

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



**COUNCIL MEETING AGENDA
CITY COUNCIL – CITY OF ONTARIO OREGON
TUESDAY, FEBRUARY 27, 2024, 6:00 PM, MT
[Zoom Link](#)**

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: Susann Mills _____ Sam Baker _____ John Kirby _____ Ken Hart _____
Penny Bakefelt _____ Eddie Melendrez _____ Mayor Deborah Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on February 23, 2024. 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) Adopt Council Meeting Minutes: February 13, 2024

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) NEW BUSINESS

- A) Appointment to Committees: Public Works and Diversity Advisory
- B) Malheur Maker Faire/Art Challenge (Frontier STEM)
- C) 2024 National STOL Series
- D) Bid Award: SE 5th Avenue Pedestrian Improvement Project
- E) Task Order: Services with Keller During Construction for SE 5th Avenue Project
- F) Security Camera Repair for City Parks
- G) Police & City Travel Cars

7) DEPARTMENT HEAD UPDATES

A) Public Works: Quarterly Report

8) DISCUSSION ITEMS

A) Process for Appointments to City Committees

9) HAND-OUTS

- A) Minutes: County Court 02/07/2024; Airport 01-02-2024
- B) Public Works: 2023 Annual Report
- C) Check Register: January 2024

10) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

11) ADJOURN

The City Council may recess/adjourn to Executive Session under ORS 192.660(2) as follows: (a) Employment of Public Officers, Employees, or Agents; (b) Discipline of Public Officers, Employees, or Agents; (d) Labor Negotiations; (e) Real Property Transactions; (f) Exempt Public Records; (g) Trade Negotiations; (h) Litigation [Current or Potential]/Consult with Legal Counsel; (i) Performance Evaluation of Public Officers and Employees; (j) Trade Negotiations; and/or (l) Labor Negotiations.

The City of Ontario does not discriminate in providing access to its programs, services and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 889-7684 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.



CITY COUNCIL MEETING MINUTES February 13, 2024

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, February 13, 2024, in the Council Chambers of City Hall. Council members present were Deborah Folden, Penny Bakefelt, Susann Mills, and John Kirby. Sam Baker arrived at 6:04, after the first action. Eddie Melendrez and Ken Hart were excused.

Members of staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Clint Benson, Casey Mordhorst, Marshall Pierce, Andy Woods, and Michael Iwai.

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

AGENDA

This Agenda was posted February 9, 2024. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

Mayor Folden added Sarah Poe, Malheur County Health Department, to the Agenda under Presentations.

BAKEFELT moved, KIRBY seconded, **TO ADOPT THE AGENDA AS AMENDED**. Roll call vote: Mills-yes; Baker-out; Kirby-yes; Hart-out; Bakefelt-yes; Melendrez-out; Folden-yes. Motion carried 4/0/3.

Councilor Baker arrived.

CONSENT AGENDA

KIRBY moved, BAKEFELT seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF APPROVAL OF COUNCIL MEETING MINUTES OF JANUARY 23, 2024**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Bakefelt-yes; Melendrez-out; Folden-yes. Motion carried 5/0/2.

Councilor Mills asked if Ms. Barnett had the opportunity to find out from other Oregon cities what their procedures were for appointing people to serve on city committees.

Ms. Barnett stated she had, and was preparing a spreadsheet for the City Manager to present to Council.

PRESENTATION

Sara Poe, Malheur County Health Department, stated: *Thank you so much for having me. I'm the Director for the Malheur County Health Department. We care very much about the people who are in Ontario and have had a great relationship working with the city over many years. Several years ago, we helped the city adopt an ordinance for smoke free property, and that's what I'm here to talk to you about today. The state has asked us to review any of those policies and also one of our goals in the next couple of years is to take similar policies to both Vale and Nyssa and make some recommendations for how they can also create a smoke free property that helps keep their residents in two ways. One, we want to have some more prevention so that when we go to parks and public spaces owned by the city, that we will not be also exposed to second hand smoke, and also just some modeling of other people smoking. As a mother, and I brought my family here today, recognizing that 14% of 8th graders have already vaped, have already tried vaping, and we want the normal thing to be the healthy thing. We want to really normalize what is happening in Ontario, and being the way to live a healthy*



life. So, having more spaces that are smoke free help us do that. Also, we want to encourage access to treatment and there's the Oregon Quit line, which is free, is available online, but also by text and calling, in English and in Spanish, and it provides free counseling, check-ins, different resources, including free cessation medication, such as the patch and gum, can be mailed to you. So, we want people who want to quit to also have access to that. I gave you a packet of a lot of information. We're not going to go over all of it today. Here's the most up to date annual report from 2022 on tobacco use. I just want to point you to one of the statistics on the second page that 23 of adults in Malheur County are quitting smoking. That's still significantly higher than both the national and the state average. That's almost a quarter of our adults that may have negative health outcomes and possibly die from something that is preventable. So, that's one way that as the city and the health department would try to reduce some of those negative health issues. Also on that left hand packet you have two copies – one says current, and that is what is currently in place for the City of Ontario, and behind it, you'll have my health department suggestions. I always like it when I can take anything official like this and make it simpler, and that's what we've done. So, I want to go through, you do not have to make any decisions today. I'm just proposing some suggestions that you could discuss or meet about with me at a separate time, and then choose to amend or adopt at a later time.

