

**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, JULY 9, 2020, 6:00 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) CALL TO ORDER

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

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on July 7, 2020. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) CONSENT AGENDA

A) Micro Loan/Grants: Aubrees, Stockman's Barbershop, Treasure Valley Windshield, Electric Beach Salon, Charmed Needles LLC

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

6) PRESENTATIONS

- A) Black Lives Matter
- B) Merchant McIntyre Grant Strategy

7) NEW BUSINESS

- A) FBO Area Lease Amendments (Tom Frazier)
- B) Flying W Aviation Hangar Lease Amendments (110 Lima)

8) PUBLIC HEARING

A) CDBG Applications: Small Business Assistance & Microenterprise Project (Gustavo Morales Executive Director, EUVALCREE)

9) DEPARTMENT HEAD UPDATES

- A) Finance: Monthly Report
- B) Police: Quarterly Report
- C) Airport: Semi-Annual Report

10) DISCUSSION ITEMS

- A) Update: Wayfinding Voting
- B) Update: Fine Forgiveness
- C) Update: Airport Hangar Inspections
- D) Update: Irrigation Ditch and Grass Runway at Airport
- E) Update: City Codes for Crop Spraying Providers at Airport
- F) Public Art Project
- G) Downtown Ribbon Cutting

11) HAND-OUTS

- A) Department Stats:
Public Works June 2020
Fire & Rescue June 2020
Police June 2020
- B) Minutes:
KONO Airport Committee 06-22-2020
County Court 06-17-2020
- C) SREDA:
Director's Report 06-01-2020
Director's Report 07-01-2020
Report Card

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) ADJOURN



**AGENDA REPORT
CONSENT AGENDA
July 9, 2020**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Adam J. Brown, City Manager

SUBJECT: **MICRO LOAN/GRANTS: AUBREES, STOCKMAN'S BARBERSHOP, TREASURE VALLEY WINDSHIELD, ELECTRIC BEACH SALON, CHARMED NEEDLES LLC**

DATE: July 7, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE A \$2,500 LOAN TO AUBREE'S CONTINGENT ON APPROVAL OF THE MATCHING GRANT FROM BUSINESS OREGON.

I MOVE THE CITY COUNCIL APPROVE A \$2,500 LOAN TO STOCKMAN'S BARBERSHOP.

I MOVE THE CITY COUNCIL APPROVE A \$2,500 LOAN TO TREASURE VALLEY WINDSHIELD.

I MOVE THE CITY COUNCIL APPROVE A \$2,500 LOAN TO THE ELECTRIC BEACH SALON.

I MOVE THE CITY COUNCIL APPROVE A \$2,500 LOAN TO CHARMED NEEDLES LLC CONTINGENT ON APPROVAL OF THE MATCHING GRANT FROM BUSINESS OREGON.

SUMMARY:

Five Microloan/Grant applications are presented for approval.

BACKGROUND:

The Business Loan Fund Committee and the City Council approved a micro-loan program with maximum loan amounts totaling \$200,000. The city was also awarded \$65,000 from Business Oregon through the Emergency Assistance Matching Fund. Funding from Business Oregon has been received.

CURRENT SITUATION:

Currently, the city has received ten applications for the micro-loan program. Council approved five at the last meeting. Five new applications are presented for City Council approval.

The Business Loan Fund Committee met on June 24, 2020, and recommended approval by the City Council the following four applications:

1. Aubrees: Application was deemed to be complete and eligible for a \$2,500 loan and a \$2,500 grant. Aubrees is considered a sole proprietorship.
2. Stockman's Barbershop: Application was deemed to be complete and eligible for a \$2,500 loan and a \$2,500 grant. Stockman's Barbershop is considered a sole proprietorship.
3. Treasure Valley Windshield: Application was deemed to be complete and is eligible for a \$2,500 loan and a \$2,500 grant. Treasure Valley Windshield is a s-corporation with two shareholders.
4. Electric Beach Saloon: Application was deemed to be complete and is eligible for \$2,500 loan and a \$2,500 grant. The Electric Salon is considered a sole proprietorship.
5. Charmed Needles LLC: Application was deemed to be complete and is eligible for \$2,500 loan and a \$2,500 grant. Charmed Needles LLC is considered a sole proprietorship.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct strategic plan impact.
- B. **FINANCIAL** A total of \$12,500 will be loaned to the applicants. Added to the prior approved loans a total of \$24,020 will be loaned and will leave an available balance of \$175,980, and \$40,980 will remain in grant funding.
- C. **TIMING** The faster the applications are approved, the quicker staff can process disbursements to the businesses.
- D. **POLICY/LEGAL** Micro-loans & grants have to be approved for recommendation by the Business Loan Fund and then approved by the City Council. Business Oregon will need to approve the grant applicants.

ALTERNATIVES:

- A. Deny the Loans: The City Council could deny one or more of the loans.

RECOMMENDATION:

Staff recommends approval of all five applicants.

ATTACHMENTS:

None



FEDERAL FUNDING GRANTS GRID

*Prepared for: Mr. Adam Brown, City Manager
Presented by: Merchant McIntyre & Associates, LLC*

July 7, 2020



Mr. Adam Brown
City of Ontario (OR)
444 SW 4th Street
Ontario, OR 97914

July 7, 2020

Dear Adam:

Merchant McIntyre Associates (MM) is pleased to present this comprehensive Federal Funding Strategy to the City of Ontario, OR. This report represents the consolidated findings, recommendations, and proposed next steps for Ontario to pursue federal funding opportunities aligned with the City's priority needs.

This strategy is built on our Resource Inventory meeting, ongoing exploration and collaboration with federal program officers in D.C., and continued discussions with the team in Ontario. The City of Ontario is well-positioned to win federal grants. As your federal grants staff, Merchant McIntyre will assist in the identification, preparation, and submission of award-worthy applications. We recommend initiating targeted engagement with key federal program staff immediately and throughout 2020, into 2021, and beyond while continuing discussions with leadership and staff to consider more deeply the application requirements for the grants in our Strategy and Grants Grid.

We appreciated hearing more about the vision and development priorities you, the Mayor, department leaders, and city staff have for Ontario. Your desire and determination to improve the quality of life of your residents resonates with us -- and will resonate at every level of the federal government. The strategic approach to federal funding we've outlined in this report will create long-term, productive relationships for the City with key federal programs, resulting in the delivery of federal resources to support Ontario's critical infrastructure and economic development projects.

We hope you are pleased with our partnership thus far, and we look forward to presenting our findings and recommendations. We're eager to begin developing winning applications this year and beyond!

Sincerely,

Mark McIntyre
Principal & Co-Founder

Brent Merchant
Principal & Co-Founder

City of Ontario, OR

Federal Grants Grid

DASHBOARD: Summer 2020

Potential Funding in Pipeline:	\$10.5 million
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Agency	Grant Program	Expected Timing	Funding Details	Program Description
Tier I: Grants with Approaching Deadlines				
Economic Development Administration (EDA)	Local Technical Assistance (LTA)	Rolling deadline	Award ceiling: \$150,000	The Local Technical Assistance (LTA) program strengthens the capacity of organizations and institutions to undertake and promote effective economic development programs through projects such as feasibility studies, impact analyses, disaster resiliency plans, and project planning. For example, LTA funds could be used to help a city prepare a feasibility study regarding the use of an abandoned manufacturing facility for an activity that advances local economic development.
Economic Development Administration (EDA)	Public Works and Economic Adjustment Assistance Program	Rolling deadline. Two-step "co-create" process with EDA: pre-application, and then, upon invitation, full application.	Up to \$2.5 million; significant match and community partnership requirements	Economic/workforce development projects - infrastructure, business incubators, and other capital projects that <i>lead to job creation</i> . This is primary source of <i>grant</i> dollars for capital projects at the federal level. EDA PWEAAP projects must be directly tied to creating jobs.
National Endowment for the Arts (NEA)	Our Town	Deadline: August 6, 2020	Award ceiling: \$200,000	These funds support projects that integrate arts, culture, and design activities into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes. These projects require a partnership between a nonprofit organization and a local government entity, with one of the partners being a cultural organization. Project types include arts engagement, cultural planning, design, and/or artist/creative industry support, these projects contribute to improved quality of life in local communities. Our Town grants require a partnership between a nonprofit organization and a local government entity (at least one partner must be a cultural organization); and should engage in partnership with other sectors (such as agriculture and food, economic development, education and youth, environment and energy, health, housing, public safety, transportation, and workforce development).
National Science Foundation	Advanced Technological Education	Due October 1, 2020	"New to ATE:" \$300,000 "ATE Projects:" \$600,000 "ATE Centers:" \$1.25 million	Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions (grades 7-12, IHEs) and industry to promote improvement in the education of science and engineering technicians at the undergraduate and secondary institution school levels. The ATE program supports curriculum development; professional development of college faculty and secondary school teachers; career pathways; and other activities
U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP)	Comprehensive School-based Approach to Youth Violence and Victimization	Anticipated timing: Summer 2020	Award ceiling: \$600,000	This program supports a comprehensive effort to address youth violence and victimization through implementing evidence-based prevention, intervention, and accountability efforts in a school-based setting. The goals of the program are to (1) reduce the incidence of school violence through accountability efforts for offenders; (2) respond to victimization, exposure to violence, and trauma as a result of violence that occurs in the school, community, or family; (3) improve school safety and climate; and (4) prevent violence, delinquency, and victimization in the targeted community. This initiative will enhance public safety, ensure that youth are held appropriately accountable to both victims and communities, and empower youth to live productive, law-abiding lives.
U.S. Environmental Protection Agency (EPA)	Brownfields and Land Revitalization Grant Program	Anticipated timing: Fall 2020	Award ceiling: \$200,000	EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. Brownfields Assessment Grants provide funding for brownfield inventories, planning, environmental assessments, and community outreach. Brownfields Revolving Loan Fund Grants provide funding to capitalize loans that are used to clean up brownfield sites. Brownfields Cleanup Grants provide funding to carry out cleanup activities at brownfield sites owned by the applicant. Multipurpose (MP) Grants provide funding to conduct a range of eligible assessment and cleanup activities at one or more brownfield sites in a target area.

Tier II: Grants with Mid-Term Deadlines; Require Discussion and Planning Now

U.S. Department of Agriculture (USDA), National Institute of Food and Agriculture (NIFA)	Food Insecurity Nutrition Incentive (FINI) Grant Program	Anticipated timing: Fall 2020	Award ceiling: \$500,000	FINI supports projects to increase the purchase of fruits and vegetables among low-income consumers participating in SNAP by providing incentives at the point of purchase. There are three categories of projects: (1) FINI Pilot Projects (awards not to exceed a total of \$100,000 over one year); (2) Multi-year, community-based FINI Projects (awards not to exceed a total of \$500,000 over no more than four years); and (3) Multi-year, FINI Large-Scale Projects (awards of \$500,000 or more over no more than four years).
U.S. Department of Agriculture (USDA), Rural Development	Rural Business Development Grant Program	Anticipated timing: early 2021	Award ceiling: \$100,000	RBDG is a competitive grant designed to support targeted technical assistance, training, and other activities leading to the development or expansion of small and emerging private businesses in rural areas that have fewer than 50 employees and less than \$1 million in gross revenues. Programmatic activities are separated into enterprise or opportunity type grant activities.
U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS)	Law Enforcement Mental Health and Wellness Act Program (LEMHWA)	Anticipated timing: Late 2020/Early 2021	Award ceiling: \$350,000	Law Enforcement Mental Health and Wellness Act (LEMHWA) program funds are used to improve the delivery of and access to mental health and wellness services for law enforcement through training and technical assistance, demonstration projects, and implementation of promising practices related to peer mentoring mental health and wellness programs. The LEMHWA program funds projects that develop knowledge, increase awareness of effective mental health and wellness strategies, increase the skills and abilities of law enforcement, and increase the number of law enforcement agencies and relevant stakeholders using peer mentoring programs.
U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA) // Oregon Park and Recreation Department	Recreational Trails Program (RTP)	Anticipated timing: Late 2020/Early 2021	Award ceilings vary depending upon the type of trail; Non-Motorized Trails = \$400,000; Mixed Use Trails = \$500,000; Motorized Trails = \$1,000,000	Recreational Trails Grants (RTP) are grants for recreational trail-related projects, such as hiking, running, bicycling, off-road motorcycling, and all-terrain vehicle riding; types of projects include: (1) building new recreation trails, including building trail bridges and installing wayfinding signs; (2) restoring existing trails, including trail bridges and signing; (3) developing and rehabilitating trailhead facilities; (4) acquiring land and permanent easements; and/or (5) water trails; funds may also be used to acquire land that is part of a trail development project.
Environmental Protection Agency (EPA)	Environmental Education Local Grants Program	Anticipated timing: February 2021	Award ceiling: \$100,000; 25% cost match required	Supports locally-focused environmental education projects that increase public awareness and knowledge about environmental and conservation issues and provide the skills that participants in its funded projects need to make informed decisions and take responsible actions toward the environment.

Tier III: Grants Targeted for 2021

Federal Emergency Management Agency (FEMA)	Staffing for Adequate Fire and Emergency Response (SAFER) Grants	Spring 2021	Awards range from \$100,000 to \$5 million	SAFER offers grants to support activities in two categories: (1) Hiring of Firefighters; (2) Recruitment and Retention of Volunteer Firefighters. Under the Hiring track, funds can be used to hire new, additional firefighters or change the status of part-time or paid-on-call firefighters to full-time firefighters. Under the Recruitment track, funds can be used to recruit firefighters, hire a Recruitment Coordinator, and/or provide incentives (e.g., covering the costs of trainings or tuition) as part of a recruitment strategy.
Federal Emergency Management Agency (FEMA)	Assistance to Firefighters Grant Program (AFG)	Anticipated timing: Early 2021	Awards typically max out around \$500,000	AFG is a suite of competitive discretionary grants comprised of three interconnected programs—Operations and Safety, Vehicle Acquisition, and Joint/Regional. AFG provides direct assistance to fire departments, nonaffiliated EMS organizations, and State Fire Training Academies.
Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA)	Rural Communities Opioid Response Program – Implementation	Anticipated timing: Early 2021	Award ceiling: \$1,000,000	The purpose of this program is to support treatment for and prevention of substance use disorder, including opioid use disorder (OUD), with a focus on rural communities at the highest risk for substance use disorder. RCORP-Implementation award recipients will implement robust, evidence-based interventions and promising practice models to expand access to, and strengthen the quality of, SUD/OUD prevention, treatment, and recovery services in high-risk rural communities.
National Endowment for the Arts (NEA)	Grants for Arts Projects	(T) February 2021	Award ceiling: \$100,000	Grants for Arts Projects is the NEA's principal grants program. Through project-based funding, NEA supports public engagement with, and access to, various forms of excellent art across the nation, the creation of art, learning in the arts at all stages of life, and the integration of the arts into the fabric of community life.

U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS)	COPS Hiring Program (CHP)	Anticipated timing: Spring 2021	Up to \$125,000 per officer	CHP grants may be used to (1) hire new officers (including existing vacancies that are no longer funded in an agency's budget); (2) rehire officers already laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; and/or (3) rehire officers scheduled to be laid off by the grantee's jurisdiction on a specific future date as a result of state, local, or BIA budget reductions unrelated to the receipt of grant funding.
U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS)	Community Policing Development (CPD)	Anticipated timing: Spring 2021	Award ceiling: \$1,500,000	The Community Policing Development (CPD) program funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.
U.S. Department of Justice (DOJ), Office of Community Oriented Policing Services (COPS)	School Violence Prevention Program (SVPP)	Anticipated timing: Spring 2021	Award ceiling: \$500,000	The School Violence Prevention Program (SVPP) provides funding to improve security at schools and on school grounds in the jurisdiction of the recipient through evidence-based school safety programs. Funding may be used for coordination with local law enforcement; training for local law enforcement officers to prevent school violence against others and self; placement and use of metal detectors, locks, lighting, and other deterrent measures; acquisition and installation of technology for expedited notification of local law enforcement during an emergency; etc.
Department of Homeland Security (DHS)	Emergency Management Performance Grant (EMPG) Program	Est. Summer 2021	Award ceiling: approx. \$100,000	This program can provide funding for entities preparing for future disasters/hazards. Funding is delivered through the county based on federal allocations to the Florida Division of Emergency Management. Please note that total amounts available at the county level will be approximately \$100,000.

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**AGENDA REPORT
NEW BUSINESS
July 9, 2020**

To: Mayor and City Council

FROM: Daniel Beaubien, Airport Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: FBO AREA LEASE AMENDMENTS (TOM FRAZIER)

DATE: June 18, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE AMENDMENTS TO THE FIXED BASE OPERATOR LEASE AS PRESENTED.

SUMMARY:

A lease amendment is being put before the City Council to bring the lease in compliance with city codes.

BACKGROUND:

Every building on the airport must have a lease with the City of Ontario. Each lease is obligated to keep current with changes in codes and laws that apply.

CURRENT SITUATION:

The Fixed Base Operator lease is lacking the square footage necessary to meet the parking code requirement. The Airport Manager, Planning Department and Lessee are in agreement that the amendments need to be put in place at the beginning of the next fiscal year. The amendments have been agreed upon, put in writing, and now need approval from the Council for adoption.

ANALYSIS:

- A. **STRATEGIC PLAN** This change will keep the lease current and up to date.
- B. **FINANCIAL** Additional square footage will bring in addition revenue.
- C. **TIMING** Timing is important as the lease year begins July 1st. Each year is paid in advance.
- D. **POLICY/LEGAL** This amendment follows our codes set by the City of Ontario.

ALTERNATIVES:

The City Council could change the codes and reject the amendment.

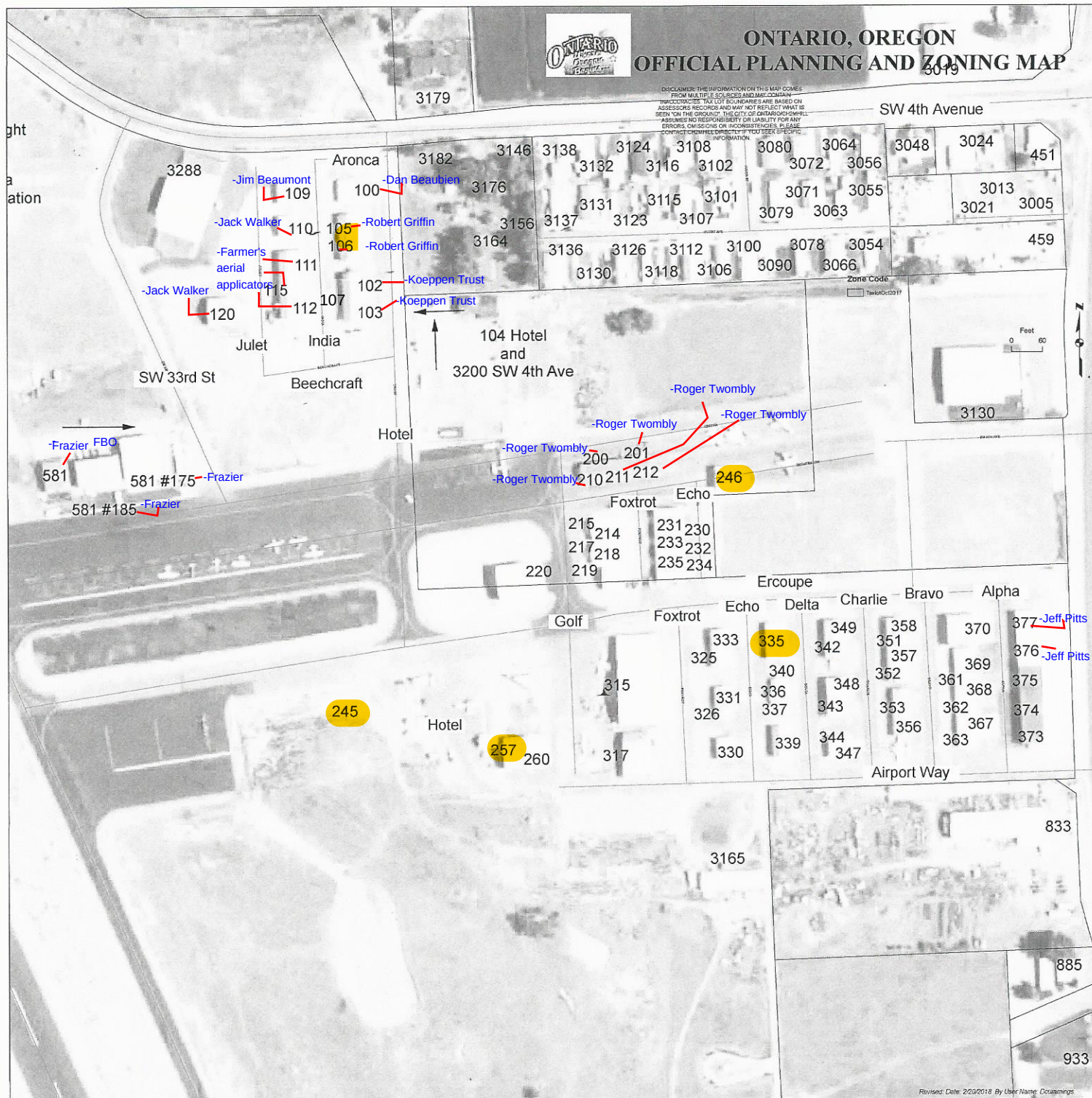
RECOMMENDATION:

Staff recommends adopting the amendments to the Fixed Base Operator lease as presented.

