

**MISSION STATEMENT: TO CREATE A HEALTHY, SAFE, DIVERSE, AND PROSPEROUS CITY
BY ENGAGING COMMUNITY MEMBERS TO DEVELOP AN ENRICHED QUALITY OF LIFE.**



**PUBLIC WORKS COMMITTEE AGENDA
CITY OF ONTARIO OREGON
TUESDAY, JUNE 8, 2021, 3:00 PM, MT**
[Zoom Link](#)

1) CALL TO ORDER

Roll Call: Bernie Babcock _____ Pat Woodcock _____ Jackson Fox _____
Scott Wilson _____ Jake Galeener _____

City Council Ex-Officio _____ City Manager _____
PW Director _____ City Engineer _____

This Agenda was posted on June 04, 2021. Copies of the Agenda are available from the Public Works Headquarters and on the city's website at www.ontariooregon.org.

2) MOTION TO ADOPT MINUTES

A) May 11, 2021

3) PRESENTATIONS

A) Drinking Water System Overview

4) NEW BUSINESS

A) Ordinance #2791-2021: Amend OMC 2-8-5 RE Public Works Committee

5) DISCUSSION ITEMS

A) Wastewater Facility Plan Update

B) Evergreen Cemetery

6) HAND-OUTS

A) 5/11/2021 PWC Minutes

B) Ordinance #2791-2021

7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

8) ADJOURN



PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, May 11, 2021, 3:00 p.m. MT

The scheduled meeting of the Public Works was called to order by Chairman Bernie Babcock at approximately 3:00 p.m. on Tuesday, May 11, 2021 in the Council Chambers of City Hall. Committee members present in person or attended via Teams were Bernie Babcock, Scott Wilson, Pat Woodcock, Jackson Fox, and Jake Galeener.

Others present in person or via Teams were Al Cablay, Paul Woods, Suzanne Mulvany, Adam Brown, and Griffin Hewitt, Argus Observer.

The press was notified and in attendance. This meeting was recorded; copies are available at the Public Works Headquarters and on the city's website at www.ontariooregon.org.

ADOPTION OF MINUTES – MARCH 9, 2021

RESOLUTION, ACTION &/OR MOTION:

THE MOTION WAS MADE BY MR. WILSON, SECONDED BY MR. WOODCOCK TO ADOPT THE MINUTES OF THE PREVIOUS MEETING, MARCH 09, 2021: MOTION PASSED UNANIMOUSLY.

ADOPTION OF MINUTES – APRIL 13, 2021

RESOLUTION, ACTION &/OR MOTION:

THE MOTION WAS MADE BY MR. FOX, SECONDED BY MR. WILSON TO ADOPT THE MINUTES OF THE PREVIOUS MEETING, APRIL 13, 2021: MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS

Arbor Day – April 30th

- First step to becoming a Tree City USA (allows the City to be eligible for street project grants)

National Drinking Water Week – May 2nd – May 8th

- First week of May every year

National Public Works Week – May 16th – May 22nd

- Third week of May every year

AC – During the National Public Works week we intend on setting up a kiosk or table downstairs at City Hall with this poster “Stronger Together”, established by the American Public Works Association, otherwise known as the APWA. This along with the table and some refreshments we’ll have some handouts, give-a-ways, etc. The proclamation will go to the May 18th Council meeting, which is within the week of National Public Works Week. I would like to continue this on as a tradition here with the City in Public Works as part of a Jacobs contribution.

