for the City of Ontario was 20%. The estimate for the school district portion was approximately 62% of the 20% match. Please note – these costs were estimates. If actual costs at bid time were different, the city would need to use match from the General Fund or possibly consider adding the projects to the System Development Charges (SDC's) map and use those funds to cover the match.

Area of Improvement	Estimated Cost	Percentage of Total Effort
Ontario School District DIA	\$81,000	62%
Remaining Work Included in Application	\$49,000	38%

The overall estimate for all of the work included in the Grant Application was \$650,000. Based on leveraging the school district DIA funds as in-kind match, and the modification of the System Development Charges plan to include these sidewalks, the impact to the city should be \$0. However, the city should be prepared to supplement the match up to approximately \$49,000 if for some reason the SDC map could not be changed. If, for any reason, the financial support (DIA or SDC's) were not available, the City could choose NOT to accept the grant if awarded. The application was due October 15, 2018.

CRUME moved, CARTER seconded, **THAT THE CITY COUNCIL ADOPT RESOLUTION #2018-137, A RESOLUTION TO AUTHORIZE THE CITY OF ONTARIO TO EXTEND THE ONTARIO HIGH SCHOOL DEFERRED IMPROVEMENT AGREEMENT FOR ONE YEAR AND TO APPLY FOR A SAFE ROUTES TO SCHOOL GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE VARIETY OF SIDEWALK IMPROVEMENTS AT ONTARIO SCHOOLS.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion carried 6/0/1.

Mid-Block Crossing Project Bid Action

Betsy Roberts, City Engineer, presented.

Public Works staff secured one bid for the Mid-Block Crossing project. The bid was approximately \$12,000 over the budgeted amount. With the addition of the South Oregon Street rehabilitation in the current fiscal year budget, the modification to the mid-block crossings could cost-effectively be included in this project.

The Mid-Block Crossing project was developed a year ago to update parallel parking along South Oregon Street between Idaho Avenue and SW 4th Avenue to meet current safety standards. Setback distances from crosswalks significantly reduced the number of usable parking spaces with the continuance of the mid-block crossings. In addition, the ramps and small drainage pipes under them were causing drainage issues, especially in winter. The city concluded that to meet safety setbacks, improve drainage, and maintain maximum parking along South Oregon, the mid-block crossings would be removed. A budget of \$36,000 was developed for the project. The original intent was for the Public Works staff to do some of the demolition work. The budget was split evenly between the Streets and the Storm Water funds.

Public Works staff was in contact with the general contractors in the area and understood that the heavy workload in the Treasure Valley would have a negative impact to bidding. However, the project was bid. Only one bid was received; that came from FineCrete. In discussions with the owner, squeezing the project into his already packed schedule was going to be extremely difficult, so he was not adverse to have his bid rejected.

Staff discussed the positive aspects of combining the mid-block crossing project with the pavement overlay and ADA ramp project on South Oregon:

- ✓ Project efficiency, and therefore reduced cost for mid-block aspect
- ✓ Reduced impact to downtown properties owners (one time instead of two)
- ✓ Increased project size, which can draw more bidders
- ✓ More interested bidders, which can result in better unit costs

Currently, official action was needed from the Council to reject the FineCrete bid. The project could then move forward as one larger project.

The bid price from FineCrete was \$48,575. The budget was \$36,000, coming evenly from Streets and Storm Water funds. If the project was rejected, these dollars would remain in their respective funds to be used as part of the overall South Oregon project in the spring of 2019. Staff would like to have the project rejected as soon as possible so that the bid process could be officially closed.

CRUME moved, CAPRON seconded, **TO REJECT MOVE THE COUNCIL REJECT THE BID FROM FINECRETE CONCRETE CONTRACTOR, LLC FOR \$48,575 FOR THE MODIFICATION OF MID-BLOCK CROSSINGS IN THE DOWNTOWN CORE.CURRENT BID AND DO MORE RESEARCH.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion carried 6/0/1.

Water Master Plan Task Order Action

Betsy Roberts, City Engineer, presented.

The Task Order was developed by Anderson Perry in conjunction with Public Works staff. The order provided the framework for the development of an update to the existing Water Master Plan. The update to the Master Plan was timed to be completed prior to, and to inform, the proposed capital improvement project that would increase the capacity of the water treatment facility.

In 2014, Murray Smith & Associates (MSA) completed an audit of the City of Ontario Water Treatment Plant. As part of the document, they provided detailed documentation regarding recommended improvements and actions. One of those items was the update of the existing Water Master Plan prior to taking on a project to increase the capacity of the plant. A significant number of projects had been completed based on the recommendations in the MSA Audit as a part of the Chemical Feed project.

The Economic Development Director, in coordination with the state's economic development team, continued to provide opportunities for industrial development within the community. Quite often, Public Works responded negatively to the request, based on the lack of available potable water. Based on that, and the recommendation of the MSA Audit, the Council approved \$175,000 in the budget to support the update of the Water Master Plan. This plan would look in detail at the current capacity of the treatment plant, distribution and storage systems, update the city's outdated water model and calibrate it, review specific system issues (clearwell capacity and condition, pressure zone issues, inability to fully utilize capacity of Bench reservoir, etc.), and provide a cost estimate for proposed recommendations, among many other items as detailed in the proposed scope of work.

The approved budget for this project was \$175,000. The Task Order was for \$145,800, well within the budget. Funds would come from Water Line Item: 105-160-719282. Staff would like to begin working with Anderson Perry on the project this fall so the plan could be completed by summer.

CRUME moved, CAPRON seconded, **THAT THE CITY COUNCIL APPROVE THE ANDERSON PERRY & ASSOCIATES, INC. TASK ORDER FOR DEVELOPMENT OF THE WATER MASTER PLAN UPDATE FOR \$145,800.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion carried 6/0/1.