ATTACHMENTS:

1. New Exhibit A map with names
2. FBO Main Office, 175, 185 - Tom Frazier
3. FBO Hangar Lease Amendments (Map) names
4. FBO Lease Hangar lease amendments (3)

Hanger Lease



City of Ontario
Municipal Airport,
Malheur County,
Oregon

COMMERCIAL TWENTY YEAR LEASE AGREEMENT
Main Office and Hangar 175,185
FBO Area

THIS AGREEMENT, made and entered into this **1st day of April, 2012**, by and between the **CITY OF ONTARIO, OREGON**, as first party, hereinafter referred to as the "CITY" and **Frazier Aviation, LLC**, a proprietorship, as second party, hereinafter referred to as "LESSEE."

WITNESSETH:

WHEREAS, the City is the owner of certain property within the corporate boundaries of said city known and operated as the Ontario Municipal Airport, and certain hangars located upon said property; and

WHEREAS, **Frazier Aviation, LLC** desires to use said airport for the purpose of providing FBO service.

NOW THEREFORE, in consideration of the mutual promises on the part of both of the parties, the City does hereby lease the non-exclusive right to the property described in Exhibit "A" attached hereto and incorporated herein by reference, together with the joint use in common with all the facilities upon said airport, subject to all rules and regulations pertaining to the airport which are now in effect or may hereafter be adopted, for a period of twenty (20) years, commencing on **April 1, 2012**, subject to the following terms and stipulations:

- 1) LESSEE shall make available to the general public Fixed Based Operator (FBO) services, consisting of one or more of the following:
 - a. Sale of aviation fuel;
 - b. Line services for general aviation aircraft;
 - c. Air taxi and air charter operations;
 - d. Scheduled or nonscheduled air carrier services & support service;
 - e. Pilot training;
 - f. Aircraft rental and sightseeing;
 - g. Aircraft sales and service;
 - h. Aircraft storage (tie-down or hangar);
 - i. Repair and maintenance of aircraft;
 - j. Sale of aircraft parts;
 - k. Aerial photography;
 - l. Crop dusting / aerial application;
 - m. Aerial advertising and surveying; and
 - n. Auxiliary services, consisting of one or more of the following: restroom facilities; communication access (telephone, Internet access, fax), waiting areas; food vending (excluding a restaurant); ground transportation (car lending, taxi/limousine, shuttle van, on-site car rental); flight planning and weather information; pilot/crew rest lounge and showers; aviation supplies shop (navigation charts, manuals, in-flight comfort items); access to in-flight catering; and accommodations/ reservations /concierge services for both crew and passengers through a customer services representative (CSR).

- 2) LESSEE shall have the right, on a non-exclusive basis:
 - a) to install, operate, maintain, repair and store, subject to the approval of the City, in the interest of safety and convenience to all concerned, all equipment necessary to the conduct of LESSEE's FBO business.
 - b) to provide storage space for aircraft.
 - c) to use the common area of the airport, including runways, taxi-ways, aprons, roadways, floodlights, land lights, signals and other conveniences for the take-off, flying and landing of the aircraft.
- 3) Said property shall not be used for any other purpose than that authorized herein without the written consent of the City, and LESSEE shall not carry on or conduct any business upon said premises that will be injurious to persons or property upon said airport. LESSEE shall keep and store all inflammable materials and liquid in accordance with the rules and regulations adopted and approved by the National Board of Fire Underwriters.
- 4) There shall be no signs or other unrelated advertising located at the airport.
- 5) City may, but shall not be obligated to, maintain, keep and repair the landing area of the airport and all publicly owned facilities to the airport, together with the right to direct and control all activities of the LESSEE in this regard. All damage caused to the airport, its runways, its landing areas, or other facilities, caused or occasioned by negligence of LESSEE shall be paid for in full by LESSEE and the City shall be fully compensated for such damage. LESSEE shall subordinate to provisions or any existing or future provisions or agreement between the City and the United States relative to the operation or maintenance of the airport. LESSEE shall have the right to terminate the lease in the event an agreement between the City and the United States would permit the United States to take over the airport and make the operations of LESSEE on the airport extremely onerous or impossible. The execution of the agreement has been or may be recorded as a condition precedent to the expenditure of federal funds for the development of the airport. All buildings shall conform to the existing building and safety codes which apply. The leased area and LESSEE facilities thereon shall be kept in an acceptable state of repair and maintenance at all times. All buildings or improvements constructed upon the leased premises by LESSEE may be removed therefrom by LESSEE at any time during the term of this lease and within a reasonable period of time following expiration of the term or termination of the lease.
- 6) Any aircraft, aircraft parts, equipment, supplies, or other materials owned by LESSEE shall only be stored in an approved manner on property subject to a current Hangar lease, tie-down fee agreement, static display agreement, or temporary use agreement. Any aircraft, aircraft parts, equipment, supplies and/or other materials belonging to LESSEE and stored on airport premises for more than forty-eight (48) hours in violation of the provisions herein shall be subject to removal by the City at LESSEE's expense.
- 7) The LESSEE shall obtain public liability and property damage insurance in a responsible company with limits of not less than \$500,000 for injury to one (1) person, \$1,000,000 for injury to two (2) or more persons in one occurrence, and \$100,000 for damage to property. Such insurance shall cover all risks arising directly or indirectly out of LESSEE's activities on or any condition of the leased premises whether or not related to an occurrence caused or contributed to by Landlord's

negligence, shall protect LESSEE against the claims of Landlord on account of the obligations assumed by LESSEE under the provisions of the indemnification paragraph contained herein, and shall protect Landlord and LESSEE against any and all claims of third persons.

- 8) Nothing in this lease is intended or shall act to waive the liability limits as established in the Oregon Tort Claims Act, ORS 30.260 et seq.
- 9) LESSEE shall operate its leased premises for the use and benefit of the public and make available public facilities and services offered by it to the public without unjust discrimination and refrain from imposing or levying excessive or discriminatory or other unreasonable charges or fees for the use of the airport or its facilities. It is understood and agreed that nothing contained in these standards shall be construed to grant or authorize the granting of the exclusive rights within the meaning of Section 303 of the Civil Aeronautics Act.
- 10) The City agrees to require, to the extent that it can legally do so, that any other individual or firm desiring to use the Ontario Municipal Airport for the commercial purposes which are in competition with the LESSEE activities thereon shall be required to furnish and provide all facilities, buildings, services and investment acceptable to the City and commensurate with those furnished by LESSEE with respect to all of LESSEE's commercial operations thereon and not necessarily specified in this agreement.
- 11) LESSEE shall not assign, transfer or sublet in whole or in part to any other person or persons whomsoever the rights and privileges herein contained without the written consent of the City being first obtained.
- 12) LESSEE shall pay to the City as yearly rent the following sums:
 - (a) The sum of **twelve and sixty-three one hundredths cents (12.63¢)** per square foot of the property described in Exhibit "A" subject to the rights of the City to escalate said rental amount as more specifically provided for hereinafter. The parties hereto covenant and agree that the total area of the property described in Exhibit "A" is **12,344 SQ FT** for the purposes of determining the unadjusted annual square footage rent herein of **\$1,557.78**. This square footage includes 10,824 SQ FT for buildings and 1,520 SQ FT for parking. The annual rental amount shall be paid on or before the 30th day of June each year, and is payable each year in advance. In the event this Agreement is entered into during the course of a fiscal year, the amount of rent shall be prorated from the date of the Agreement through June 30th of that year. It is mutually understood and agreed between the parties hereto that the square footage rental amount may be adjusted upward or downward annually in the sole discretion of the Common Council of the City of Ontario. Adjustments to the rent shall not be made more frequently than one adjustment per year and each yearly adjustment shall not be an amount greater than 6% of the then existing rent. Such adjustment may be made in any year and shall be effective for the balance of the lease term or until further adjustment, if any.
 - (b) The additional sum of **\$1,000** as rent for the common areas of the airport, which sum shall be paid on or before the 30th of June each year payable each year in advance. In the event this Agreement is entered into during the course of a fiscal year, the amount of the consideration shall be prorated from the date of the Agreement through June 30th of that year. This sum shall not be subject to any annual adjustments during the lease term,

- 13) LESSEE shall not participate in or perform any other aeronautical function at the airport save and except that specified in this lease.
- 14) LESSEE, for all aircraft operated in connection herewith, shall be required to have two-way radios in its aircraft capable of communicating and receiving on 122.8 MZ for communication with the Uni-com facilities at the airport as well as with other air traffic in the area.
- 15) LESSEE shall prepare and implement a Storm Water Pollution Control Plan. The plan shall include at least the following items:
 - (a) A description of all "significant materials" that are treated, stored, transferred or disposed of on site, together with the methods of treatment, storage, transfer or disposal.
 - (b) A site map showing the location of the site in relation to surface waters and storm water drainage facilities indicating drainage patterns, each drainage area of each storm water outfall; paved areas and buildings within the drainage area of each discharge point; areas used for outdoor storage, transfer or disposal of significant materials; each existing structural control measure for reducing pollutants in storm water runoff; materials loading and access areas; hazardous waste storage or disposal facilities; location of wells, (including waste injection wells, seepage pits, dry wells, etc.).
 - (c) A narrative description of the materials and storm water management practices employed or scheduled for employment, to minimize contact of significant materials with storm water runoff; structural and nonstructural control measures to reduce pollutants in storm water runoff; treatment (if any) and ultimate disposal of solid or fluid wastes other than by surface discharge. In developing the plan the lessee shall consider but not be limited to the following management practices:
 - i. Containment - Containment methods required under 3-9-9(B)4 Ontario Municipal Code shall be described and a schedule for their implementation adopted.
 - ii. Oil & Grease Separation - Oil/water separators, booms, skimmers or other methods should be employed to minimize oil contaminated storm water discharge.
 - iii. Waste Chemical Disposal - Waste chemicals such as deicers, antifreeze, degreasers, used oils, pesticide residuals, etc. shall be recycled or disposed of in an approved manner and in a way which prevents them from entering storm water discharges and or ground water.
 - iv. Storm Water Diversion - Wherever possible, storm water should be diverted away from material storage and other areas of potential storm water contamination.
 - v. Covered Storage Areas - Wherever practicable, fueling operations, material storage areas, and material transfer areas should be covered to prevent contact with storm water.

- (d) Spill Prevention and Response Procedures - Areas where potential spills of significant materials can impact storm water runoff and their associated drainage points shall be clearly identified. Methods to prevent spills along with cleanup and notification procedures shall be identified in the plan and made available to the appropriate personnel. The required cleanup equipment must be on site or readily available.
 - (e) Preventive Maintenance - A preventive maintenance program shall be implemented to insure the effective operation of materials management facilities, structural and non-structural control facilities, and any treatment facilities used to comply with the requirements of the ODEQ. The preventive maintenance program shall include the following:
 - i. Areas where potential spills of significant materials could impact storm water runoff, control structures, and any treatment facilities shall be inspected monthly.
 - ii. A regular program of cleaning and repairing storm water control structures, treatment facilities, and materials handling, transfer and storage facilities shall be conducted.
 - (f) An employee awareness program shall inform personnel of the components and goals of the SWPCP, and address spill response procedures, good housekeeping and materials management practices.
 - (g) Incidents of spills or leaks of significant materials which could impact storm water runoff, or ground water, along with corrective actions, surface water discharge (if any), and other relevant information shall be included in the company records. Inspection and maintenance activities such as cleaning and repairing storm water control and treatment facilities shall also be documented and recorded.
 - (h) A supplemental plan shall be filed each calendar year on or before the anniversary date of the lease. The supplemental plan shall include a complete site inspection of all areas where potential spills of significant materials can impact storm water runoff or ground water. The supplemental plan shall identify any spills or leaks which actually did occur as well as cleanup measures and steps taken to prevent reoccurrence. The Supplemental Plan shall also include a list of any significant substances treated, stored transferred or disposed of on site which have not been previously identified in a SWPCP under this Section.
- 16) It is stipulated and agreed that in any event notwithstanding any provisions made in this lease, the parties hereto shall submit to arbitration any questions or disputes, except non-payment of rentals, arising between the parties hereto to the meaning or interpretation of any term or condition or provision herein contained or in respect to any matter of compliance or noncompliance with the terms hereof. Said question or dispute shall be submitted to three arbitrators. LESSEE and the City each shall select one and the two so chosen shall then select a competent and disinterested person to serve as the third arbitrator. Or, in the event that the two arbitrators cannot agree on the selection of a third arbitrator, said third arbitrator shall be selected within 30 days by the Circuit Court Judge of Malheur County, Oregon. The arbitrators, together, shall then consider the question or questions or dispute or disputes submitted to them in writing by the parties hereto. The decision

in writing of any two shall determine the particular question or dispute under consideration. All expenses of arbitration shall be borne one-half by the City and one-half by LESSEE.

- 17) LESSEE assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. LESSEE assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. LESSEE assures that 'it will require that its covered suborganizations provide assurances to the LESSEE that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as required by 14 CFR Part 152, Subpart E, to the same effect.
- 18) Any notice required or permitted under this lease shall be given when actually delivered or when deposited in the United States mail as certified mail, addressed as follows:

To Landlord: City of Ontario
444 S.W. 4th Street
Ontario, Oregon 97914

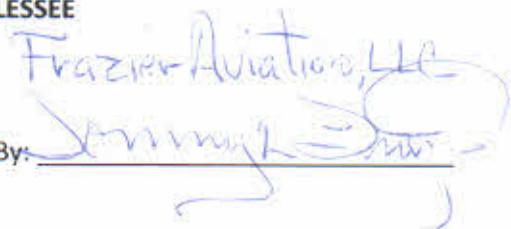
To LESSEE: Frazier Aviation, LLC
581 S.W 33rd Street
Ontario, Oregon 97914

IN WITNESS WHEREOF, LESSEE, has caused these presents to be signed by its owner, this 21st day of May, 2012.

CITY OF ONTARIO

By: 
Joe Dominick, Mayor

LESSEE


By: 

ATTEST:


Tori Barnett, MMC, City Recorder

FBO OFFICE SPACE HANGERS & PARKING

FBO
Ontario Airport

26- STALLS

13- STALLS

TEMPORARY
PAD
AREA

17- STALLS

8- STALLS
(2,024 sq.ft.)
FBO OFFICE

10- STALLS
4,000 Sq. ft.
HANGER A

12- STALLS
(4,800 sq.ft.)
HANGER

Fuel Area
(5,556 sq.ft.)

EXISTING FBO LEASE 2020:	
EXISTING BUILDINGS LEASE:	10,824 SQ.FT.
EXISTING LAND LEASE:	17,526 SQ. FT.
TOTAL AREA LEASE:	28,350 SQ. FT.
PARKING REQUIREMENTS:	
FBO BUILDING 10A-57-75(15) @ 1:300 SQ.FT.=	
HANGERS 10A-57-75(12) @ 1:400 SQ. FT.=	
TOTAL:	



1" = 30'

Ontario Airport Property,
City of Ontario,
Clatsop County, Oregon

LEASE AREA BOUNDARY

Hangar lease amendments

Effective July 1, 2020

FBO lease: Additional square footage added to comply with Ontario city codes as shown on map.

Ontario Municipal Parking code: 10A – 57-75 (12, 15)

Total square footage is now 28,350.

- | | |
|----------------------------|---|
| 1.) Lease amendment 12 (a) | $28,350 \times .1564 = \$4,433.94$ lease rent per year. |
| 2.) Lease amendment 12 (b) | Remove \$1,000.00 common area fee. |



**AGENDA REPORT
NEW BUSINESS
July 9, 2020**

To: Mayor and City Council

FROM: Daniel Beaubien, Airport Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: FLYING W AVIATION HANGAR LEASE AMENDMENTS (110 LIMA)

DATE: June 18, 2020

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE LEASE CHANGES AS PRESENTED FOR THE WILLIAM'S FLYING W AVIATION LEASE.

SUMMARY:

A lease amendment is being put before the City Council to bring the lease in compliance with city codes.

BACKGROUND:

Every building on the airport must have a lease with the City of Ontario. Each lease is obligated to keep current with changes in codes and laws that apply.

CURRENT SITUATION:

The William's Flying W Aviation lease is lacking the square footage necessary to meet business operational needs and the parking code requirement. The Airport Manager, Planning Department and Lessee are in agreement that the amendments need to be put in place at the beginning of the next fiscal year. The amendments have been agreed upon, put in writing, and now need approval from the City Council for adoption.

ANALYSIS:

- A. **STRATEGIC PLAN** This change will keep the lease current and up to date.
- B. **FINANCIAL** Additional square footage will bring in addition revenue.
- C. **TIMING** Timing is important as the lease year begins July 1st and each year is paid in advance.
- D. **POLICY/LEGAL** This amendment follows the codes set by the City of Ontario.

ALTERNATIVES:

The City Council could change the codes and reject the amendment.