Lastly, you do have some of the samples of the handouts that we’ll have for the public, and that's the bumper sticker that says, “I Love Public Works” and also the notepad stating “The Power of Public Works”. This is only a few of the giveaways that we’ll have available. *(picture of table set up at City Hall on next page)*

RESOLUTION, ACTION &/OR MOTION:

NONE



ALAMEDA ELEMENTARY TRAFFIC ISSUE UPDATE

AC – We wanted to give you an oral update of what's happening with the Alameda traffic issue. We did report this to the City Council; Sam Baker did a very good job in outlining what issues were proper for the PWC to the City Council. He also spent some time on Alameda; support was given by the City Council for the actions that the committee recommended to staff. We are in the process of doing those; you will see parking signs, not red curb but parking signs for the East side of the street across from the school as a first step. That will be done after school is let out for the summer so that when folks come back, they'll see it. And we understand that Andrea, the principle of Alameda will get word out to the parent group. At this point, we're still working out the details of the other option of utilizing the site road.

BB – Is that the direction that the City Council...? I'm assuming they made a recommendation, or they want the city staff to make some recommendations... the idea that was presented here was the one that was vetted and that's the direction you're looking at right now. Is that correct?

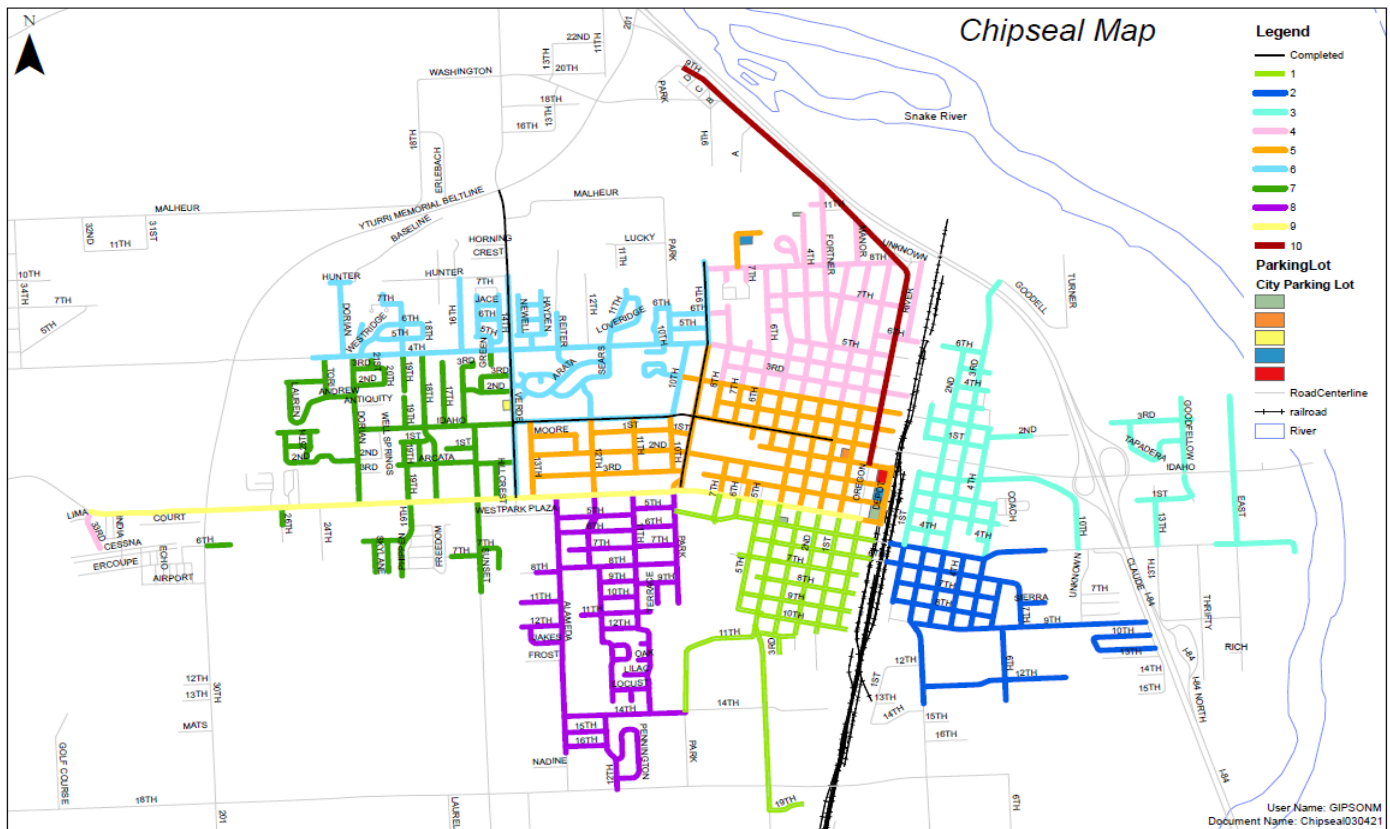
AC – Yes, and it followed the protocol process that the Council, I believe identifies as your purpose and your roll. This was vetted before the Public Works Committee and it was supported and again reported by Councilor Sam Baker.