Water and Sewer Department Backhoe Purchase

Betsy Roberts, City Engineer, presented.

Public Works staff secured a low bid for a John Deere backhoe through the cooperative bidding agency (previously title the National Joint Powers Alliance, but now called Sourcewell) of which the city was a member. Staff would like to secure approval of the bid by the Council so they could finalize the purchase and have the backhoe on site.



The backhoe currently shared between the Water and Sewer Departments was over 15 years old. It could still be maintained by staff, but it had over 6,600 hours on it, and maintenance time was increasing. That existing backhoe would be transferred to the Parks and Cemeteries Departments on a lease basis to replace their backhoe which was over 21 years old, and for which replacement parts were no longer available. The older backhoe would then be surplus.

The Council approved a budget of up to \$100,000 to be split between the Water and Sewer Departments to support the purchase of a new backhoe. Staff would like to move forward with finalizing the purchase.

The low bid price is \$94,986. The budget was \$100,000, which left \$5,014 or \$2,407 in both the Water and the Sewer funds. Funding would come from Water Line Item: 105-160-712100 and Sewer Line Item: 110-165-712100.

CRUME moved, CAPRON seconded, **TO MOVE THE CITY COUNCIL APPROVE THE PURCHASE OF THE BACKHOE TO BE SHARED BY THE WATER AND SEWER DEPARTMENTS TO THE LOW BIDDER, COASTLINE EQUIPMENT, THROUGH SOURCEWELL FOR \$94,986.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion carried 6/0/1.

Delinquent Utility Billing Accounts to Collections

Kari Ott, Finance Director, presented.

As required by the Allowance for Bad Debts and Write Offs policy, the Council was required to approve accounts being sent to collections. The list of accounts were all over 120 days past due. There was \$11,680.60 in utility billing accounts to write off, with \$8,796.89 proposed for collection. \$8,796.89 was deemed non-collectible.

CRUME moved, CAPRON seconded, **TO APPROVE THE LIST OF UTILITY BILLING WRITE OFFS AS PRESENTED AND AUTHORIZE SENDING THE APPLICABLE ACCOUNTS TO COLLECTIONS.** Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-yes. Motion carried 6/0/1.

Letter to Ontario Chamber of Commerce in Support of Grant Application

It was the unanimous consensus of the City Council to provide the letter of support to the Ontario Area Chamber of Commerce of the application for a grant to Travel Oregon and the Eastern Oregon Visitors Association for the Four River Farm and Garden Trail map.

DEPARTMENT HEAD UPDATES

Financial Report: August

Kari Ott, Finance Director, presented. (Report attached)

HAND-OUTS/DISCUSSION ITEMS

Department Stats:

Ontario Fire & Rescue: Sep, 2018 (Attached)

Jacobs/Public Works: Aug 24 – Sep 20, 2018 (Attached)

Ontario Police: Aug, 2018 (Attached)

Code Enforcement: Aug, 2018 (Attached)

Agenda

Planning Commission 10-08-2018 (Attached)

Packet

V&C Board 10-04-2018 (Attached)

Minutes

County Court: Aug 29, Sep 5, Sep 19, 2018 (Attached)

Airport Committee: Aug 27, Sep 24, 2018 (Attached)

Public Works: 07-10-2018 (Attached)

SREDA: Sep 5, 2018 (Attached)



Check Register

July to September 11, 2018 (Attached)

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- ✓ Councilor Palomo stated he had attended the LOC meeting in Eugene last week. He brought back some information to share with the Council.
- ✓ Councilor Crume stated the Airport Committee had voted on the size, etc., for the loader at the Airport. They wanted 114HP or larger, with a bucket, an articulating broom, an articulating blade, and hopefully to have enough money to provide some type of shelter. Also, some of the volunteers had taken a land plane and leveled off some of the dirt on the grass runway. The dedication of the grass runway for Cash Troyer would be tomorrow at 2:00 p.m. And, they had some met with some of the head staff for BLM, who were interested in getting a regional office at the Ontario Airport.

Adam Brown stated they had already set up a meeting with Jessica Sherwood, Regional BLM Manager, for next Thursday. She had approached the city over six months ago, and had written the situational brief on the issue.

Mayor Verini asked if the old machine being replaced could be retained as an emergency back-up piece of equipment.

Cliff Leeper stated that was a possibility, however, due to the age of the machine, it was difficult, if not impossible, to get parts. They would not put a lot of money into it.

- ✓ Councilor Crume gave kudos to Dan Cummings for all the work he'd done regarding the marijuana issues.
- ✓ Councilor Capron stated there were individuals running for office who were making inaccurate comments, but there were only two candidates in attendance at the current meeting. Where were the others? It was hard to get in the game if you weren't even on the sidelines.
- ✓ Mayor Verini reminded everyone of the Candidate Forum scheduled for Monday, October 15, 2018, at TVCC, which was set to begin at 6:00 p.m. It was presented and hosted by the Chamber of Commerce. Also, Congressman Greg Walden would be at Veteran Advocates of Ore-Ida on October 11th, 8:30-9:45 a.m.
- ✓ Adam Brown stated they had received a thank you for the Farm Worker's Celebration.
- ✓ Mayor Verini stated he had spoken with a representative for Union Pacific Railroad, who would be looking into the possibility of the Amtrak line stopping in Ontario.

ADJOURN

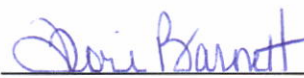
CARTER moved, JOST seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Crume-yes; Carter-yes; Palomo-yes; Justus-out; Capron-yes; Jost-yes; Verini-out. Motion carried 6/0/1.

ACCEPTED:



Ronald Verini, Mayor

ATTEST



Tori Barnett, MMC, City Recorder