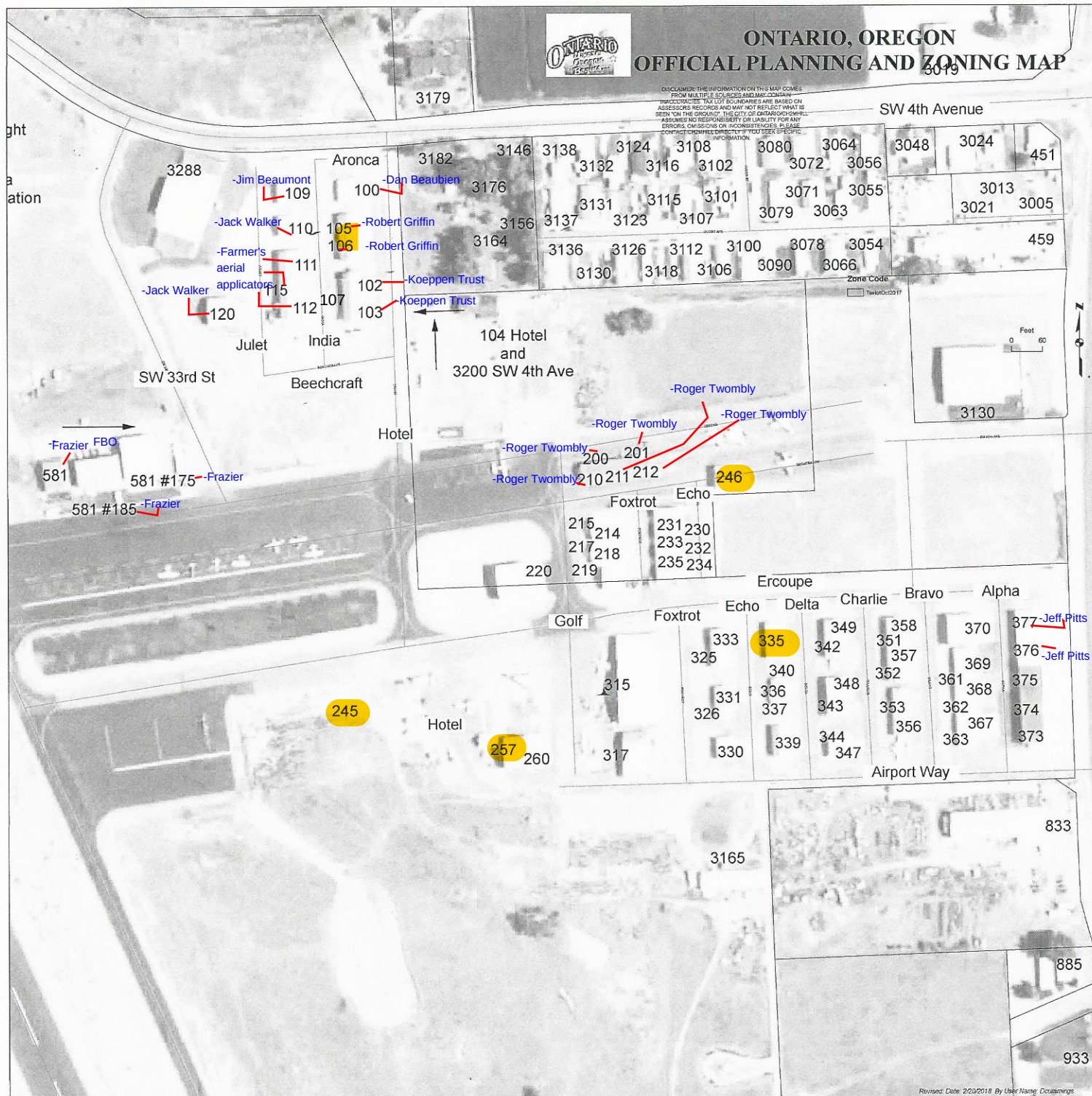
RECOMMENDATION:

Staff recommends adopting the amendments to the William's Flying W Aviation lease as presented.

ATTACHMENTS:

1. New Exhibit A map with names
2. 110 Lima - Joe-Monica Williams 03-04-2008
3. JOE WILLIAMS (LIFEFLIGHT)REVISED LEASE AREA
4. Hangar lease amendments

Hanger Lease



City of Ontario
Municipal Airport,
Malheur County,
Oregon

COMMERCIAL LEASE AGREEMENT
HANGAR ADDRESS – 581 SW 33rd St. Suite 1
Taxiway LIMA 110

THIS AGREEMENT, made and entered into this 4th day of MARCH, 2008, by and between the **CITY OF ONTARIO, OREGON**, as first party, hereinafter referred to as the "CITY" and **JOE WILLIAMS and MONICA WILLIAMS, husband and wife**, (Williams), as second party, hereinafter referred to as "LESSEE."

W I T N E S S E T H:

WHEREAS, the City is the owner of certain property within the corporate boundaries of said city known and operated as the Ontario Municipal Airport, and certain hangars located upon said property; and

WHEREAS, Williams desires to use said airport for the purpose of providing aircraft service.

NOW THEREFORE, in consideration of the mutual promises on the part of both of the parties, the City does hereby lease the non-exclusive right to the property described in Exhibit "A" attached hereto and incorporated herein by reference, together with the joint use in common with all the facilities upon said airport, subject to all rules and regulations pertaining to the airport which are now in effect or may hereafter be adopted, for a term commencing on the date that the hangar which is going to be constructed is complete and ready for occupancy, subject to the following terms and stipulations:

- 1) LESSEE shall make available the following facilities and services to the general Public: AIRCRAFT SERVICES
- 2) LESSEE shall have the right, on a non-exclusive basis:
 - a) to install, operate, maintain, repair and store, subject to the approval of the City, in the interest of safety and convenience to all concerned, all equipment necessary to conduct of LESSEE business, to-wit: AIRCRAFT SERVICES.
 - c) to provide storage space for aircraft.
 - b) to use common area of the airport, including runways, taxi-ways, aprons, roadways, floodlights, land lights, signals and other conveniences for the take-off, flying and landing of the aircraft.
 - d) to sublease a portion of the hangar to be constructed to St. Alphonsus Regional Medical Center for an aircraft hangar and resting quarters for its employees.
- 3) Said property shall not be used for any other purpose than that authorized herein without the written consent of the City, and LESSEE shall not carry on or conduct any business upon said premises that will be injurious to persons or property upon said airport. LESSEE shall keep and store all inflammable materials and liquid in

accordance with the rules and regulations adopted and approved by the National Board of Fire Underwriters.

- 4) There shall be no signs or other advertising located at the airport except with City's written approval, which shall not be unreasonably withheld.
- 5) LESSEE shall lease a minimum of 7,000 square feet from the City for construction, operation, and maintenance of the facilities as herein described.
- 6) City may, but shall not be obligated to, maintain, keep and repair the landing area of the airport and all publicly owned facilities to the airport, together with the right to direct and control all activities of the LESSEE in this regard. All damage caused to the airport, its runways, its landing areas, or other facilities, caused or occasioned by negligence of LESSEE shall be paid for in full by LESSEE and the City shall be fully compensated for such damage. LESSEE shall subordinate to provisions or any existing or future provisions or agreement between the City and the United States relative to the operation or maintenance of the airport. LESSEE shall have the right to terminate the lease in the event an agreement between the City and the United States would permit the United States to take over the airport and make the operations of LESSEE on the airport extremely onerous or impossible. The execution of the agreement has been or may be recorded as a condition precedent to the expenditure of federal funds for the development of the airport. All buildings shall conform to the existing building and safety codes which apply. The leased area and LESSEE facilities thereon shall be kept in an acceptable state of repair and maintenance at all times. All buildings or improvements constructed upon the leased premises by LESSEE may be removed therefrom by LESSEE at any time during the term of this lease and within a reasonable period of time following expiration of the term or termination of the lease.
- 7) Any aircraft, aircraft parts, equipment, supplies, or other materials owned by LESSEE shall only be stored in an approved manner on property subject to a current Hangar lease, tie-down fee agreement, static display agreement, or temporary use agreement. Any aircraft, aircraft parts, equipment, supplies and/or other materials belonging to Tenant and stored on airport premises for more than forty-eight (48) hours in violation of the provisions herein shall be subject to removal by the City at LESSEE's expense.
- 8) LESSEE shall obtain not less than a \$1,000,000 combined single limit bodily injury and property damage insurance policy with a responsible company. Such insurance shall cover all risks arising directly or indirectly out of LESSEE's activities on or any condition of the leased premises, shall protect LESSEE against the claims of the City on account of the obligations assumed by LESSEE under the provisions of the indemnification paragraph contained herein, and shall protect the City and LESSEE against any and all claims of third persons. LESSEE shall maintain the insurance required under the lease and shall name the City as an additional insured on its insurance policy. LESSEE shall provide the City with evidence of its insurance coverage in compliance with lease before the term begins and within 30 days before any modification or cancellation of such insurance. The City acknowledges that it

remains responsible for any liability to any third party to the extent such liability arises from the City's negligence or other misconduct and exceeds the limits of LESSEE's contractual liability insurance coverage required under this lease.

- 9) Nothing in this lease is intended or shall act to waive the liability limits as established in the Oregon Tort Claims Act, ORS 30.260 et seq.
- 10) LESSEE shall operate its leased premises for the use and benefit of the public and make available public facilities and services offered by it to the public without unjust discrimination and refrain from imposing or levying excessive or discriminatory or other unreasonable charges or fees for the use of the airport or its facilities. It is understood and agreed that nothing contained in these standards shall be construed to grant or authorize the granting of the exclusive rights within the meaning of Section 303 of the Civil Aeronautics Act.
- 11) LESSEE agrees not to refuse its service or products to any person because of such person's race, color or natural origin.
- 12) The City agrees to require, to the extent that it can legally do so, that any other individual or firm desiring to use the Ontario Municipal Airport for the commercial purposes which are in competition with the LESSEE activities thereon shall be required to furnish and provide all facilities, buildings, services and investment acceptable to the City and commensurate with those furnished by LESSEE with respect to all of LESSEE's commercial operations thereon and not necessarily specified in this agreement.
- 13) LESSEE shall not assign, transfer or sublet in whole or in part to any other person or persons whomsoever the rights and privileges herein contained without the written consent of the City being first obtained. Without further written consent, LESSEE shall be entitled to sublease a portion of the hangar to be constructed to St. Alphonsus Regional Medical Center as set forth above.
- 14) LESSEE shall pay to the City as yearly rent the sum of **eleven and twenty-four one hundredths cents (11.24¢)** per square foot of the property described in Exhibit "A" subject to the rights of the City to escalate said rental amount as more specifically provided for hereinafter. The parties hereto covenant and agree that the total area of the property described in Exhibit "A" is 10,300 square feet for the purposes of determining the annual rent herein. The annual rental amount shall be paid on or before the 30th day of June each year, and is payable each year in advance. In the event this Agreement is entered into during the course of a fiscal year, the amount of rent shall be prorated from the date of the Agreement through June 30th of that year.
- 15) LESSEE shall not participate in or perform any other aeronautical function at the airport save and except that specified in this lease.
- 16) LESSEE, for all aircraft operated in connection herewith, shall be required to have two-way radios in its aircraft capable of communicating and receiving on 122.8 MZ

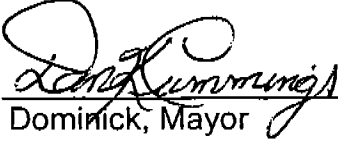
for communication with the Uni-com facilities at the airport as well as with other air traffic in the area.

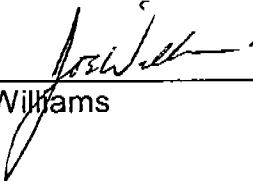
- 17) As additional consideration, and in addition to all of the above conditions and lease amounts, LESSEE shall pay to the City the sum of \$1,000 as and for consideration for this lease, which sum shall be paid on or before the 30th of June each year payable each year in advance. In the event this Agreement is entered into during the course of a fiscal year, the amount of the consideration shall be prorated from the date of the Agreement through June 30th of that year.
- 18) It is stipulated and agreed that in any event notwithstanding any provisions made in this lease, the parties hereto shall submit to arbitration any questions or disputes, except non-payment of rentals, arising between the parties hereto to the meaning or interpretation of any term or condition or provision herein contained or in respect to any matter of compliance or noncompliance with the terms hereof. Said question or dispute shall be submitted to three arbitrators. LESSEE and the City each shall select one and the two so chosen shall then select a competent and disinterested person to serve as the third arbitrator. Or, in the event that the two arbitrators cannot agree on the selection of a third arbitrator, said third arbitrator shall be selected within 30 days by the Circuit Court Judge of Malheur County, Oregon. The arbitrators, together, shall then consider the question or questions or dispute or disputes submitted to them in writing by the parties hereto. The decision in writing of any two shall determine the particular question or dispute under consideration. All expenses of arbitration shall be borne one-half by the City and one-half by LESSEE.
- 19) The initial term of this lease shall be for a period of 20 years. If the lease is not in default, unless either party shall give written notice prior to June 30th of each subsequent year, and subject to Landlord's receipt from Tenant of the annual lease payment, the lease term will automatically renew for a successive 10-year term. A decision by City to give LESSEE written notice that City does not intend to extend the 10-year term of this lease shall be based upon City's need to utilize the subject property for other airport or aircraft purposes.
- 20) LESSEE assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to insure that no person shall on the grounds of race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. LESSEE assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. LESSEE assures that it will require that its covered suborganizations provide assurances to the LESSEE that they similarly will undertake affirmative action programs and that they will require assurances from their suborganizations, as required by 14 CFR Part 152, Subpart E, to the same effect.

IN WITNESS WHEREOF, LESSEE, has caused these presents to be signed by its owner, this 4th day of MARCH, 2008.

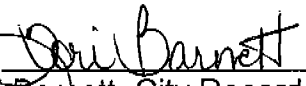
CITY OF ONTARIO

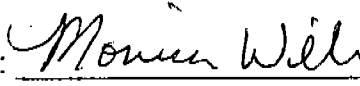
LESSEE

By: 
Joe Dominick, Mayor

By: 
Joe Williams

ATTEST:

By: 
Tori Barnett, City Recorder

By: 
Monica Williams

SCHEDULE A

der No. 25576

1. The effective date of this preliminary title report is:

October 5, 2007 at 8:00 a.m.

2. The policy and indorsements to be issued and the related charges are:

ALTA Lenders LEASEHOLD Coverage \$365,000.00	Premium \$1,404.00
(New Construction) Addl indorsements req'd ??	
Endorsement #213.1	Fee \$none

Note: Cancelled orders are subject to a \$200.00 cancellation fee

3. The name of the proposed insured in the policy to be issued is:

-ZIONS FIRST NATIONAL BANK-

4. The land to be insured in the policy to be issued is described as follows:

LEASEHOLD LANDS:

Land in City of Ontario, Malheur County, Oregon, as follows:

In Twp. 18 S., R. 47 E., W.M.:

Sec. 7: A parcel of land in the NW1/4 NE1/4 described as follows:

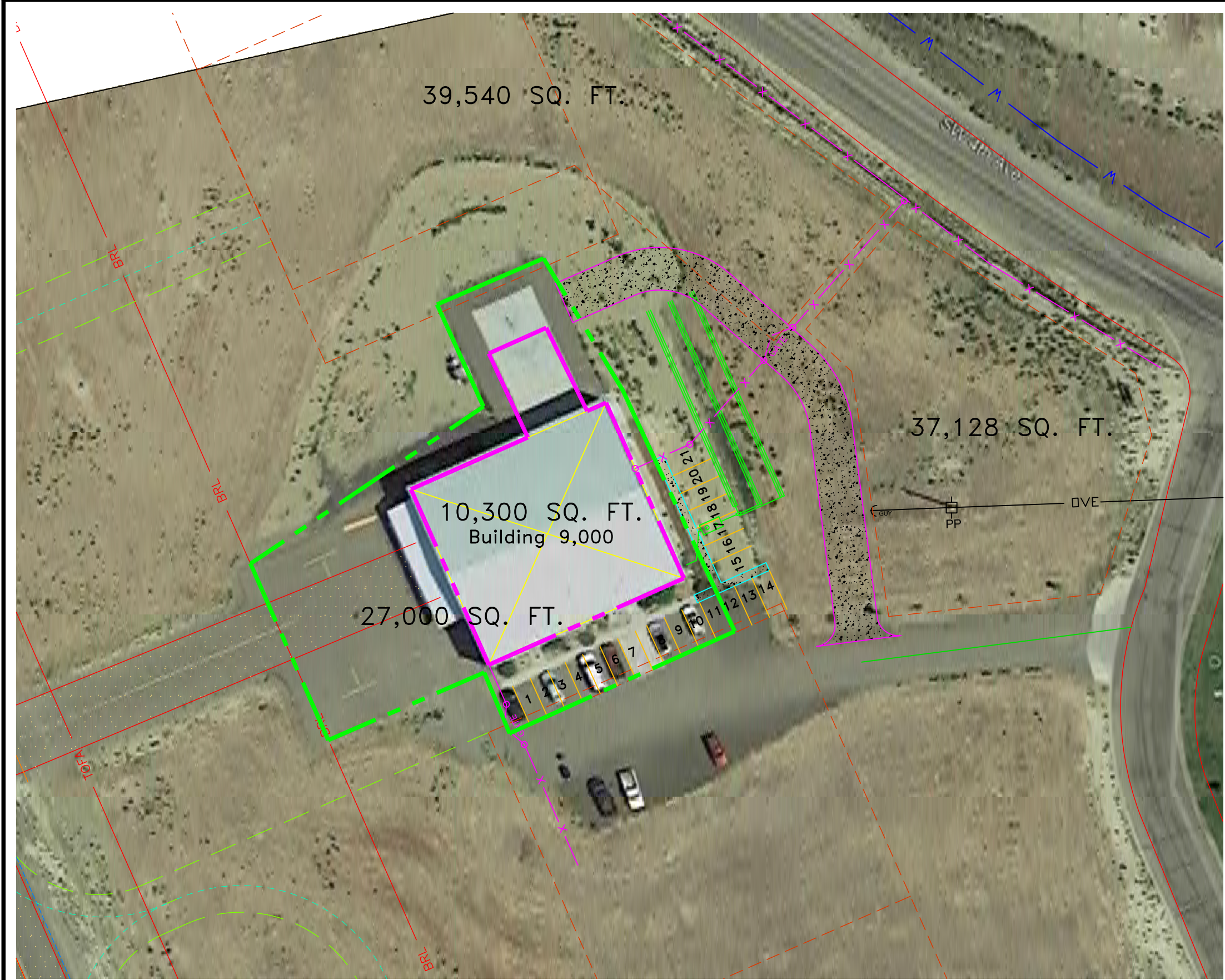
A leasehold interest in airport hanger space No. 110 Lima at Ontario Municipal Airport Ontario, Oregon containing 10,300 square feet and described in the lease agreement dated MAR 4, 2007 between the City of Ontario, as Lessor and Flying W. Aviation, Inc. (Josef L. Williams and Monica Williams) as Lessee and recorded _____, 2007, Inst. No. 2007-_____ official records.

Map No. 18477 - ptn Tax Lot 4100 - Code 1 - Tax Account No. _____

5. The fee simple title to the land to be insured is vested in:

-THE CITY OF ONTARIO, a municipal corporation-

JOE WILLIAMS REVISED LEASE



EXISTING SITE REQUIREMENTS

EXISTING BUILDING AREA: 9,000 SQ. FT.

EXISTING LEASE AREA: 10,300 SQ. FT.
0.2365 ACRES

PARKING REQUIREMENTS: 7 (1ADA)

EXISTING LEASE: -----

PROPOSED EXISTING LEASE
REVISED

EXISTING BUILDING AREA: 9,000 SQ. FT.

GROUND LEASE AREA: 18,000 SQ. FT.
9,000 BUILDING

TOTAL LAND: 27,000 SQ. FT.

PARKING REQUIREMENTS:
OFFICE/LIVING AREA: 10
HANGER/SHOP 7560 sq.ft.: 6

REVISED LEASE: -----

JOE WILLIAMS: 208-741-3573



1" = 50'

LOCATION OF PROPERTY:
City of Ontario Airport,
Malheur County, Oregon

Hangar lease amendments

Effective July 1, 2020

William's Flying W aviation lease: Additional square footage added to comply with Ontario city codes as shown on map.

Ontario Municipal Parking code: 10A – 57-75 (12, 15)

Total square footage is now 27,000.