BB – So, do you have any kind of an idea when the city staff will finish their report and have a plan in mind, and when it will come back to the Public Works Committee?

AC – We spoke with another supervisor from Alameda Elementary; he and Andrea said that they would like to have a bit of time to discuss it during the summer. So, we hope by fall. I use that word 'Hope' because we're not sure of the ownership of the side road, and we want to make sure that we'll be able to utilize it. Once we present the option, we'll bring it back to the committee once everyone agrees, and before we start so that we have every issue vetted and identified. One of the concerns is of course the gate and the roadway does have a little bit of a switch back in it and so that concerns us a little bit because of the liability. The school's operations supervisor is the one that brought that up.

RESOLUTION, ACTION &/OR MOTION:

NONE

CITY WIDE ANNUAL CHIP SEAL PROGRAM

AC – There was an inquiry made by committee member Jackson Fox about the Chip Seal program. So, I wanted to show you the latest version of what we do as far as chip sealing. It's pretty straight forward, of course, with budget constraints we can only do as many streets as money allows. The amount has been at \$100,000 and this year we got a low bid of \$77,000 and some change I believe. So, as far as I understand, we will not be able to do all of the streets that's shown for area 8 on the map. I will report back to the committee when I do have a better figure of how much percentage wise of that zone, we'll be able to cover with this year's money.

I think that will be good information for the committee to keep in mind as we go forward for budgeting purposes, to be able to say this is what we're able to do in this zone, etc. And can we get more? I'd like to approach that with the Budget Committee and City Council.

BB – I do have one question. So, I see here in your legend it shows that you basically have 10 zones and obviously some of those zones, they're almost similar in size, with maybe the exception of Zone 10, but the footage is probably the issue. Is this on a rotational 10-year basis? Is that what this is telling us?

AC – For matter of history I was told that this was a 10-year zone map and that's how it was funded. But because of funding extending it 10 years, we weren't able to afford it. We just kept the same 10 zones; like I said, I think this will be a good gauge to see what the \$100,000 can do for us. Should we chop it up? Should we make them more sensitive to primary and secondary roads? It didn't take those elements into consideration; what this was, was a yearly/annual map. So maybe we might want to rethink it, but for now I thought just bring forward what we are working with.

BB – That was my question. Is 10 years enough...?

SW – That is correct. I remember when we put that together. The first 10-years we had the money to do every section, but then after that it didn't happen; money wasn't available to continue. The original idea was every section got a chip seal every 10 years, but funding didn't allow that to continue. But the assumption is correct and that is how it started.

JF – We were told by so called experts that every 10 years you need to be addressing asphalt roads.

BB – Well, if you miss years and you don't do it, then obviously get behind the 8 ball and you have multiple sections that need to be done.

(Jake Galeener joined the meeting)

JF – Does it always work like that in 10 years? I've seen some roads that haven't gone 10 years and I see them starting to break up.