1.) Lease amendment 12 (a) $27,000 \times .1124 = \$3,034.80$ lease rent per year.



**AGENDA REPORT
PUBLIC HEARING
July 9, 2020**

To: Mayor and City Council

FROM: Adam J. Brown, City Manager

THROUGH: Adam J. Brown, City Manager

SUBJECT: **CDBG APPLICATIONS: SMALL BUSINESS ASSISTANCE & MICROENTERPRISE
PROJECT (GUSTAVO MORALES EXECUTIVE DIRECTOR, EUVALCREE)**

DATE: June 26, 2020

PROPOSED MOTION:

NO MOTION REQUIRED.

SUMMARY:

The City is eligible for two Community Development Block Grant (CDBG) funding opportunities from Business Oregon through the Small Business Assistance & Microenterprise Project and Small Business Technical Assistance Program, and the City is seeking community endorsement to move forward in applying for such grant funding for proposed projects as well as seeking input on other project opportunities identified by the public. The proposed projects are to provide grant assistance program for small businesses and microenterprises hit hardest due to the impact of COVID-19 and supporting small businesses by providing technical assistance. The focus of this funding is low- and moderate-income job retention/creation and businesses remaining solvent during the and in the recovery of the COVID-19 crisis.

BACKGROUND:

City of Ontario will partner with EUVALCREE to facilitate, support, and provide and administer grant and assistance for small businesses and microenterprises hit hardest due to the impact of COVID-19.

EUVALCREE was established as a community-based organization focused on serving vulnerable, low income and minority community. In 2019, EUVALCREE outreached to more than 11,000 community members in the 27 programs and activities all focused on serving the target population. The programs include areas of Healthcare, Immigration, Education, Housing and Built Environment and Community and Economic Development.

CURRENT SITUATION:

To apply for CDBG funding, the City must hold a public hearing to inform the public of the City's desire to secure grant funding and to provide adequate information to the public about the proposed project and inquire about other community desired projects. Following the public hearing, the City can take the next step in the CDBG application process.

ANALYSIS:

- A. **STRATEGIC PLAN** As part of the business retention and growth efforts, EUVALCREE has been identified as the most appropriate non-profit organization to engage diverse business to retain jobs and businesses impacted by the COVID-19 crisis.
- B. **FINANCIAL** City of Ontario will provide the support to ensure strong underwriting process for the program to ensure compliance.

EUVALCREE is committing the staffing and implementation for both programs including but not limited to assess current business needs; conduct outreach, engagement, and education; evaluate and administer grant program; process applications; and distribute resources to support low- and moderate-income job retention/creation and businesses remaining solvent during the and in the recovery of the COVID-19 crisis and businesses in need of technical support and assistance.

- C. **TIMING** The public hearing timing is critical so that the next steps of the grant process can be started, and the application completed which is first come first served.
- D. **POLICY/LEGAL** None required today.

ALTERNATIVES:

Public Hearing provides the Council the opportunity to hear input from the public regarding the proposed projects as well as any possible new projects introduced by the public. The Council can:

1. Change or add to the projects included in the application or
2. Continue with the proposed projects for the current application and if additional projects are suggested, consider those additional projects at a future date.

RECOMMENDATION:

Staff recommends the Council hear public comment and continue forward with the proposed projects for this specific application.

ATTACHMENTS:

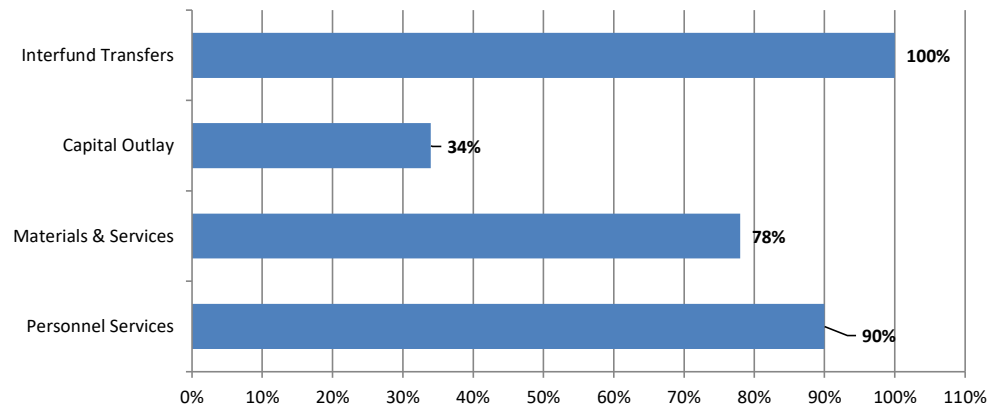
None

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
MAY 31, 2020**

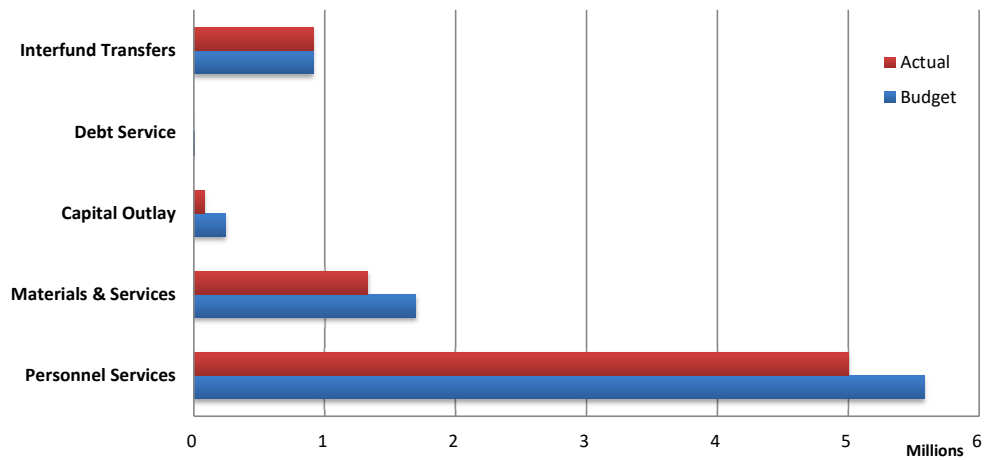
DEPARTMENT	BUDGET	ACTUAL	% EXPENDED	COMMENTS
Parks	252,762	152,681	60.4%	Tennis court & Beck bathroom to carryover
Parks & Recreation	252,762	152,681	60.4%	
Fire	1,642,682	1,471,019	89.5%	
Code Enforcement	193,764	148,277	76.5%	
Police	3,846,681	3,357,714	87.3%	overtime & sick/vacation buyouts, vehicle repair
Police reserves	7,000	2,886	41.2%	
Emergency operations	15,000	6,742	44.9%	
Public Safety Total	5,705,127	4,986,639	87.4%	
Administration	487,088	426,831	87.6%	
City Council	25,569	10,954	42.8%	
Business Registration	1,100	482	43.8%	
Cemetery	145,770	145,320	99.7%	Contract timing, PERS
Finance	241,623	186,843	77.3%	Software
Technology	129,220	103,310	79.9%	
General Government Total	1,030,370	873,739	84.8%	
Community development	207,791	150,089	72.2%	
Community Development	207,791	150,089	72.2%	
Administrative Overhead	391,054	325,760	83.3%	
Non-Departmental Contributions	30,000	20,000	66.7%	
Other Total	421,054	345,760	82.1%	
Operating Transfers Out	815,334	815,334	100.0%	
GENERAL FUND TOTALS	\$ 8,432,438	\$ 7,324,242	86.9%	
YTD BUDGET BENCHMARK			91.6667%	

**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT EXPENSE
FOR THE PERIOD ENDED
MAY 31, 2020**

% Expended by Category



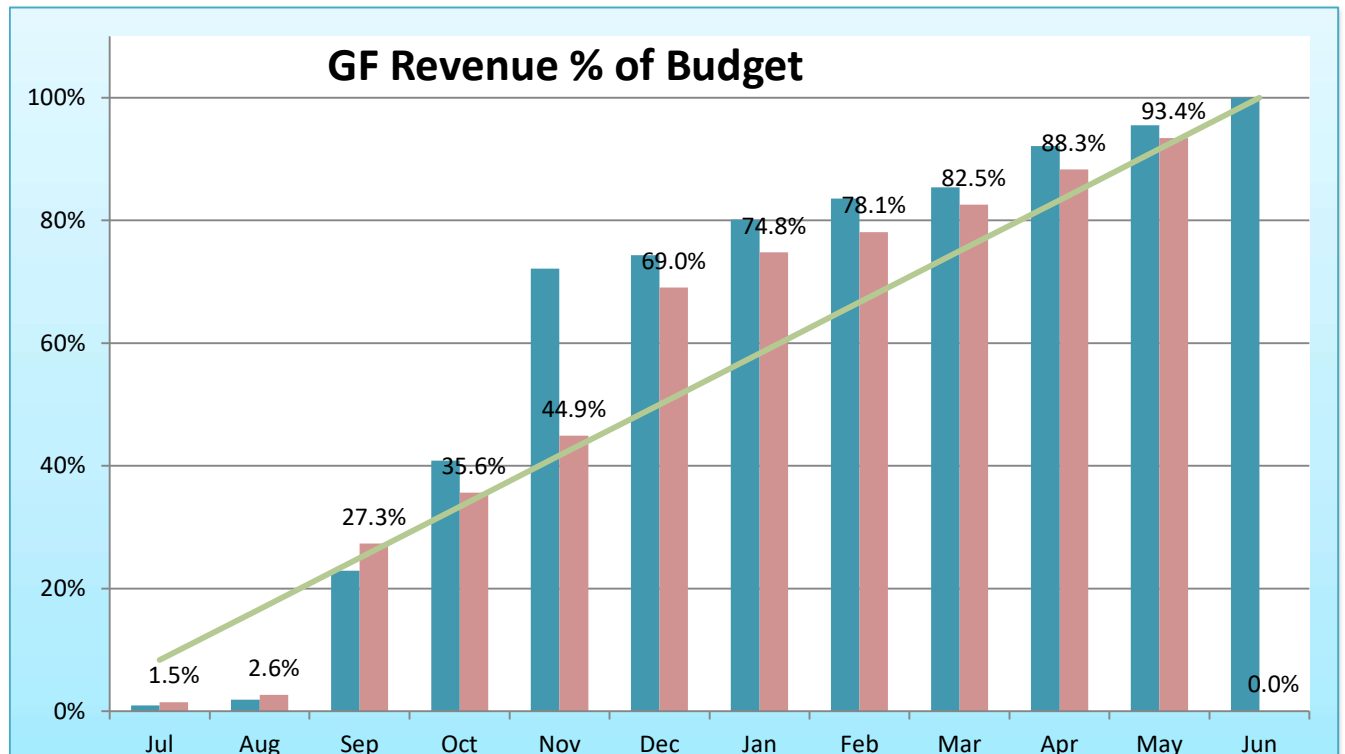
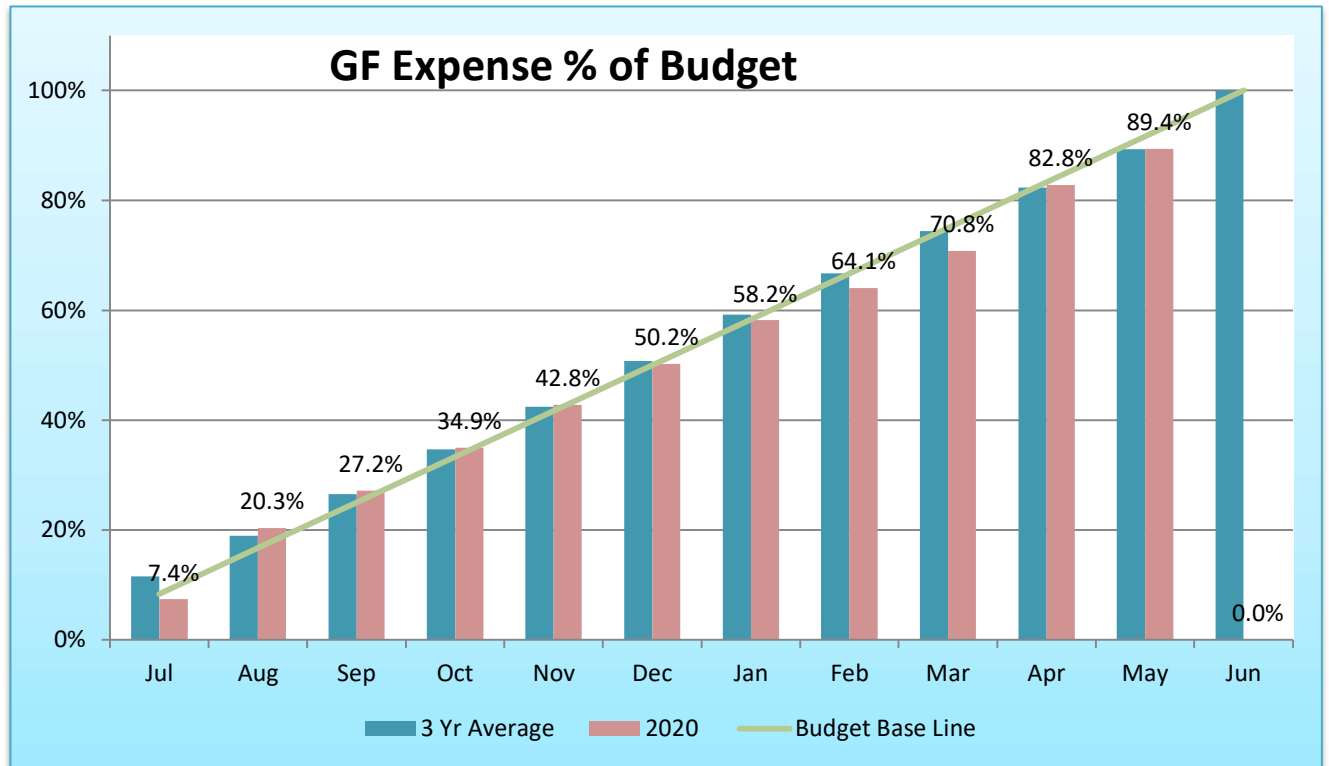
Budget to Actual by Category



**CITY OF ONTARIO
GENERAL FUND - DEPARTMENT REVENUE
FOR THE PERIOD ENDED
MAY 31, 2020**

DEPARTMENT	BUDGET	ACTUAL	% REALIZED	COMMENTS
GENERAL FUND BEGINNING FUND BALANCE	2,122,655	2,234,162	105.3%	(not calculated in totals)
Parks	1,900	710	37.4%	
Parks & Recreation	1,900	710	37.4%	
Fire	135,722	92,340	68.0%	
Code Enforcement	18,735	372,277	1987.1%	Civil Penalties Income High
Police	490,068	458,484	93.6%	school contract, court income less
Dispensary Business License	144,000	31,000	21.5%	
Public Safety Total	788,525	954,101	121.0%	
Interest	65,700	55,760	84.9%	Interest rate decreases
State Revenue Sharing	132,656	102,330	77.1%	
Administrative Services	497,148	455,719	91.7%	
Other General Revenues	8,575	16,327	190.4%	
Property Taxes	3,688,265	3,717,456	100.8%	
Alcohol Bvg License & Fee	196,838	153,761	78.1%	
Cigarette tax	13,535	10,621	78.5%	
Marijuana tax	970,000	329,490	34.0%	two months collection
Franchise Fees	1,638,121	1,249,393	76.3%	
Business Registration	2,000	2,265	113.3%	
Cemetery	36,000	22,800	63.3%	
General Government Total	7,248,838	6,115,921	84.4%	
Planning & Zoning	4,450	8,589	193.0%	
Wayfinding Grant	25,000	-	0.0%	
Community development	29,450	8,589	29.2%	
GENERAL FUND REVENUE TOTALS	\$ 8,068,713	\$ 7,079,322	87.7%	
YTD CURRENT YEAR PROFIT(LOSS)	\$ (244,921)			
YTD BUDGET BENCHMARK	91.7%			 -3.9%

**CITY OF ONTARIO
GENERAL FUND
FOR THE PERIOD ENDED
MAY 31, 2020**



**CITY OF ONTARIO
OTHER FUNDS - DEPARTMENT EXPENSES AND REVENUE
FOR THE PERIOD ENDED
MAY 31, 2020**

DEPARTMENT/FUND	EXPENDITURES				REVENUES		
	BUDGET	ACTUAL	% EXPENDED		BUDGET	ACTUAL	% REALIZED
002 Marijuana Enforcement Fund	250,000	34,705	13.9%		250,000	34,705	13.9%
010 Grant Fund	725,367	355,740	49.0%		725,367	326,422	45.0%
027 Building Fund	203,269	140,725	69.2%		232,547	451,093	194.0%
030 Capital Projects Fund	1,029,204	335,380	32.6%		3,214,902	3,311,063	103.0%
031 SDC Fund	430,000	10,676	2.5%		430,000	454,754	105.8%
035 Debt Service Fund	29,027	27,943	96.3%		29,027	27,943	96.3%
045 Street Fund	3,531,544	2,029,016	57.5%		3,531,544	2,496,483	70.7%
050 Trust Funds	633,756	321,711	50.8%		797,728	700,392	87.8%
055 Reserve Funds	2,771,220	2,047,087	73.9%		4,125,313	4,004,977	97.1%
060 Revolving Loan Fund	494,022	164,553	33.3%		494,022	611,220	123.7%
105 Water Fund	3,635,932	3,222,856	88.6%		4,512,615	4,813,987	106.7%
110 Sewer Fund	3,231,289	2,835,161	87.7%		6,519,403	6,808,195	104.4%
115 Storm Sewer Fund	206,098	136,125	66.0%		560,561	591,290	105.5%
120 Airport Fund	116,877	93,825	80.3%		116,877	128,770	110.2%
125 Aquatic Fund **	116,000	4,400	3.8%		116,000	57,975	50.0%
Comments:							
YTD BUDGET BENCHMARK			91.7%				

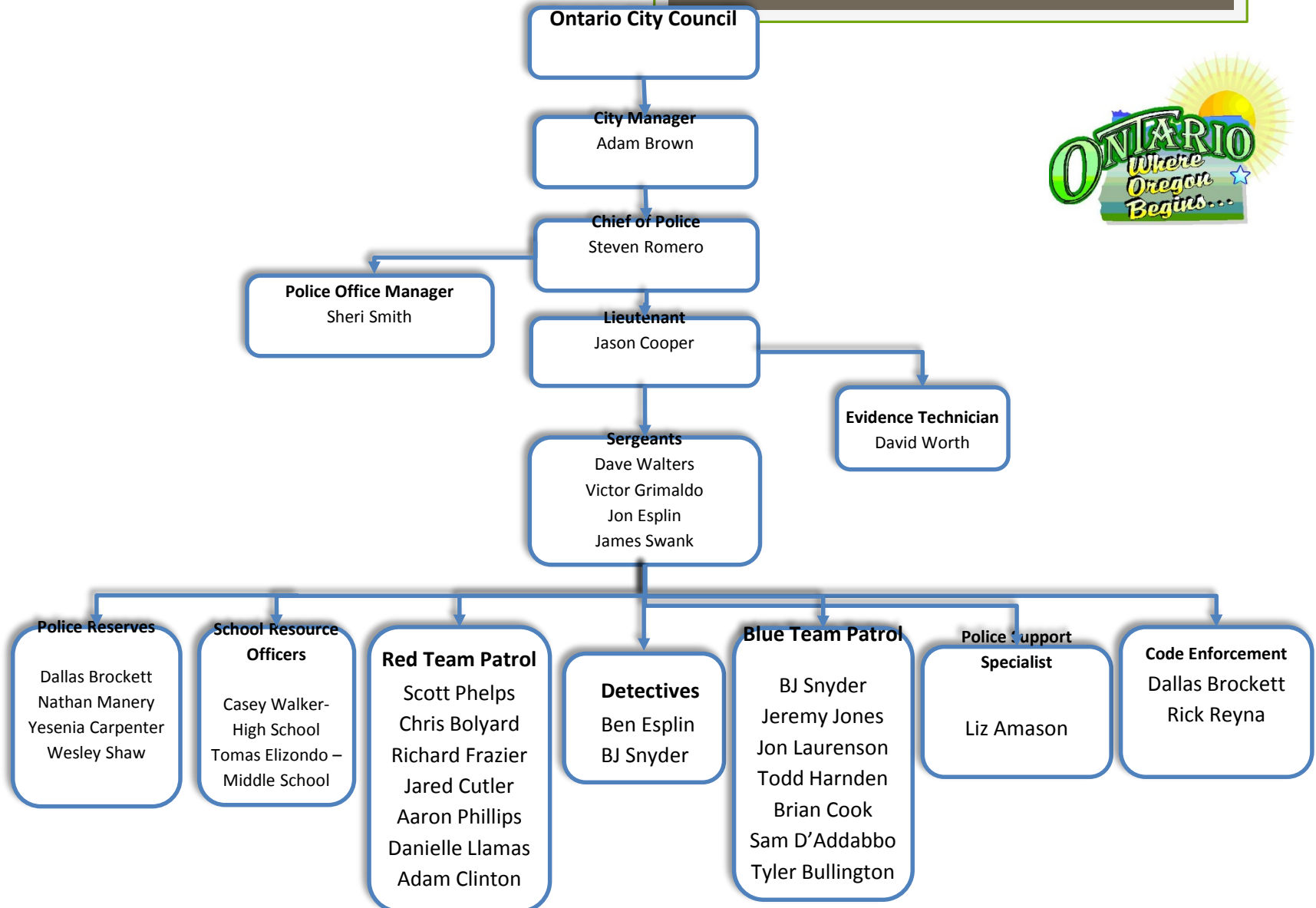


07/01/2020

Police Department Quarterly Report

2020 2nd Quarter

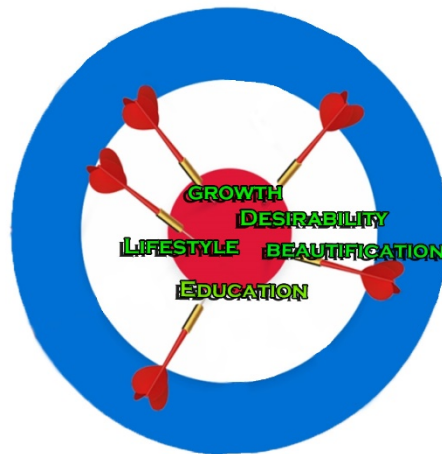
Steven Romero
Chief of Police



Hitting the Mark!



Strategic Goals



Core Values

- Commitment
- Openness
- Respect
- Efficiency

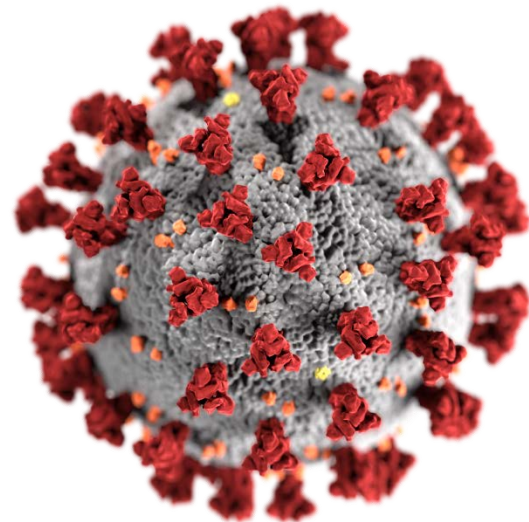


Unanticipated Times



COVID 19

- PPE Surveys
- New directed patrol measures
- New Jail lodging measures
- New state reporting measures
- New community collaborations
- Reduced community policing events
- (1 NW Meeting)



May 2020



Appointment of
Detective "BJ" Snyder

May 2020



OHS Graduation



Community Food Drive

June 2020



Infrastructure Improvements

"In-Kind" donations

Community Policing



OHS Graduation Day



Brookdale assisted living parade

Community Policing 2



Supporters



More supporters





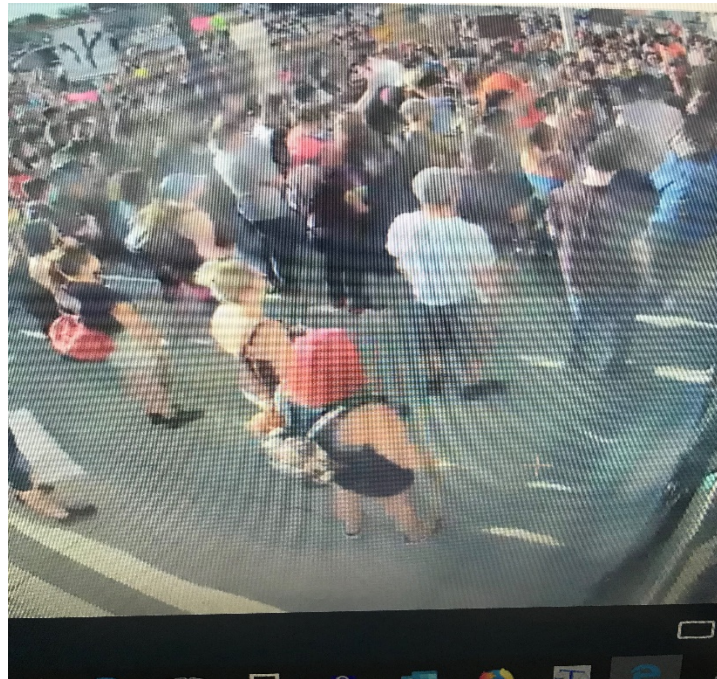
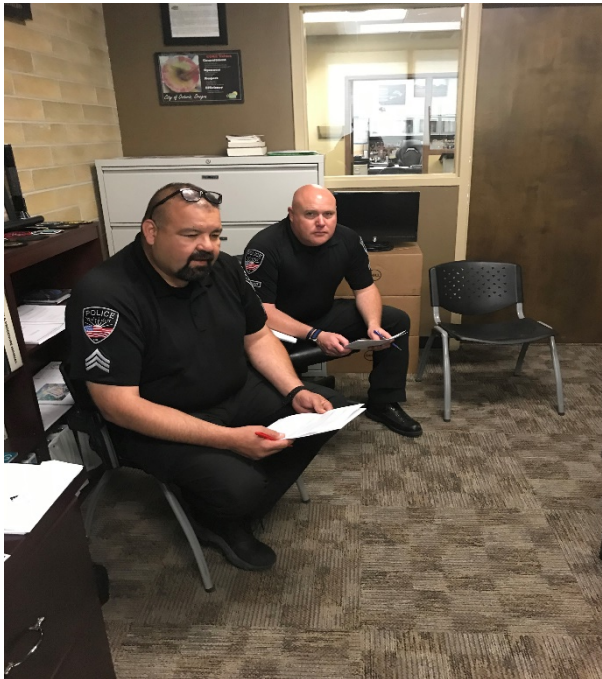
Community Safety



Car seat fitting station



Ontario's First



BLM Protest planning and response

Derelict homes and Abatement





OPD Stats Q2 Comparables

Activity	Month of April	Month of May	Month of June	YTD 2020	Previous YTD (2019)	Qtr1 Jan-Mar 2020	Qtr2 Apr-Jun 2020
Calls for Service	740	831	871	5147	5169	2705	2442
Traffic Stops	215	199	131	1094	842	549	545
Cited Traffic/Parking	72	155	62	516	447	227	289
Motor vehicle Crashes	27	41	38	199	244	93	106
Arrests	65	70	57	476	522	284	192
Arrests w/Use of Force	1	0	0	4	6	3	1
SRO Cases	0	0	0	75	147	75	0
Gang Related Cases	3	0	3	12	25	6	6
Graffiti	5	1	7	35	29	22	13
Death Investigations	2	1	2	10	4	5	5
Burglary	4	14	10	65	101	37	28
Robbery	0	1	0	4	9	3	1
Thefts	64	63	49	383	365	207	176
Assault	11	18	14	86	79	43	43
Homicide	0	0	0	1	3	1	0
Sex Crimes	2	4	5	34	30	23	11
Alarms	28	30	36	162	128	68	94



Questions/Comments/Direction?





Airport Manager's Report



November 2019
– June 2020



November



- Supervised Just Serve volunteers evening project
- Sinkhole repaired
- Lights repaired
- Hangar sales
- Dump truck and loader repairs
- Runway and taxiways swept - NOTAMs
- Based aircraft report



December



- Plowed snow
- NOTAM for loss of traction due to ice
- Beacon light repair – NOTAM
- IAA Christmas Party – Networking
- Calls for Hangar rental



January



- Hangar Leases
- Meeting with TVCC about future of Aviation Program
- Repair to loader bucket
- Newer fuel truck to use at ONO
- Plowed snow – over two days!
- New officers and member of Airport Committee
- Searched for Hangar Leases at Public Works Department







February



- Coordinated efforts to bring Civil Air Patrol to Ontario
- Sewer line brought in to Airport
- More Hangar leases
- Working on cameras
- ASOS repair in my office



March



- Worked on wheel line for grass runway
- Cameras- shut off due to bandwidth
- Worked on hangar leases
- Maintenance on irrigation ditch
- Clean up with SRCI
- Chemical application
- Border Board application
- BLM Colorado office coordination for \$2.5 million
- Beacon - NOTAM
- Tractor tires
- Airport vehicle - pickup
- Complete check at Airport after earthquake
- Corona virus!



April

- Lawn maintenance
- Sprayed weeds
- Worked on grant to FAA
- CARES Act
- Broken backhoe 🥹
- FAA CIP going to bid
- Second Airport vehicle exchange
- VASI lights out – NOTAM
- Irrigation repairs in lawn
- COVID-19 protocols and Incident Response
- Wheel line irrigation





May



- Worked on lease issues
- Worked on wheel lines
- Fiber optic, cameras
- Joint planning meeting with FAA for next project
- AIC (Adults In Custody) Work Crew
- Measured all hangars at airport again
- Chemical spill health concerns
- VASI repaired – NOTAM lifted
- Border Board grant for Master Plan denied 😞
- Complaints about spray plane
- Weed burning and clean up
- Drones



June



- Applied for temporary permit for BLM trailer
- Updating leases
- Security gate repairs
- Fiber optic and increased bandwidth
- Cameras working!
- Hangar inspections
- Airport Committee meeting again



Future Plans



- Full time airport manager ✨
- Increase maintenance program ✨
- Equipment storage building
- Additional Hangars to meet demand
- Category 2 designation
- Increased grant funding possibilities
- Full use of grass runway for back country flyers
- West side development
- Ag pilots and fire fighting accommodations





Public Art Project

Beautification Strategic Goal



Strategic Plan Impact

Goal: We live in the beautiful treasure valley and want to add to the beauty by keeping our city clean and filling it with art and culture.

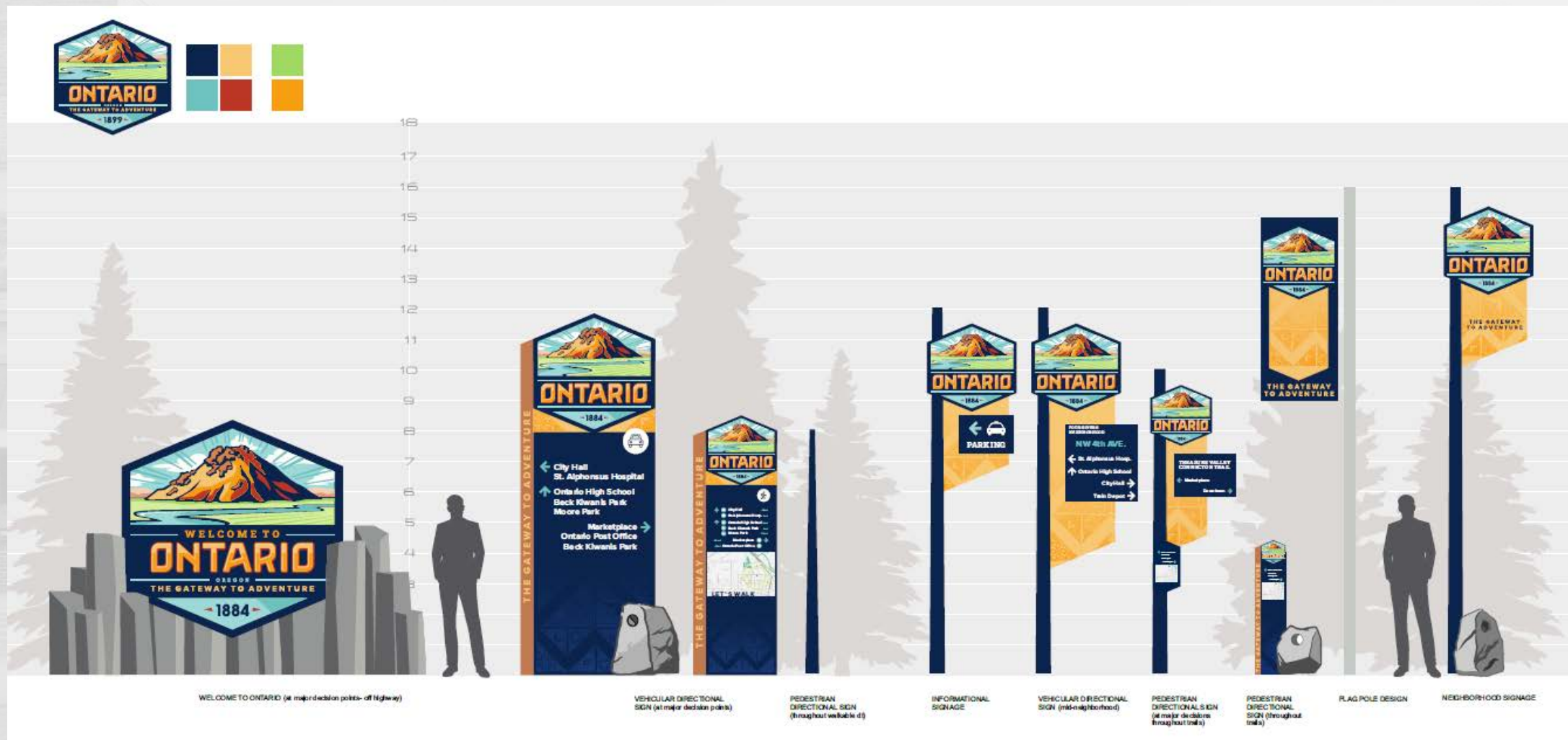
- Strategy 1: Bring more art and culture to Ontario.

Goal: We will work with community partners to enhance the quality of life in Ontario by providing amenities.

- Strategy 3: Focus on Downtown Ontario



Complimenting our Wayfinding System





Public Art Examples





Hood River Walk Public Art





Hood River Walk Public Art





Hood River Walk Public Art





- Create a partnership for selection and commissioning
 - Four Rivers Cultural Center
 - Revitalize Ontario
 - The House that Art Built
 - Black Lives Matter
- Art is for sale at any time from the artist
- Otherwise it changes after two years
- Commissioning Fee?
- Our Town Grant

Concept





Concept

Without Art work





Concept

With Art work



Jacobs

May 21 - June 20

2020 Report



June
2020

Prepared by Jacobs for
CITY OF ONTARIO/PUBLIC WORKS DEPARTMENT

Monthly Business Review

PUBLIC WORKS DEPARTMENT

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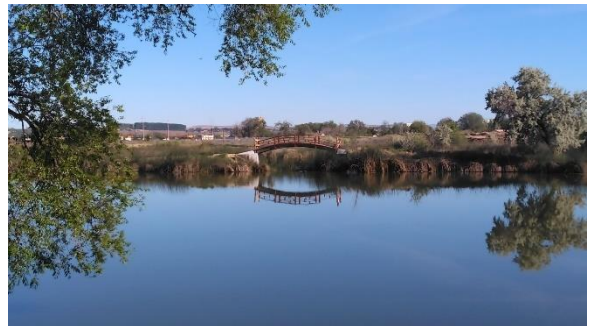
APPENDIX.....15-17



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- We have changed schedules for all crews in response to the COVID 19 response, as much work is being done remotely and other operations are being modified to limit exposure to those that must be in the field. Weekly checks on staff and operations related to the pandemic are in place.
- Curb and sidewalk bulbout work continues on the Oregon Street Project. Most of the work on Oregon Street at the intersections of both SW 4th Avenue and SW 3rd Avenue is wrapping up and the work focus will be moving to SW 2nd Avenue and SW 1st Avenue.
- The Oregon Street project is in a scheduled work pause. During this time, traffic lanes and sidewalks have been opened to normal usage. The next phase of the project will be to realign the center line and re-slope the crown of the roadway on sections of 1st, 2nd and 3rd Avenues. This work will require closing sections of those avenues as the work requires, but the plan is to have as little impact on traffic flow on South Oregon as possible. Crews may begin this work as soon as the week of June 22nd.
- The asphalt milling and repaving phase of Oregon Street is scheduled to begin after the July 4th holiday weekend. The full project is slated for completion by mid-July.
- Chip seal equipment prep – chip spreader, trucks and roller.
- Trimmed trees in chip seal area.
- Crack sealing on Verde Drive, SW 9th Street and NW 8th Ave has been completed in preparation for chip sealing the week of June 15th.
- Chip-sealing of NW 8th Ave was completed June 18th. Signs warning of loose gravel will remain in place until the road surface has had a chance to cure. A fog seal coat is planned for July 24th.
- Sink hole on SW 4th between S. Oregon and SW 1st St.- Caused by a broken water main earlier this year.
- Flushed and swept the chip seal area multiple times due to high winds and thunder storms.
- Finished crack sealing in the chip seal area – high traffic areas and intersections.
- Handed out door knockers to the residents effected by the chip sealing.
- Sign maintenance throughout town as needed.
- Problem sewer checks and cleaning as needed throughout the community.
- Installing sign bases along the TVCC trail.
- Housekeeping around the shop.
- Customer service on an as needed basis.
- Set up for the high school graduation parade May 27th.
- MC inspections for vehicles, lift stations and buildings.
- City wide street sweeping in progress.
- Old street poles at Oregon and SW 4th Avenue have been replaced.
- Mid-block crosswalks have been removed on the 200 block of Oregon, formed and poured curb and gutter.
- Field crews will continue installing TVCC trail marker signs and delineator posts as time allows.
- The speed bumps for the TVCC trail are in transit.



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- Swept the down town during construction and prior to moving the road closed sections.
- Cleared covered catch basins during heavy rain events.
- Weekly checks of the building, lift station and equipment.
- Swept the underpass 2 additional times due to the high wind storms blowing trash and dirt into it.
- Removed barricades from the Parks due to the Phase 2 opening of Malheur County.
- Replaced a level pressure transduced in Malheur Lift Station.
- Pulled pump # 2 from Malheur Lift Station and took to be rebuilt. Installed the back-up pump.
- Assisted Ameresco with the energy evaluation for lighting and lift stations.
- Installed 1 new residential water services.
- Installed 1 new commercial water services.
- 53 Utility locates were completed.
- 24 water services were turned on customer request.
- 10 water services were shut off customer request.
- 17 water services were on/off read only customer request.
- 25 water meters were changed out for no-functioning.
- 9 water services were shut off for leaks customer request.
- 9 water services were turned on and verified leaks repaired by customer.
- 5 new water services were installed.
- 11 water services were checked for consumption issues.
- 8 water meters were checked for leaks due to high consumption customer request.