PIW – I think one of the things we want to look at is if you get chip seal layer, on chip seal layer, on chip seal layer at some point the subbase starts to break down and chip seal is really to kind of help prevent that oxidation of asphalt cracking and breaking down from the sun. And once water starts to get in there, once we start getting that freestyle cycle that's when you're going to see the subbase fail, and then we need to go in there and cut it out and patch it. But at some point, the chip seal needs to be replaced. Where you mill that chip seal off and then come in and pave on top of that. So, at a higher level we can't just keep chip sealing forever. We need to think about a mill and inlay program. Which is expensive but we'll have to think our way through how we do that.

BB – Can you recycle that with the chip seal in it, so you can basically chop it up and reuse it?

PIW – That is correct.

AC – We are staying on top of this. City Engineer Woods talked about those areas where we're having seepage and it's coming through the pavement and breaking it up a lot sooner than it should be with crack sealing. And that's one thing we have been able to do is stay on the zones. But as you know it's not the most attractive thing, right? But they hold together, and it works, but it's not most attractive, so they're strategies we plan on coming forward to the committee with; you'll have first rights of refusal. What options we can use. But then again that has to do with how much money we have to deal with, and you will help us decide which way to go.

RESOLUTION, ACTION &/OR MOTION:

NONE

DISCUSSION ITEMS

Evergreen Cemetery

AC – Mr. Chairman, members of the committee, I'll take these in order. It's called Cemetery complaint, but essentially, it's the Evergreen Cemetery. The north gate at Evergreen Cemetery has recently been opened for a trial period. An inquiry came to the City Manager's office for us to consider opening it up. Which we did, and by doing that we also opened up the lines of communication to log every complaint, and what you have are the complaints we've had for the last 60 days. Right now, we're not coming to you with any solutions, but this is something that I believe that the committee could really help with. A staff recommendation or options if you will, to bring forward to the City Manager's office and staff to consider implementing. If there is or, do we just shut it? I just wanted to daylight with you the number of complaints that we've logged so far for the 60-day period. So, what do we do from here going forward? And so, I thought I would open it up for discussion.

BB – So, the north gate you're referring to is on Park Blvd, and I live pretty close to there and I walk my dogs and run my dogs on the campus pretty frequently. And I seen the gate open all the time. I rarely if ever see it closed and I know that the city staff would maintain the Cemetery need it open. They use it very frequently during the day. It seems logical to close the gate. I know it's an inconvenience for city staff to have to open it and close it and open it and close it. And I know that sometimes that entrance that North entrance is easier to get where they need to be. But quite honestly, my recommendation, not knowing other reasons why it may be open, would be to close the gate.

JF – Are you telling us that there are smart-alecks using this as a thoroughfare? – Yes.

AC – Clearly that's the history of it and the past, which is why it was shut. It was actually shut for most of the time and just open for staff. The complaint, the inquiry was why not leave it open? Pressing pause, if you will, my experience with public cemeteries is that they're usually wide open... all gates are open. It's because it's a municipal cemetery, a publicly owned cemetery. I'm not familiar with them being closed off, and I'm talking 24/7. That's my history.

BB – I can tell you what's going to happen when you close the gate. They're going to drive on the walking trail. I guarantee it. I know there are bollards at both ends or at one end at least. There may be 2 now, but I've seen them drive through there too, before it was marked off so.

AC – Again, more discussion would be fine with the staff. We just thought we would daylight with you. This is a typical issue that we don't have the silver bullet. We're open. Obviously, many of you have much more history with the

community and Chairman Babcock with you living right down the street. We just wanted to be able to compile the best report to the City Manager so we can sit down and perhaps come forward. This won't be the last time you hear about this.

BB – For clarification, your concern is the public that does visit the Cemetery. As a convenience access for them into the Cemetery? – Yes.

JF – Was there heartburn when the gate was closed? Because I remember it being closed a lot. People were complaining about that or...?

AC – Technically there is only one strong inquiry about it. Maybe the City Manager may want to comment.