Jacobs Staff Members crack sealing roads.

FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

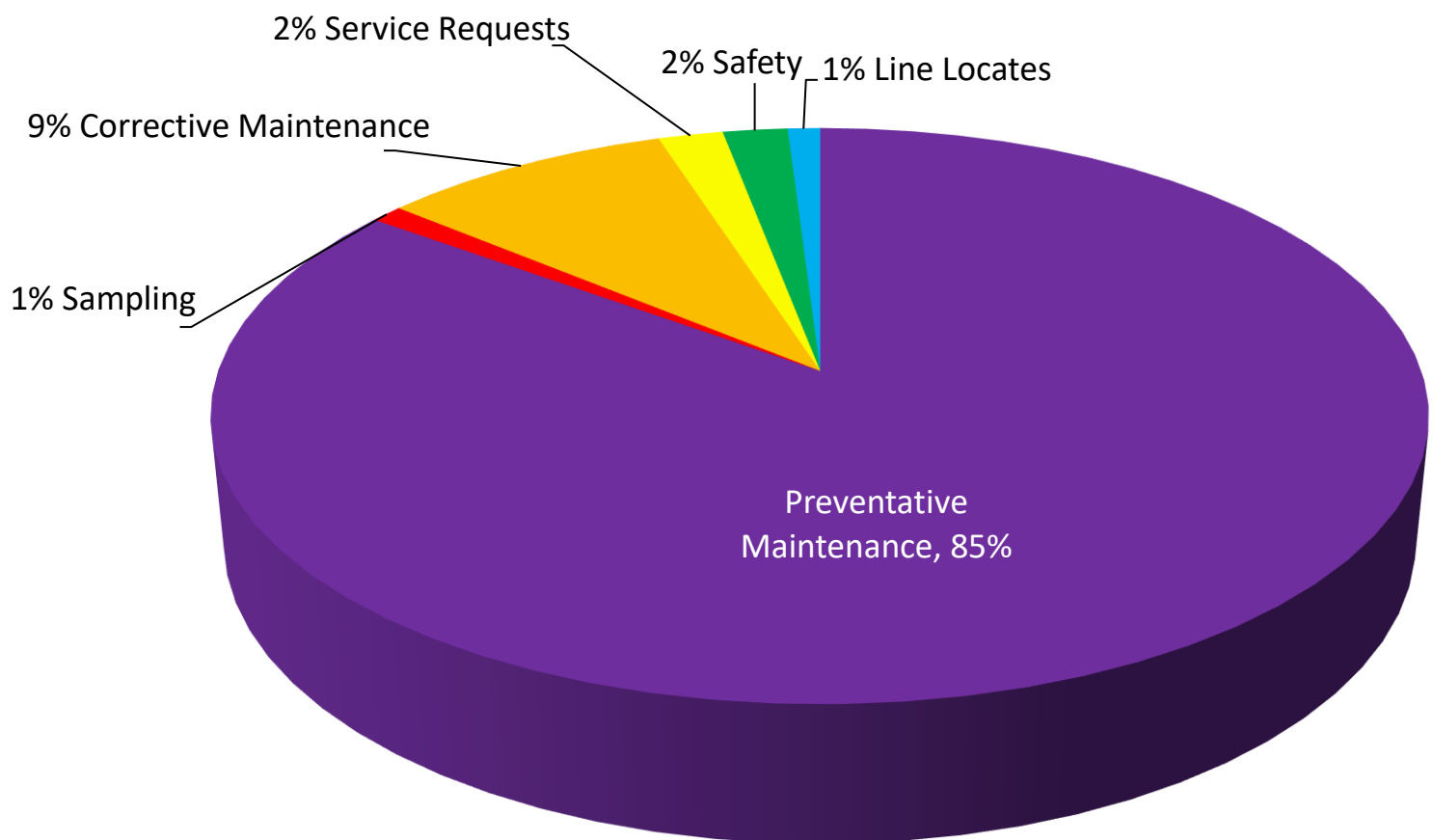


Oregon Street Project



FIELD SERVICES: STREETS & COLLECTION/DISTRIBUTION SUMMARY

**Work Orders
May 21 – June 20
Actual Hours by Work Order Type**



WATER TREATMENT PLANT SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- Minimized staff due to COVID-19 operation requirements.
- The water plant is operating well.
- River water conditions are changing daily. Jar testing continues to ensure optimal chemical dosing.
- Water inventories are target levels.
- Normal system demands for this time of the year.
- Weed control and boundary fence inspection is ongoing.
- The pump gallery is slated for painting.
- The annual water Consumer Confidence Report, (CCR) is complete and they have been mailed out.
- Annual maintenance on the Grundfos chemical pumps is scheduled.
- System demand fluctuation is being driven by weather related temperature extremes.
- Due to unseasonable temperature variations and precipitation, the water level in the Snake River is changing daily. This river level fluctuation adds complexity to the water treatment process. Treatment plant staff have increased daily and weekly process testing to ensure optimal operation.
- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Well #6 and #15 have been cleaned, video inspected, new pumps and columns installed.
- Weed control around the Water Treatment Plant and the booster stations has begun and will continue throughout the weed growing season.
- Continue to meet with energy audit company for data that is requested.
- Wash water recovery basins #3 & 4 taken off line, solids removed, pumps inspected, gate valves inspected and placed back into service.
- Wash water recovery basin #2 taken off line to allow solids to dry for removal.
- Wash water recovery basin #1 placed into service.
- Monthly Bacterial samples taken.

Jacobs Staff Member
trimming weeds around
westside reservoir/booster
station fence line.



WATER TREATMENT PLANT SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

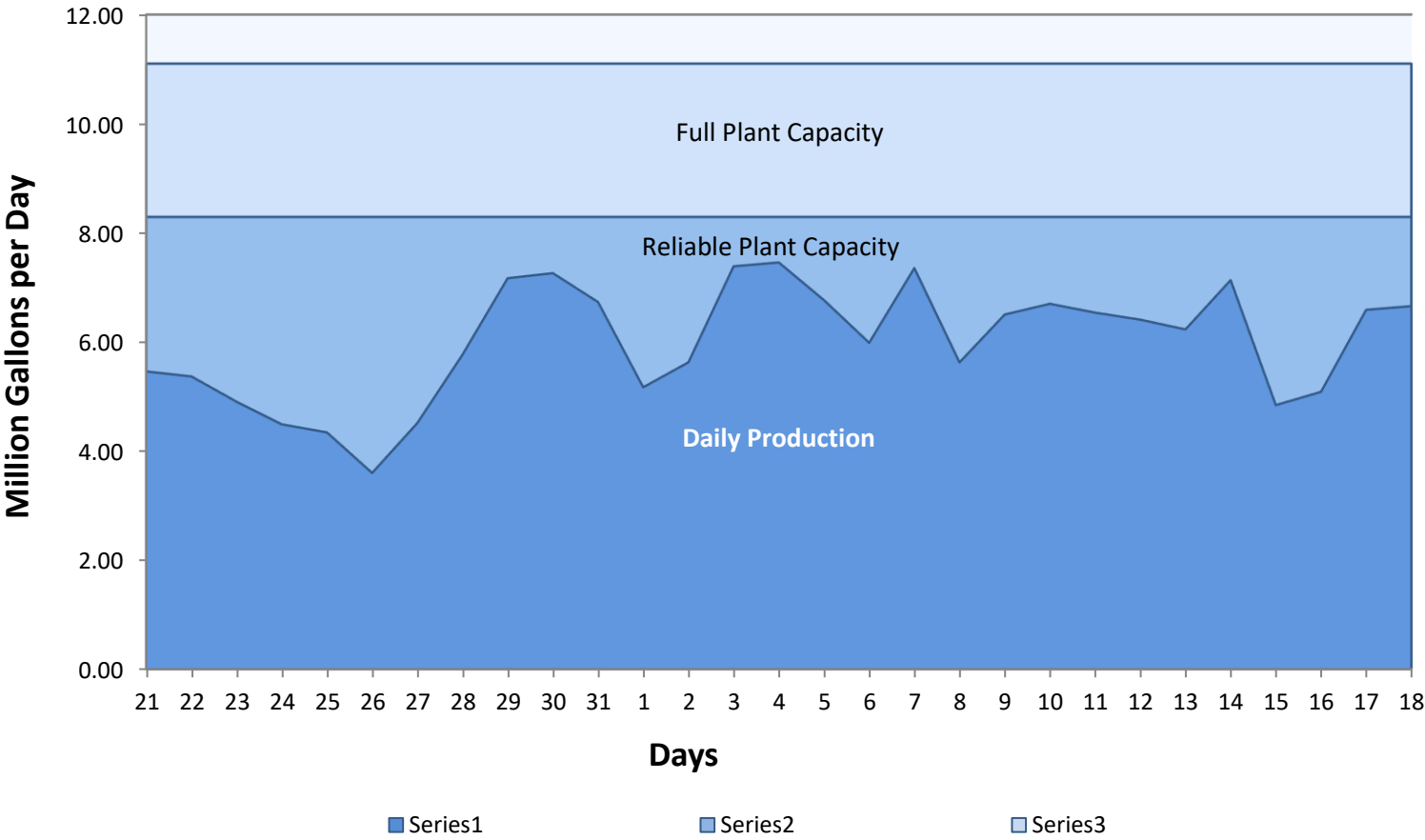


Jacobs Staff Members cleaning the wash water recovery basin #3 at the Water Treatment plant.

Jacobs

WATER TREATMENT PLANT SUMMARY

Demand vs. Availability
May 21 - Jun 18, 2020



WASTEWATER TREATMENT PLANT SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

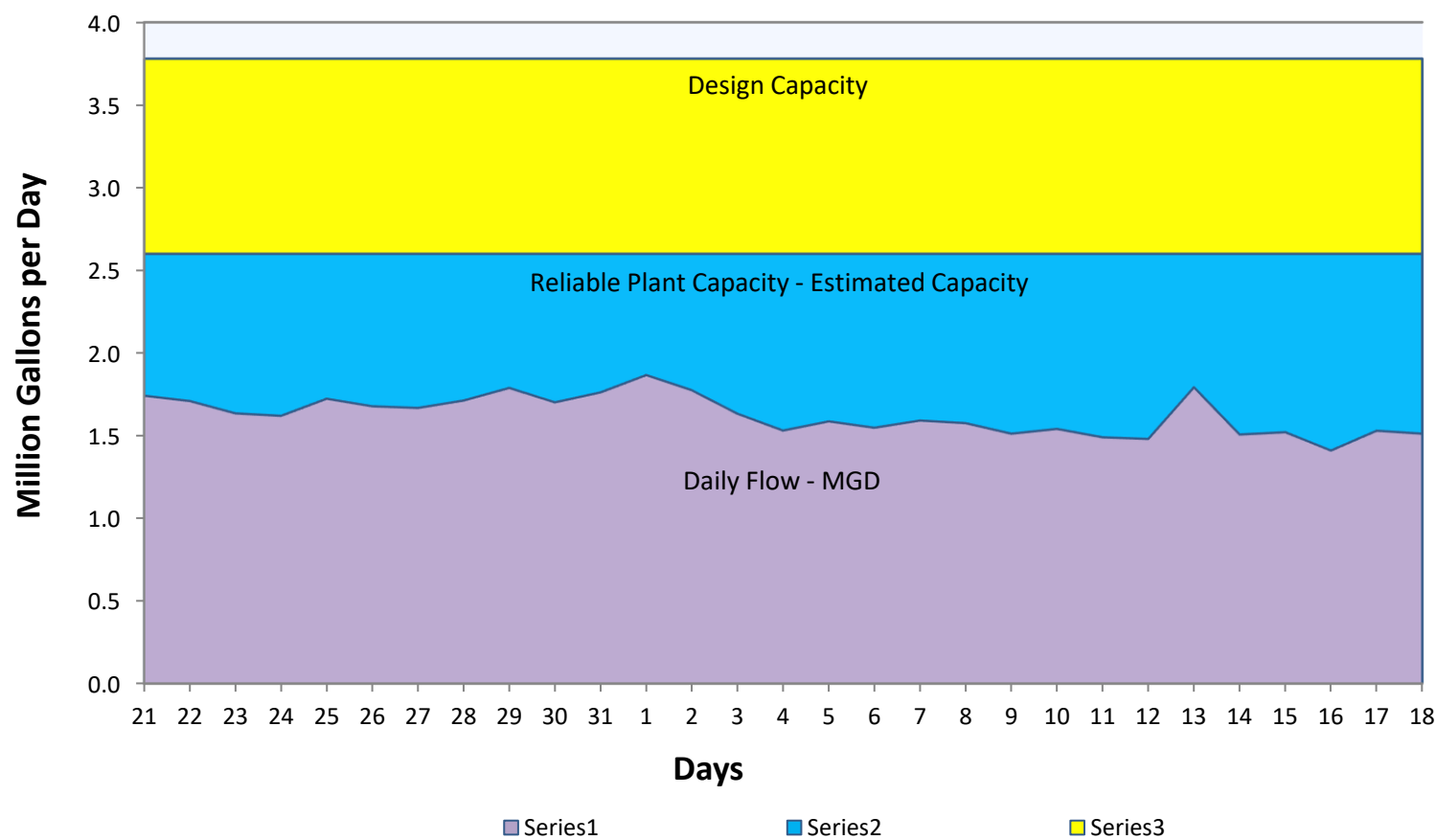
- Minimized staff due to COVID-19 operation requirements.
- Lagoons #1 and 2/3 were mapped for solids.
- Additional samples were taken based on our new NPDES permit.
- Recirculation from lagoon #5 into the city influent of Lagoon #1 discontinued.
- Fresh water being added to lagoon #1 to reduce the odors from lagoon #1 also stopped.
- Aerators in Lagoon #1 and #2/3 have been serviced.
- Weed control around the Wastewater Treatment Plant and Skyline Farm reservoir and pump building has begun and will continue throughout the weed growing season.
- Aerator #8 and Blower #26 in lagoon #1 has been serviced installed, awaiting reconnection to power.
- Aerator #21 from Lagoon #2/3 removed for service.
- Hydrogen Sulfide sampling of Lagoon #1 has been completed. The technical group is reviewing the data. Additional sampling locations may be needed to further understand the root cause.
- The Skyline Reservoir is approaching the 20 level. Crews will be monitoring irrigation water usage to insure the reservoir doesn't overflow.
- May's Discharge Monitoring Report (DMR) has been submitted.
- The unseasonably large amounts of moisture received in the past six weeks has reduced water demand from Skyline Reservoir. The reservoir is now full, and water is being held in the treatment lagoons.
- Planning of lagoon and aerator management during the bio-solids removal project is in development.
- The pH adjustment system has been approved and the contractor has been given the green light to proceed. A schedule of activities has not yet been presented.



Jacobs Staff Member performing services to aerators in lagoon #1.

WASTEWATER TREATMENT PLANT FLOWS

Wastewater Treatment Flows
May 21 - Jun 18, 2020



PARKS AND CEMETERY SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- Down town flower pots were watered, and trash receptacles were emptied throughout town.
- Focus is on lawn mowing at the airport, golf course and west side booster station.
- Cemetery flower pickup went very smoothly this past Tuesday, due in no small part to community volunteers.
- Due to frequent cleaning on the sink drain at the police department an elbow was replaced.
- The new locking system for the City Permit Building is almost completed.
- There were 4 funerals in Evergreen Cemetery and 0 at Sunset Cemetery.
- We sprayed the old golf course for weed again this month. Weeds have really started growing due to all the recent rain fall.
- All parks have been opened to the public.
- The playgrounds at the parks are scheduled to be opened by Friday, June 12th.
- The process of planning out the landscaping of the bulb-outs on South Oregon kicked off Wednesday, June 17th.

FACILITIES SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- Additional pea gravel is needed around the new play structure at Lions Park.
- Landscaping and seeding is also needed around the new sidewalk at Lions Park.
- Crews will be placing sanitary facilities at Beck Park and scheduling five day/week cleanings.
- The prep work for the walking path around Laxson Park is finished. Paving should be completed in the near future.
- Ameresco was on site the week of June 8th working on the energy audit.
- The HVAC system at the golf course club house is down to one working unit. A quote for replacement of the system has been received and is in the planning process.

Volunteers helping with flower pickup at cemetery.



ENGINEERING SUMMARY

ACTIVITIES MAY 21 – JUNE 20:

- Issued 3 ROW Permits.
- Issued 2 New Addresses to new residential lots.
- Issued 0 New Address to commercial lot.
- Attended 0 PDAC meetings to discuss the expansion of a business.
- Attended 0 PDAC meeting to discuss the relocation of a business.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting. No meeting this month due to Covid-19.
- Inspected the abandonment of 0 backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiply construction inspections.
- Skate Park bathroom construction started.
- WWTP pH Adjustment System going to council for approval.

NPDES Activities:

CDBG application – Completed. Grant award information will be available in July.

pH Adjustment Design – This process is required by the NPDES permit to ensure the City has better tools at hand to adjust the pH of the wastewater stream as it leaves the WWTP. We received one bid on May 28th – it was too high, so the PW team negotiated changes with the Contractor and came to a much better cost solution. The project budget was brought forward to the council for Award and budget adjustment on June 16, 2020. This project needs to be completed to meet the NPDES requirements by September 1, 2020.

Mercury Minimization – Initial information gathering is occurring at this time. This plan is due to DEQ by August 31, 2020. Initial meeting with Ontario Sanitary Services will happen June 24th.

Biosolids Removal –Solids mapping is completed, and the draft plan is completed and reviewed. It will be submitted to DEQ the week of June 22. Thirty-day public notice is required for this plan and will run partly simultaneously with the DEQ review. The PW team will meet with City Manager June 24th to discuss the plan for this project.

Skyline Farms – Repairs are completed, and the operation was fully turned over to the farmer last week, as is.

Odor Complaints – Complaints have reduced significantly, and the team is moving forward rapidly with Biosolids removal.

SRCI – Betsy contacted Jim Paul regarding SRCI Lower Lift design. Jim was fine with Jacobs doing the design and asked that we coordinate with Brad Cain but keep Tracy Wilder (Salem staff) in the loop. We also want to work with SRCI on their laundry products to try to reduce sulfate containing products. Betsy and Brad have traded calls and times but not landed on anything yet.

ENGINEERING SUMMARY

ACTIVITIES MAY 21 – JUNE 20

Water System:

WTP Lab – Staff have been reviewing applicable products for lab (countertops, cabinets, etc.) and are working creating very simple Performance spec type package to get out to several contractors for an informal bid. No significant progress.

Well Rehab – Wells 6 and 15 were successfully rehabilitated and contractor is reconnecting the two wells with the rest of the system currently.

Water Master Plan – The report was delivered 5/22. A presentation to Public Works was conducted on June 9th, with a presentation to the City Council on June 23rd. The report is currently under review internally.

Energy Team (Ameresco) – Kevin is continuing to be the main contact point. Betsy has been working with Lon Inman to make sure the PW team is providing information as requested. The team did schedule and participate in a webinar to review the Titus Twister, and will continue to work closely with the Ameresco team to find potential energy saving options.

CIP – Betsy developed a plan for splitting and achieving capital projects for FY21. Adam, Betsy and Cliff met to discuss the proposed plan. She updated the FY20 year list for review and the on-call consultant list as well. Betsy and Adam need to meet to talk about the FY21 Task Orders for Jacobs (one single task order with multiple subtasks?) and on-call consultants.

Bids/Construction

- pH Adjustment bid – Notice of Award and agreement form will be completed shortly so construction can begin.
- Skate Park RR – Project is currently under construction in a partnership with ORD.
- TV Connector Path – Construction is complete – the final remaining activities include striping, speed bumps, and flexible delineators.
- SE 2nd Street Construction – Contractor continues to be behind on schedule. Casey is working closely with the Construction Management team from ODOT to ensure change orders are minimal possible.
- S. Oregon Construction – We have run into unforeseen subsurface conditions that have required additional effort. This was brought to the council and approved. Work will commence on the additional effort the week of June 22. The bulb-outs are complete, and the planting walk through has been conducted. Staff will be working on filling the bulbouts with soil in preparation for planting. Milling and paving should occur the week after the 4th of July.

WTP Slough – The State approved our work in the slough; this will happen when staff gets back to full numbers after COVID19. No change.

TSP – The first community on-line meetings occurred and was extended. Progress has finally been made with the School District as well as with Youth Groups. Basic information gathering phase is complete. Kittleson will begin more detailed analysis, evaluation, and planning.

ENGINEERING SUMMARY

ACTIVITIES MAY 21 – JUNE 20

Safe Routes to School – Letter of Intent was sent out. Good review regarding last year's application and places we can score more points. Good discussion and relationship development with SRTS leadership.

Malheur Water Trail – Reviewed put-in and take-out with the Yakport rep. Betsy to check on potential designs used by YCC at Lake County Forest Preserve. Adam checking availability of YCC staff.

Grant Writers – Attended Merchant McIntyre video call to discuss potential grant projects. Sarah Jones (intern for Jacobs) is prepping written information to provide to MM.

SE 5th – Still on hold.

Beck Park Bridge –Staff presented several options for the bridge at the June 16th Council. Council agreed to have staff move forward with temporary fix immediately and look at long term replacement.

Tennis Courts – Bill Fittje provided an estimate for \$185k; Adam is working with the funding team to see if they can come up with additional capital campaign funds. No significant progress. Adam to consider discussion with Council to use Beck Park RR funds.



Skate Park Restroom Project is currently under construction.

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

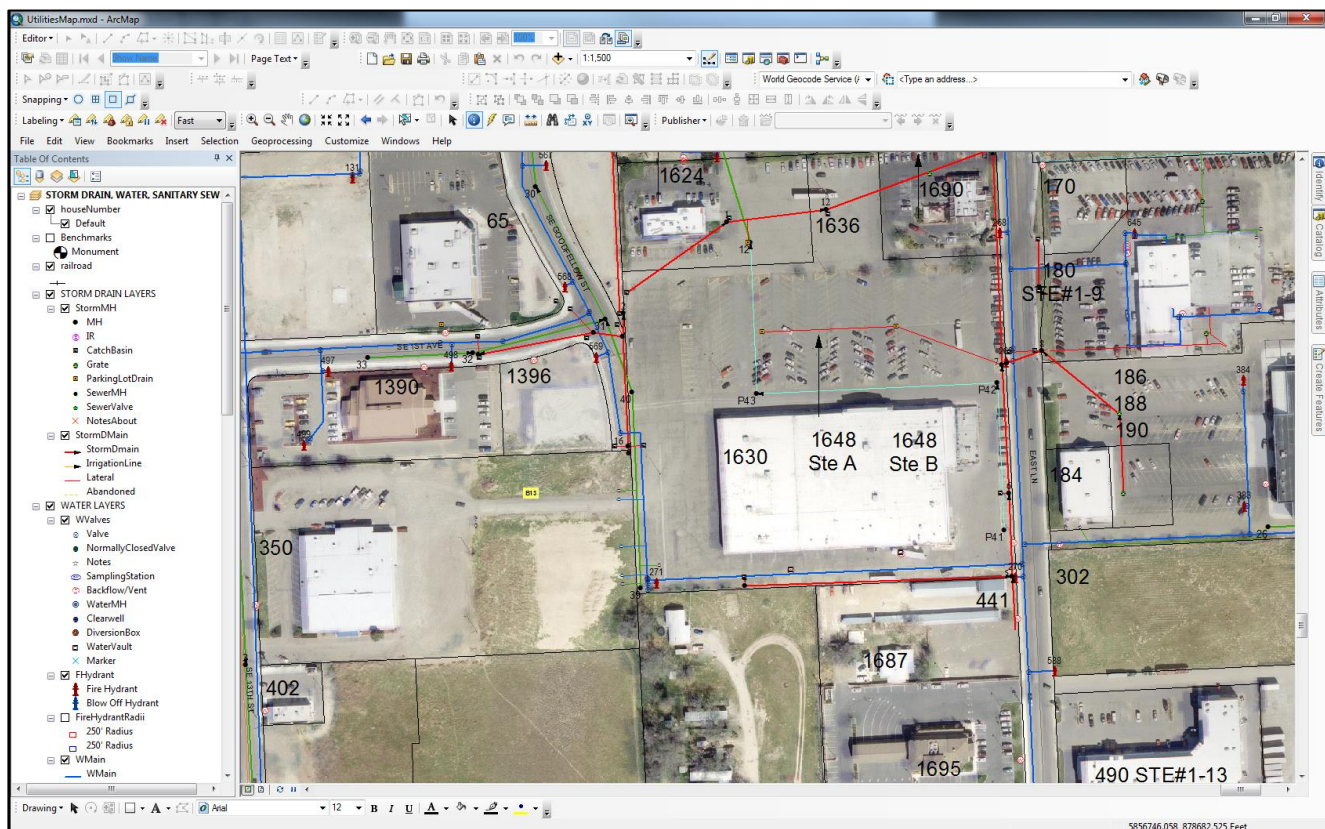
PARKS DEPARTMENT

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.





June 2020 ACTIVITY REPORT



June 2020



Emergency Medical:

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

CITY	121
RURAL	22

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

Hazmat Team Calls:

1

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	
RURAL	10	1	1

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

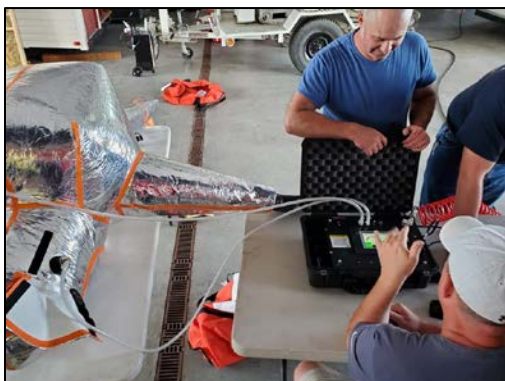
TOTAL CALLS FOR MONTH

CITY	139
RURAL	32

FIREFIGHTER TRAINING:

5/26/20 – Water Rescue drills at Beck Kiwanis Park.

5/26/20 – Haz-Mat Equipment testing and operations.





June 2020



FIREFIGHTER TRAINING CONTINUED:

6/2/20 – Bites and Stings and all those nasty things, medical review.

6/9/20 - The crews did multiple live burns at the fire drill house.

6/14/20 – Live Burn exercises and then burnt the property down.



6/16/20 – Physical fitness test with 10 stations.?????

6/23/20 – Motor vehicle Crash simulations. ICS, Extrication, Medical treatment.



PERMITS ISSUED:



June 2020



City Open Burns 42
City Burn Barrels 2

Rural Open Burns 44
Rural Burn Barrels 10

INSPECTIONS:

5/29/20 -Planning on S. Oregon for two future business remodels.

5/29/20 – DHS remodel fire alarm final.

6/10/20 – Multiple Airplane Hangers.

6/18/20 – Wal-Mart Bank fire sprinkle rough-in.

6/18/20 – Aspen Dental Shell rough-in.

6/24/20 – SRCI fire sprinkle modifications in numerous areas.

COMMUNITY INVOLVEMENT:

5/27/20 – Ontario High School graduation parade.



5/29, 6/19/20 – Malheur County food drive at Beck Kiwanis Park.



June 2020



6/1/20 – Dispatcher Kathie Peterson Retirement Parade.

6/3/20 - Covid_19 Testing.

6/4,5/20 Community Protest Standby

6/15,16,23/20 Crews Medical physicals

Some fat guy and skinny guy and a doctor

Summary of Calls of Interest:

City Incidents:

6-5 SE. 1st Ave and Goodfellow 156 called to the scene of an electrical vault approx.. 5'x7'x4. that was arching and on fire. There was a small acrylic window that you could visualize flames. The vault is thoroughly secure with large padlocks that were protected by steel covers. 156 remained on scene until Idaho Power arrived on scene. IP states to leave these vaults alone and let them access them and take care of damage. R1 was able to clear after IP was on scene and fire self-extinguished.

6-12- I-84 MP 374 R-1 was dispatched to a motor vehicle accident, Semi truck trailer with unknown injuries. R- 1 arrived on scene, all west bound lanes blocked. One semi-truck and



June 2020

trailer had been travelling east bound, the trailer crossed the median, damaged the barricade dividers and struck the west bound barricade. The truck had significant front end damage, no damage to the fuel tanks and appeared no indication of fire potential. R-1 assisted in removal of debris from the interstate. Luckily, there were no injuries.

6-14 2144 SW 2nd ave. R1 called for gas smell and both occupants are waiting outside. R1 on scene with 4 gas monitor, and TIC. R1 met with the homeowner and found out her only gas appliances are her water heater and her furnace. The garage area where the two appliances were was checked and there was no smell or reading on the monitor. The gas meter outside was checked also no readings or smells. The interior CO monitor was showing normal working order and battery and was silent with no alarm. All interior and exterior areas were investigated. The occupant was told that if there was a significant leak the odor would be very noticeable and that she should call R1 back, and possibly Cascade Natural Gas could be called to check further.

6-19 297 SE. 10th St. R-1 was dispatched to Top Crop for a dumpster fire. R-1 arrived on scene of a dispensary parking lot after business hours. The garbage dumpster was located 15 yards from the dispensary and was fully involved, yet the fire was contained within the vessel and no structures or exposures were threatened. R-1 deployed the booster reel and was able to knock down the fire with about 50 gallons of water. The cause or origin of this fire was undetermined.

6-19 3660 Clark Blvd. Station 1 received a call from dispatch at 2210 the light trailer was requested but it was decided to take E-101 to the scene to use instead. FF Leavitt was called to respond and take it to the scene. 100 met him at the station and went to the scene to assist with setting up the lighting. E-101 was going to be needed for multiple hours so it was left on scene and Leavitt and Leighton returned to their homes. 100/ Leighton received a call at 0530 stating they were done with the investigation and the need for lighting. 100/ Leighton went to the scene and put away the equipment and cleared the scene at 0601.

6-25 880 N. Oregon #3

Rural Incidents:

5/28 - 2363 Loop Rd. Vale Ontario 157 responded with a crew of 4 to mutual aid Vale with a brush truck and manpower. 157 crew was assigned to assist in mopping up the south flank of the fire and extinguished hot spots. Once the fire was mopped up 157 was released from the fire scene.

6/5 - 1817 Laurel Dr. R1 called for possible downed power line. R1 on scene to find metal tin roof lifted and wrapped around the electrical service to the shed. The metal was flailing in the wind and cutting the wire and hitting the roof. There was arching at the end of the wire. The



June 2020



power was still working in the shed, but the metal was really flying around in the high winds. There was no immediate danger to any surrounding exposures. The homeowners are going to watch the metal and wires until Idaho Power could respond to shut off the power.

6/11 - 4438 Oak Rd. Rescue 1 was dispatched to a report of a natural gas leak caused by a backhoe hitting the line. Rescue arrived to find a backhoe in a pasture, shut off with a 20-foot trench behind it, and a steady pressurized leak coming from the ground. The owner stated that he did call for a locate about 30 days prior. He said the line was still on the ground, but he just forgot about the line as he was digging to put in a water line. Cascade Natural Gas arrived and dug with shovels and found the shut off. Rescue stayed to provide suppression if needed. When the line was shut off rescue cleared the scene.

6/11 - I-84 MP 378 R1 was dispatched to I-84 near the state line in the median for report of a small grass fire. Rescue arrived on scene to find a small grass fire with 18-inch flame lengths, moving slowly. There was about 150 feet of black burning on both ends. Rescue quickly knocked down both heads of the fire and then started mopping up the edges.

6/18 - 2393 NW. 11th St. Rescue 1 was called out to trailer on fire at a residence. R-1 arrived on scene to a large fire coming from the back side of the residence on the Charlie side. R-1 Pulled a pre connect and made initial attack to the first house near the road to exterior of the house that was on fire. Also, on fire was a fence, garbage, and debris, along with an RV and a car next to it. After initial knock down on the first house the crew extended the 150 preconnect to the second house where outside of the residence was also on fire along with garbage and debris around. A secondary pre- connect was then pulled to other side of the house where the hose line was focused on the vehicle and RV. 100 had arrived on scene to take over command. 155 then arrived on scene with a crew of 5 and supplied water to R-1. Manpower was used to take over the hose lines along with a booster line off of R-1. The crews continued to mop up and exam the two houses for any interior extension of fire. Only damaged made was on the exterior of the vacant homes. Cascade natural gas and Idaho power had arrived on scene to assist on the incident. Power meter was removed by Idaho Power. After talking to the owner of the residence he stated they did not have any open burn going on. Did not know how the fire started. Property was turned over to the RP and we cleared the scene. After investigation it was underdetermined how the fire started with so much debris and garbage.

6/20 - 1041 NW. Washington Rescue 1 was dispatched to a report of a red semi, active flames, hauling coal, parked next to a natural gas tank. Dispatch then notified the crew that an officer on scene stated that the fire was now out with fire extinguisher use. Rescue continued and held the second truck at the station. On Scene there was very small flames on the ground. Rescue used the



June 2020

booster line to cool the engine compartment and extinguish the small flames. The Driver stated that as he exited the freeway, he lost power steering. He thought it was low on fluid as he heard the pump whine. As he pulled up to the fueling station the truck died and then he noticed smoke. He tried to restart the engine to move it out of the way. The truck would not start so he called 911 and grabbed an extinguisher and put out the fire. The driver stated that his boss, bought the property a few weeks prior and set up this liquid methane fueling station. He stated that each driver is trained to fuel the trucks. The pumping station is not locked while not in use. The driver noticed a methane leak on the truck, so he vented the tank to prevent any future fires. Rescue stayed on scene until the venting was finished.

6/24 - I-84 MP 371 R-1 was dispatched to I-84 MP 371 for an MVC, possible head on. Vehicle vs semi. R-1 was cancelled upon arrival by TVP, no vehicle extrication needed.

6/25 - 3176 SW. 13 ave. R-1 Dispatched to a grass fire threatening a structure. Upon arrival R-1 found the grass fire had spread to a skateboarding half pipe. The half pipe was fully engulfed and lost. R-1 extinguished the fires. The occupant stated he was burning weeds earlier in the day and then the wind picked up in the afternoon likely reigniting embers.



Police Stat Report 2020

Activity	Month of April	Month of May	Month of June	YTD 2020	Previous YTD (2019)	Qtr1 Jan-Mar 2020	Qtr2 Apr-Jun 2020
Calls for Service	740	831	871	5147	5169	2705	2442
Traffic Stops	215	199	131	1094	842	549	545
Cited Traffic/Parking	72	155	62	516	447	227	289
Motor vehicle Crashes	27	41	38	199	244	93	106
Arrests	65	70	57	476	522	284	192
Arrests w/Use of Force	1	0	0	4	6	3	1
SRO Cases	0	0	0	75	147	75	0
Gang Related Cases	3	0	3	12	25	6	6
Graffiti	5	1	7	35	29	22	13
Death Investigations	2	1	2	10	4	5	5
Burglary	4	14	10	65	101	37	28
Robbery	0	1	0	4	9	3	1
Thefts	64	63	49	383	365	207	176
Assault	11	18	14	86	79	43	43
Homicide	0	0	0	1	3	1	0
Sex Crimes	2	4	5	34	30	23	11
Alarms	28	30	36	162	128	68	94

KONO Airport Committee Meeting 6/22/2020

Meeting started @:6:09 PM

Present:

Jim Bain
John Freeburg
Shawn Coleman
Shay Myers

Absent:

Dale Cruson -unexcused
Barbara Brody - excused
Jerry Tolard - excused
Luke Keller - excused
Adam Brown, Ex officio member

Others attending:

Norm Crume, Ex officio member City of Ontario
Dan Beaubien, Airport Manager
Toby Epler, JUB Engineer
Tom Frazier, Frazier Aviation FBO
Brian Rindlisbacher & Matt Speelman, BLM
Kelly Coleman, guest

Opening:

Dan B. started the meeting with a touching story that doesn't make the nightly news, impact of COVID-19 and the challenges that aviation has seen.

Approval of Minutes:

Jim B. asked if anyone would approve the minutes from the 2/24. John Freeburg made the motion and Shawn C. 2nd the motion. All approved.

Old Business:

Shawn C.- wants to change the wording on hangar inspection letter. Stated it was upsetting to several hangar owners.

Dan B. explained the intention of the inspections isn't to be punitive rather it is to prevent derelict aircraft and household storage taking up hangars. It is also to make sure that hangar owners have adequate fire extinguishers and adhere to safety protocol that will protect themselves and other hangar owners, it isn't about invasion of privacy. About 20 hangars do not have leases that the city can produce. Dan needs all those hangar owners to bring in a copy of their hangar lease so he make copies for the city. Otherwise Dan will have to have them sign new ones.

John Freeburg made the statement that having Franks Extinguisher come in and mount the proper sized extinguisher to the hangar wall is not very expensive.

Toby Epler talked about every airport having hangar inspections and that there is always some degree of push back.

Dan went back to the letter that he sent out that stated if anyone had questions or concerns that they could call, email or come to the airport in person and not one person did. Kelly Coleman from the audience cut in and interrupted - *(audio wasn't clear enough for me to understand her.)*

Dan explains that the need and reason for knowing what aircraft are in the hangars is based on needing those numbers for reports which is also linked to money that could be available for airport improvements.

Norm C. commented that Dan has reached out and it is on the owners to comply in a timely manner.

Business New:

Dan brought up that other airports operate with a full-time airport manager and that KONO hasn't had a full-time manager for some time now. He has also measured each hangar so that the dimensions are correct for tax purposes as well as lease rate charges. Many hangars had 2 different sizes and both were incorrect. He expects that there will be some hangar owners that may have issues with the changes, especially if their rates go up. The end result though is that the measurements are correct and both the city and the county will have them.

Internet speed with the new internet system has gone from a .7 to 98 uploading capacity. Cameras will now work appropriately - that has been an issue for over a year.

Cash's grass strip was open during Father's Day weekend since there was a fly-in at Garden Valley. The glider club has used the strip which is added safety for them and other traffic using the airport. It frees up the runway from added time they have of hooking up to the tow plane etc.

Permanent irrigation for Cash's grass strip is where Dan would like to see the *Cares Act money* go to on the airport. Now that the grass is up and going the need for efficiency and safety of aircraft landing and taking off is the focus for maintaining the grass strip. The grass strip will be a huge draw for the back-country pilots, such as kitfox that teaches pilots back country flying and do tail wheel endorsements. With the increase of traffic expected the last thing needed is having a wheel line stretched out and potentially creating a hazard for aircraft. Dan suggested having a professional draw up the schematics for a sprinkler system that is efficient and covers the watering evenly. Shawn countered that a cheaper option might be to have the motorized Big Gun sprinkler system. John Freeburg pointed out that selling the current wheel line will help with the cost of the new system as well.