JG – I'd like to make a quick comment because I deal with this in the country. So, why can't we just have a little bit stronger law enforcement presence? Start pulling these people over, it's pretty easy. Don't close the gates, it's still available to the public and... you know, I complain to the Sheriff when there's things happening on my private property and/or even on the road I live on. Seems to be a pretty simple solution, especially if they just start driving through there. Maybe with increased patrolling there and people start getting pulled over. The word might get out.

JF – There's a change of staff out there every year because of those college dorms. There's a new crew of them every year. There are three other entrances. It's just a shortcut I think, for those college kids to go to the dorm or to go to Butler Blvd.

AB – It was just one elderly lady that called and talked to me, repeatedly. And I said the same thing. That there's three other entrances to it. And she said, well, you know, I think for me, I want to be able to come in the North entrance to go see my husband. That is the only comment. And then Al thought it to be a good idea to leave it open for 60 days and have the staff log in any dangers of people coming through there. That's it. It really wasn't a City-Wide 'coup' about the Cemetery. Just one person, but we listen to everybody.

AC – You're welcome to send all of your comments you want to over to my office. And we'll log those into the report to the City Manager, and then I'm sure we'll come back to let you know what we're doing with this discussion item.

Gazebo Relocation Project



AC – Mr. Chairman, members of the committee, we are proud to say that the project is underway. It was given approval by the City Council last week. We had a number of contractors of which is finished with this first phase. Which was to

relocate the gazebo and you can see it there in the yard. The roof portion of it. And that's the picture of what it looked like when it was in place. It's going to be relocated to Moore park after the foundation and the poles have been placed to support it. Public Works staff will be relocating irrigation lines and pulling out at least two trees. We believe the foundation contractor, JLCC from Idaho, will be able to start; we have a tentative date in two weeks. They will have it completed in a two-week period, in which staff will be doing the inspection. Staff meaning the building department staff or building official and Jacob staff or Public Works staff as well. And during that time or one note is the Farmers Market, I'm not exactly sure when they intend on starting, but if they do it'll be on Moore park until it is not available and then when it is not available, once the contractor has been deployed we'll close down first street and public works will, every weekend set up traffic control and that's where the vendors will set up until such time that the gazebo is complete.

YouTube video link to the actual first phase of the Gazebo Relocation project:

<https://www.youtube.com/watch?v=QyTW0xoBIHk>



Downtown Dumpster Project

AC – This is another special project if you want to categorize it as such. Same as with the Gazebo project, it's funded and something that public works is taking on to project manage. Just wanted to show you the first step as there will be more to it. There's been a lot to this, and I didn't rehearse this with committee member Scott. So, maybe he'd like to comment as far as some of the efforts that's gone into at least identifying this location and how we plan on moving forward.

SW – Al and I met several times, did several walk arounds, and looked at different enclosures to come up with something that will work and look nice down there. I've looked over this proposed location and where it might sit, and he's taking some pictures of some other enclosures and gates and so forth that will work best down there.

BB – Scott, I have one question. So, this is just a picture of 1 parking lot. Is this being replicated? Because there are three parking lots back behind the main street. That's where this is correct?

AC – Yes, this is one that I refer to as the one behind Fiesta Guadalajara and the others will be. We want this to be a template if you will. We are doing one right now hoping success with it. We are a-ways off because there are some design aspects we're looking at. It was difficult to even get to this point. I did conduct a door-to-door survey of the area business owners to find out their opinions. I just want to make sure that staff is as informed as possible. And again, going with Scott as far as what enclosures are preferred. I've had a lot of experience with different types of enclosures and depending on how they access it. It could really be problematic if you come up with the wrong design. So, we want to make sure it's designed right, that the intent fits the goal, which is to centralize everything. Which is the grease, the Cardboard, and the regular solid waste as well because they are all kind of centered around that existing island behind Fiesta Guadalajara. So, we'll work through that; it doesn't mean that any of the existing dumpsters that are being used by others will go away. But at this point we want to build a trash enclosure that is functional, is attractive and is agreeable

to the business providers. Once again, the committee will be informed as we get more details planned. And maybe we can partner with Ontario Sanitation to help us.

CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

PIW – There was a matter that came up. It was a sewer question issue that came directly to the Council, and the Council directed staff to do some work and get back to them. We've reported it back to Council and they gave us some direction, but I'd like to daylight it. I think as we move forward it would be good to bring those to the Public Works Commission. The timing is a little awkward and that the Council likes to see the first meeting of the month as a study session, and that's when they want to hear that. So, I'll just quickly summarize the issue.

Bluebird Car Wash had come and presented the Mayor and Council with a study that showed that in car washes that were studied in three other large cities that there is a 17% loss in evaporation as the result of the car wash activities. So, the way we bill for sewer is off their water consumption, and they were saying that that is overcharging them for sewer. Therefore, based on the study they were asking for a 17% reduction. In our view, there is evaporative loss in a number of situations, right? In your home, you do a load of laundry and you put it in the dryer. You know, there's evaporative loss we're charging you for your sewer. Based on how much water you consume and so in this particular case they do recycle their water thru their car washing, and so our recommendation is let's have them put in a meter at their own expense, and then we'll charge off actual meter flow; the Council was good with that. In the future, typically, if there's enough time, we'd like to bring those ideas to you and have them vetted here.

But with this one, they just showed up at the public comment; they made the recommendation or requested the Council and was kind of directed to us to come back. So, from a timing perspective we didn't want to delay. Anyway, we're in the process of doing that and working with them. Having them install the meter at their expense, and they're OK with doing that. And one of the questions that came up from the Council was “what about the other car washes”? And that's exactly what we're afraid of. Because you start using studies to justify reductions and that can get out of hand quickly. So, we like to be consistent with that and where possible, have people actually put in at their expense flowmeters.

BB – So, there isn't currently a meter for the Bluebird car wash?

PIW – Not for sewer and that's pretty typical across the US. Right now, we use their water meter consumption as a basis for their sewage consumption.

BB – So they are installing a meter on the sewer system.

PIW – Correct. And if their study is right it'll show about a 15% reduction in the amount of the customers sewer. But then we'll have actual real data measured to use for billing purposes.

JF – So what can of worms will that open up for a private person like me with a big yard irrigating with city water?

PIW – The way that we charge for residential use right now is we use your consumption in the winter months as the basis, and we carry that forward through the summer. So, we don't use your summer flow as a basis for sewer.

The second item I just wanted to mention that in terms of building towards the CIP, that we would take some meetings during the year to kind of dedicate and focus on specific funds. I'd like to start off with the water fund, and Al and I talked about doing this in June. Although it depends on what our attendance is; we've got time and rather than going through all three of them in a whole meeting and have everybody be exhausted. And So, what I was thinking was, let's start with the water system. I'll do a quick background of what are the system components: Wells, River intake, we've got an old treatment plant, we've got a new treatment plant and distribution system. We have pressure tanks. We have booster pumps, a fire hydrant system... Just describe all that and then what our production characteristics are. How close are we to capacity? And what's a peak day and what seasonality looks like? And then what is our customer count. How many residential customers? How many commercial, how many industrial and what is that for our overall water fund and then what our water rates are associated with that. And then describe the asset condition. Kind of as we see it and give you a preliminary idea what we're thinking for the CIP. It's very preliminary, but at least gives you some background. Gives you an idea of where we're heading, so as we get closer to the budget all these things aren't just hitting you all at once. If that outline seems OK. I'll go ahead and put together a presentation.

BB – I think that is a great idea.

ADJOURN

THE MOTION WAS MADE BY MR. WILSON AT 3:52 PM; SECONDED BY MR. GALEENER TO ADJOURN: MOTION PASSED UNANIMOUSLY.

APPROVED:

Signature

Date

(Bernie Babcock, Chairman / Scott Wilson, Vice-Chairman)

DRAFT



**AGENDA REPORT
DISCUSSION ITEMS
June 3, 2021**

To: Mayor and City Council

FROM: Paul Woods, City Engineer

THROUGH: Adam J. Brown, City Manager

SUBJECT: **ORDINANCE #2791-2021: AMEND OMC 2-8-5 RE PUBLIC WORKS COMMITTEE**

DATE: May 28, 2021

PROPOSED MOTION:

INFORMATION ONLY. ACTION PROPOSED FOR JUNE 15, 2021 COUNCIL MEETING.

SUMMARY:

The Council requested changes to Public Works Committee duties as currently outlined by ordinance to include review of public works capital improvement projects.

BACKGROUND:

City Council requested that staff modify the Public Works Committee duties to include review and recommendation of Capital Improvement Projects related to street, storm sewer, water or other public works projects as part of the budget development process.

CURRENT SITUATION:

Currently the Public Works duties do not require review of Public Works Capital Improvement Projects as part of the annual budget process, although that has been the practice. Staff has listened to the public works committee and city council in trying to refine that process for presenting it to the committee and getting effective feedback.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** There are no financial impacts resulting from the proposed changes.
- C. **TIMING** Timing is at the discretion of the Council.
- D. **POLICY/LEGAL** The City Council is required to approve ordinances. Amending or establishing new ordinances requires two readings before approval.

ALTERNATIVES:

Take No Action - Without a change in the ordinance staff could feasibly stop presenting the public works capital projects to the Public Works Committee.

RECOMMENDATION:

The item is information only and will be up for consideration on June 15.

ATTACHMENTS:

1. Ord #2791-2021 OMC 2-8-5 PW Committee

After recording return to:
City Recorder
City of Ontario
444 SW 4th Street
Ontario, OR 97914



ORDINANCE #2791-2021

AN ORDINANCE AMENDING PROVISIONS OF ONTARIO MUNICIPAL CODE TITLE 2, CHAPTER 8, SECTION 5, TITLED "PUBLIC WORKS COMMITTEE"

- WHEREAS,** The Public Works Committee is charged with providing review and recommendations concerning Public Works matters to the Council; and
- WHEREAS,** Public Works Capital Improvement Projects are often complex in nature; and
- WHEREAS,** The Council benefits from the independent review of the Public Works Committee concerning proposed Capital Improvement Projects; and
- WHEREAS,** The Council deems it appropriate for the Public Works Committee to review and make recommendations on the proposed Capital Improvement Projects each year as part of the budget development process put forth for Budget Committee consideration.

NOW, THEREFORE, this Common Council for the City of Ontario ordains as follows:

Ontario Municipal Code 2-8-5 shall be amended to read:

- (b) The Public Works Director shall bring any and all proposed changes to the Ontario Municipal Code that affects the Public Works Department to the Public Works Committee for their review and recommendation prior to being presented to the City Council. This shall include, but not be limited to, any standard drawings and specifications, utility charges, fees or SDC changes or additions, Master Plans or Studies, and Major Capital Improvement Projects. ~~This requirement shall not mean that the Public Works Department will bring the Public Works Department Budget to the Public Works Committee, as the Public Works Department budget is the responsibility of the Budget Committee.~~
- (c) Each year as part of the Public Works budget development process, the Public Works Director shall bring the proposed capital improvement budgets for Public Works projects to the Public Works Committee for review and recommendation to the Budget Committee. Such review and recommendation shall be limited to budgets for public works capital improvement projects only.

PASSED AND ADOPTED by the Common Council of the City of Ontario this ____ day of June 2021, by the following vote:

AYES:
NAYS:
EXCUSED:

APPROVED by the Mayor this ____ day of June 2021.

ATTEST:

Riley J. Hill, Mayor

Tori Barnett, MMC, City Recorder