Irrigation Ditch: Dan said that he has done all that he can do and has handed it over to the city and the city attorney given the legal issues that surround liability, easement etc.

Keypads and gates: Boise River Fencing company is going to show up and do maintenance within the next week or so . The main issue seems to be collecting moisture and causing the keypad to short out. Jim B. said he is glad that issue is being addressed and that the gates will be operational because he has had some vandalism around his AG operation recently.

Grant update: Border Board Grant was denied but Dan can resubmit in September. They needed more information and detail. He has had a video conference with a grant writing team that the City of Ontario plans to use in the future and gave them a list of airport needs.

Airport Manager Position: Starting July 1 the airport manager will become full time with benefits. Dan will be on until June 30th of 2021. He would like to see, beginning in January, the start to finding the next airport manager that will have the qualifications that can take the airport to the next level and go forward with the marketing of the airport, grant writing etc. The duties of airport maintenance need to be another individual under direction of the manager. This also encompasses the need for a budget that will support and maintain equipment, spray etc. Norm C. did a quick explanation of Jacob's role with the City on contracted public works and at what level they are involved at the airport.

John Freeburg discussed the financial reports from the city not being easy to understand and not detailed (itemized)~ Dan suggested that Kari Ott from the city could create a report for the airport committee that is itemized and easier to read . John F. would like to see what income is generated from the property leases of individual hangars, commercial businesses, the old golf course, fire station etc. Dan B. said that he has not seen any lease that the city has with the fire station. Norm C. was under the impression that the fire station did pay. Given the fact that there isn't anything certain regarding this, the need for an itemized report that reflects this information is crucial. John F. said regarding the lease and operation of the hemp company and the Kitamura lease of property at the end of runway 33 that information is at

the city office but is not made available to the airport manager or the committee. John brought up the concern of having the farm equipment at the end of the 33 runway is maybe an unnecessary hazard. There was some discussion about the new location for the BLM SEAT Base, access road and design.

Community engagement and promotion of the airport by way of events hosted at the airport are of course on hold until the COVID-19 situation is resolved. Flying clubs, FBO (Frazier Aviation), STEM camps are looking forward to being able to resume activities at the airport that supports aviation.

Toby Epler discussed a grant (\$700K) that the city wouldn't have to match due to full FAA funding for the taxiway and hold apron this year. This is a saving of approximately \$7,000.

Tom Frazier gave update on Frazier Aviation's new self serve fuel island that will have upgraded printer system. The new fuel trucks with increased storage capacity. Glider club is growing and will continue to grow with new members and number of gliders. They did some promotional filming this past week. The grass strip as Dan said is a huge asset for the airport. The aircraft museum is progressing forward. One owner of a war bird being restored is interested in building a large new hangar. The fly-in at Garden Valley was well attended with huge enthusiasm for back country flying which creates a draw to the Ontario airport's grass strip. The need of the city to support and back the airport manager in promoting the airport is needed and will only benefit the city financially.

BLM: Brian R. updated committee on the Air Attack coming on contract 6/12 and the SEAT started 6/19. All fire contracts are 90days but can be extend if needed.

John F. moved to adjourn and Shawn C. 2nd

MALHEUR COUNTY COURT MINUTES

June 17, 2020

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. in the County Court Office of the Malheur County Courthouse with Commissioner Larry Wilson present and Commissioner Don Hodge present telephonically. Staff present was Administrative Officer Lorinda DuBois. Various members of the public, media and staff were present electronically. Notice of the meeting was posted on the County website and emailed to the Argus Observer, Malheur Enterprise, and those persons who have requested notice. The meeting was audio recorded. The agenda is recorded as instrument #[2020-2109](#)

COURT MINUTES

Commissioner Wilson moved to approve Court Minutes of June 10, 2020 as written. Commissioner Hodge seconded and the motion passed unanimously.

VOLUNTEER RESOLUTION

Commissioner Wilson moved to approve Resolution No. R20-23: A Resolution Extending Workers' Compensation Coverage to Volunteers of Malheur County Effective for the Policy Period July 1, 2020 - June 30, 2021. Commissioner Hodge seconded and the motion passed unanimously. Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in the resolution, noted on CIS payroll schedule, and verified at audit. See instrument #[2020-2112](#)

CROSSING PERMITS

Commissioner Wilson moved to approve six (6) Crossing Permits to Idaho Power Company to install antennas on regulators: Permit #22-20 on Kingman Road #957; Permit #23-20 on Owyhee Lake Road #846; Permit #24-20 on Jefferson Drive; Permit #25-20 on Jefferson Drive; Permit #26-20 on Klamath Avenue #774; and Permit #27-20 on Grand Avenue #562. Commissioner Hodge seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

PERSONAL SERVICES CONTRACT EXTENSION- SMITH

Commissioner Wilson moved to approve Extension of Contract for Personal Services: Malheur County Economic Development Consultant, Which was Recorded with the Malheur County Clerk as Instrument Number [2019-1944](#) with Gregory Smith & Company LLC. Commissioner Hodge seconded and the motion passed unanimously. The Contract is extended through June 30, 2021. See instrument #[2020-2113](#)

Public member Mike Walker requested he be allowed to make public comment. Mr. Walker suggested the Court consider a different type of package to include incentive items in addition to a monthly rate; such as 50-75% of the monthly rate is received and the remainder is tied to specific deliverables, objectives or milestones. Commissioner Wilson explained there is a contract for economic development and a separate addendum for the reload facility project. Mr. Walker was thanked for his comments.

ADDENDUM TO PERSONAL SERVICES CONTRACT FOR RELOAD FACILITY PROJECT - SMITH

Public member Mike Walker suggested the Court consider his suggestions and not make a decision on the Contract Addendum at today's meeting. After brief discussion, Commissioner Wilson moved to approve Second Addendum to Contract for Personal Services: Malheur County Economic Development Consultant/Coordinator - Additional Personal Services for Malheur County Development Corporation (MCDC) and Treasure Valley Reload Facility Project. Commissioner Hodge seconded and the motion passed unanimously. See instrument #[2020-2114](#)

AMENDMENT - IGA #159822

Commissioner Wilson moved to approve Ninth Amendment to Oregon Health Authority 2019-2021 Intergovernmental Agreement for the Financing of Public Health Services, Agreement #159822. Commissioner Hodge seconded and the motion passed unanimously. The amendment adds funding in the amount of \$232,345 to PE01-05 COVID-19 Local Active Monitoring. A copy will be returned for recording. Ms. DuBois noted that a communicable disease nurse may be hired with this funding.

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Wilson moved to approve Resolution No. R20-24: In the Matter of Fiscal Year 2019/2020 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Hodge seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate refund of advanced deposit funds from ODOT that were not anticipated when the adopted budget was prepared; the refund is from the Right of Way Service Agreement for the purchase of property for the bus barn. This will increase the Special Transportation fund appropriations by \$1,904. See instrument #[2020-2115](#)

AGREEMENT - CORONAVIRUS RELIEF FUNDS

Commissioner Wilson moved to approve State of Oregon Grant Agreement No. 1023 - Coronavirus Relief Fund. Commissioner Hodge seconded and the motion passed unanimously. The agreement is for reimbursement of federally eligible expenses under the CARES Act incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). A copy will be returned for recording.

EXTENSION OF EMPLOYMENT AGREEMENT - SMITH

Commissioner Hodge moved to approve Extension of Malheur County A-level and B-level Inspector Employment Agreement with Richard Smith; the agreement is extended July 1, 2020 through June 30, 2021. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2020-2110](#)

EXTENSION OF EMPLOYMENT AGREEMENT - JAENSCH

Commissioner Hodge moved to approve Extension of Malheur County A-level Commercial Plumbing Inspector Employment

Agreement with Tim Jaensch, the agreement is extended July 1, 2020 through June 30, 2021. Commissioner Wilson seconded and the motion passed unanimously. See instrument #[2020-2111](#)

COMMUNITY MENTAL HEALTH, LOCAL ALCOHOL AND DRUG AND DEVELOPMENT DISABILITIES ADVISORY COMMITTEE

County Counsel Stephanie Williams updated the Court on the Malheur County Community Mental Health, Local Alcohol and Drug and Development Disabilities Advisory Committee. The first meeting of the committee is June 24, 2020 and will be held in conjunction with County Court; the meeting will be held electronically. (It is a County committee and has been inactive for a few years.) Proposed bylaws and roster have been drafted.

COURT ADJOURNMENT

The meeting was adjourned.

Executive Director Report
March, April, and May 2020
June 1, 2020

According to a recent National Survey on Economic Development and Covid-19, Over 80% of economic developers indicated that business attraction projects had been cancelled or put on hold or they have no projects at all. I happy to say that SREDA is NOT in this group. Things are still cruising forward. Of course, a large part of our focus is assisting the existing businesses stay in business during governmental shutdowns. We have been partnering with the local chambers of commerce, the cities, counties, SBDC, Idaho Dept. of Commerce and the businesses themselves.

We were able to assist in developing a shared Google Document for each county that recorded the businesses that we or other team members had visited with. This document showed if the businesses were closed, if they filed for the federal programs and if they were successful and what their reopening plans are, etc. After Snowmageddon, we learned that it was struggle to find the status of our business communities and this is very important when we are in a state of emergency.

SREDA has been working behind the scenes sharing updated Covid-19 information with the local chambers, SBDC and cities – these folks have done a great job disseminating the information on out to their businesses. SREDA has actively been meeting with various Covid-19 local taskforce groups and assisting where we can.

Meanwhile, back at the ranch, SREDA's regular activities are as follows:

Project Adam – visited about potential new industrial lot developments in the Sunny Side Industrial Park, Weiser. Talked about workforce and start up.

Project Tractor – assisted the County & City with a GEM grant application for this project. The grant was approved. Working with the client and the city with the project moving forward.

Project Rest Area – worked with the City of Fruitland, Idaho Tourism, Idaho DEQ, and local landowners near the rest area and legislators on the closure of the I-84 Idaho Rest Area and Visitor Center. This is a high priority project for our local region! Latest update from the City of Fruitland is that they are working with ITD and their engineers on a feasibility study of running sewer & water to the facility.

Project Champ – new manufacturing project submitted 2 sites for the City of Ontario.

Project Red Rock – assisted in locating an existing empty building; assisted in looking at upgrades with the City for storm drain and working with Idaho Power on power upgrades; assisted in gathering info for TVCC SBDC's grant application to the Eastern Oregon Border Board; and writing a letter of support for the grant application. Thrilled to say that this project was awarded \$25k!

Project PTR – new project looking at developing on the Idaho side – very early stages.

Project Idaho Power – working with Idaho Power on promoting industrial sites in our region.

Project Rearin' To Go – Local company looking at large expansion – early stages.

Other business updates – Rodriguez Bakery has expanded with more new equipment and also had to expand operational hours, hiring more people. Things are hopping in their world!

Sweet Willy's - the new 'old fashioned' soda fountain/candy shop inside The Prescription Pad is open and what a fabulous set up! Adding new things daily! And 6 new jobs!

Project Spice it up – small food processor looking at different products. Has obtained some equipment and has a certified kitchen.

Project Food – assisted a local company with getting employees' information so that they were able to return to work.

Project Freeway – assisted local land owners with getting their property added to the state's free website for available industrial property.

Project Manager – local company is looking for manager intern candidates. This is an awesome opportunity for a person who wants on the job training and great career with a local manufacturing company. Have connected their folks with TVCC.

During the past 2.5 months a large number of business retention visits have been made – this data has been recorded on our google.docs. For Malheur County that number is over 100 businesses thanks to a great team of local folks!

I attended the Idaho Housing and Economic Development Conference in Boise. Great conference and excellent turnout right before the "stay at home" order. Spent the first part of March cancelling the trade shows, trainings and trips for the next 6 months! Fortunately all expenses were refunded and the Airlines gave travel credits.

I was asked to be on the Oregon Economic Development Association's Covid-19 Crisis panel for online training as a rural economic developer. Interesting to hear other issues from around the state! I have sat through numerous online trainings and meetings, as you all probably have.

Letters of support submitted for: the Lost Valley Reservoir, Project Red Rock grant application for EO Border Board, Lemhi/PNW Sportsmen show 2021 with the Idaho Tourism, and TVCC grant for online learning grant with USDA Rural Development.

Teleconferences, zoom and go to meeting conferences with: Oregon Dept of Ag International Division; City of Ontario, Chamber & SBDC (Restart the Local Economy); Malheur County Covid-19 Business Taskforce (numerous meetings); Idaho Department of Commerce Rural Professional meetings and trainings (numerous meetings); Governor's updates and Idaho Tourism Covid-19 conferences.

Executive Director Report
July 1, 2020

No live meeting for July as several of our communities are seeing more test results. Our guest speaker and sponsor, Energy Trust of Oregon, was coming from Umatilla County which is also a county with higher Covid numbers. SREDA does not want to be a contributing factor to a larger spread. With my office at TVCC, there has been more restrictions in place. I have been working remotely more.

SREDA has been working behind the scenes sharing updated Covid-19 information with the local chambers, SBDC and cities – these folks have done a great job disseminating the information on out to their businesses. SREDA has actively been meeting with various Covid-19 local taskforce groups and assisting where we can.



SREDA had a great meeting for June with social distancing – The folks at the same table were from the same groups. We appreciate Weiser Memorial Hospital for allowing us to use their newly re-remodeled Administrative offices – This building was originally built for a King's Store and then later remodeled for Admin offices, but before the Hospital staff moved in, Riddleys needed a spot to have their temporary store.

I also attended the live Fruitland Chamber meeting in the park. Again social distancing was practiced and folks were good about spreading out.

In June, I had the pleasure of presenting to the Weiser Economic Taskforce. Following this meeting, I was given an excellent tour by Mayor Hibberd, Weiser's newest mayor. I learned several new things about this community and I'm looking forward to continuing our partnership.

I was excited to receive a call from Cambridge City Clerk Sandra McKee and an invitation to come to her wonderful town to meet with Mayor Toothman and her. There is nothing better than walking or driving around our awesome communities with the mayors and staff! It's nice to see what each community has and the best way is through their eyes! We had a great day and I had

the opportunity to meet with several businesses. Additionally, Cambridge and its residents have some fun projects that they'd like to work on.

As continuing on through the pandemic period, I have been on numerous Zoom type meetings/calls in both Idaho and Oregon. Unfortunately, I cannot attend all of the scheduled meetings – But when I can, I appreciate all the work that each person from every agency is doing to assist and help our businesses stay open and operational!

Grants – SREDA continues to proudly support other organizations for their grant applications including the Payette and Washington County Dispatch with their request for upgrading equipment.

Speaking of grants – SREDA through the City of Fruitland has received word that they did get the Idaho Economic Development Rural Professional grant for FY 20-21. WAHOO!

Some of the projects I worked on this past month include: Project Cold Storage (customer has a client looking for cold storage options in both states); Project Garlic (met with a producer and toured his facility); Project Idaho Power (sent in information so that Idaho Power can help us promote the large 200 industrial acreage west of Ontario); Project Call Center (buildings have opened up for new tenant or owner – assisted listing the property on prospector); and assisted with 2 new business project ideas.

2020 Snake River EDA Report Card



2020 Snake River EDA Report Card					Historical Data										
	1ST QTR	2ND QTR	3RD QTR	4th QTR	Total 2020 YTD	2019	2018	2017	2016	2015	2014	2013	2012	2011	Grand Total
MARKETING															
NEW LEADS-REQ FOR PROPOSAL	3	3			6	35	37	19	36	39	28	33	27	37	297
SITE VISITS	1				1	14	18	12	22	16	7	13	10	9	122
Companies landed (assisted)	1	2			3	8	6	6	7	6	3	3	2	0	44
2012-19 open projects (still working)	4	4			8	17	33	20	19	17	26	9	20	0	169
SITE SELECTORS MET	1	1			2	3	22	5	11	25	22	27	21	22	160
CONFERENCES/TRADE SHOWS	3				3	11	10	7	5	11	9	9	8	2	75
PAID MAGAZINE PUBLICATIONS					0	3	2	4	6	2	2	3	3	5	30
WEBSITE LISTINGS (PAID & FREE)	1	1			2	0	4	7	5	4	6	2	5	5	40
MARKETING & Other TRAINING	2	6			8	5	4	6	2	3	2	2	6	2	40
BUSINESS EXPANSION															
ONGOING COMPANIES MET WITH	1	3			4	12	13	11	11	7	8	6	11		83
NEW COMPANIES MET WITH	1	1			2	10	6	4	6	7	7	13	13	18	86
BUSINESS RETENTION															
COMPANIES MET WITH	5	8			13	15	11	14	10	3	6	7	7		86
NEW BUSINESS START UPS															
COMPANIES MET WITH	2	1			3	13	14	7	6	3	5	6	4	9	70
*Projects fwd 2012-2019	Focus	Project		Focus		Project		Focus	Project		Focus	Project		Focus	
*Project Stanton - Win	Oregon	*Project Kim - Win		Oregon		Project Red Rock (Nyssa)		OR	Project Greene		OR	Project Greene		OR	
*Project Adam & Eve - Win/Win	Idaho	*Project Chipotle - Win		Idaho		Project Rearing To Go		ID	Project MBS		OR	Project MBS		OR	
*Project Sears - Win	Oregon	Project Neena - Win		Idaho		Project Mike G (New Plymouth)		ID	Project Rest Are		ID	Project Rest Are		ID	
*Project Jim - Win	Oregon	Project Tractor - win		Idaho		Project Mike H (Ontario)		OR	Project PTR		ID	Project PTR		ID	
*Project Bear - Win	Idaho	Project IT-Win		Idaho		Project Mars (Ontario)		OR	Project Fiber		ID	Project Fiber		ID	
*Project Sun - Win	Oregon	Project Panic (Tetra) - Win		Idaho		Project TWO (Fruitland)		ID	Project Load		OR	Project Load		OR	
*Project Hot - Win	Oregon	Project Glass - Win		Oregon		Project Charlie (Fruitland)		ID	Project RWP		ID	Project RWP		ID	
*Project Pumpkin - Win	Both	Project 6 Days - Win		Idaho		Project Project Spice It Up		ID	Project Champ		OR	Project Champ		OR	
*Project Lincoln Logs - Win	Idaho	Project Mini Farm - Win		Idaho		Project Evanstar		ID	Project Coach		ID	Project Coach		ID	
*Project Mountain - Win	Idaho	Project 121 N Main		Idaho		Project George (Payette)		ID	Project Hen		ID	Project Hen		ID	
Project Salsa - Win	Idaho	Project MAC - Win		Oregon		Project Call Home		ID	Project ELVA		OR	Project ELVA		OR	
*Project Neighbor - Win	Idaho	Project Super Secret - Win		Oregon		Project Clover (Ontario)		OR	Project Pie in the		OR	Project Pie in the		OR	
*Project Fly - Win	Oregon	Project Shoes - Win		Oregon		Project Race Car		OR	Project NDT		OR	Project NDT		OR	
*Project Doug - Win	Oregon	Project Wrench - Win		Oregon		Project Scissors		OR	Project Buck		ID	Project Buck		ID	
*Project Bently - Win	Idaho	Project Tread - Win		Idaho		Project Kelvin		OR	Project Magnesi		ID	Project Magnesi		ID	
*Project Friends - Win	Oregon	Project Connect - Win		Idaho		Project Cold (Ontario)		OR	Project Bathurst		OR	Project Bathurst		OR	
*Project K (3-3) - Wins	Oregon	Project Willy - Win		Idaho		Project Muir (Ontario)		OR	Project SNY		ID	Project SNY		ID	
Project Hereford - Win	Idaho	Project Science		ID		Project Cold Storage		Both	Project Art		ID	Project Art		ID	