The differences is what I'm going to take you through from the current draft to the proposed draft. On the first page, under 7.7.1, this is just definitions of the smoke free property that is owned by or managed by the City of Ontario. Nothing has changed, from the facility, the park areas, enclosed area, inhalant delivery systems. The place of employment, we have a minor change to take out that employees frequent during the course of employment, just because it's an unnecessary condition like how frequently used something is. So I'm trying to identify these, maybe explanations, that aren't necessary, and make it busier than it needs to be. The next section does change, partly because of the way that we talk about smoking has changed. A lot of people are wanting to know what the difference is between smoking, or vaping, using e-cigarettes, and then the type of products that people are smoking. So, this is the recommended language from the Oregon Health Authority that smoking means inhaling, exhaling, burning, holding, or carrying any lighted, heated, or activated cigars, cigarettes, cigars, cigarillo type, or other lighted or heated products containing, made, or derived from nicotine, tobacco, marijuana, or other plant, rather natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated inhalant delivery system and hookahs. Smoking does not include the use of traditional, sacred tobacco as part of an indigenous practice or lawfully recognized as a religious, spiritual, or cultural ceremony or practice. And, recommended, approval from city administrator must be requested and received prior to the ceremony. This is on public, the city-owned property, that that would be happening only. And that would take out from your old ordinance, it's changing a lot of that definition, but also taking out the one, two, and three. We don't really define vaping anymore, or electronic cigarettes because it's just an inhalant device. Inhalants include different devices that at some times were not even lit. Trying to use this language in a way this is common across the State of Oregon that the Oregon Health Authority would be perfect.

Moving to the back side, for public places and places of employment instead of just public spaces. So, place of employment, this is a bit of a change, but it is not asking the City of Ontario to make a new rule. This is the state rule that the city does need to follow, which is the Indoor Clean Air Act. I also made a copy, behind these two, I pulled out the ORS related to prohibition on aerosolizing, smoking, or vaporizing in a place of employment. That's what this is referring to. So a person cannot smoke, aerosolize, or vaporize an inhalant or carry a lighted smoking instrument within ten feet of the following: parts or places of employment or enclosed areas open to the public. And that the Indoor Clean Air Act. We, at the Health Department, actually receive any of those complaints. So complaints that somebody was smoking near an entrance of a public space or even inside, those complaints come to us, and we have a lot of rules around how quickly we have respond to those. I am really proud of the fact that we have only taken an education approach. Each time we've done that, as far back as I can see any records, we have never suggested a fine. So this is not something that we're trying to punish, especially to any business owners, it's supposed to be around education to help them, perhaps, move like ashtrays away from the entrance of a space, or put up signage so that that doesn't happen.

This change, under 7-7-2 is really just copying out the state law, which you also had done previously. If I wanted to make a suggestion, if the city ever wanted to take a step to be healthier, to take this law an additional step, several other cities have, and even counties across Oregon, it's to extend that rule of ten feet. The

recommendation is from ten feet to twenty-five. That would be up to you. I'm happy to talk with you about the different research around that at another time.

Moving on to City Facilities, this is just where the language has changed for both city parks and facilities to this language of a person may not smoke, aerosolize, or vaporize an inhalant, or carry a lighted smoking instrument. It's just changing that language to be consistent.

Then, in the old ordinance, there was, for a moment, we discussed having a smoke free downtown area, and that was removed. So we took that out. I can show you the language that was proposed at one time, but I'm thinking that this line of the activities described in ORS 433.850(2) are exempt from the provision of this section, I think that was attached, to the old section because it's pulling out what is exempt from the places of employment, so those sentences. I listed those off. That's part of why you have a copy of that ORS, and I just would recommend that that be moved to the public places and places of employment section. So you'll see that I added that line just above city facilities, add then the rest is the same.

So that is our suggested changes, which are really just cleaning it up, to be honest. I'm happy to talk with you about ways that other cities or counties area approaching this. If you have any questions, I'm happy to take them. I'm not an expert in tobacco prevention, but I'm learning. And I'm happy to connect you with a lot of the state partners that we have, as well.

Councilor Kirby asked since this has been implemented for a while now, was there still a problem?

Ms. Poe: So we do continue to receive complaints, and usually it's really a matter of a letter, and sometimes a letter and a phone call and a visit to identify if there were things that were near. There are two different things, one, the complaint system that would be coming for the Indoor Clean Act, that comes to us. If someone was complaining just about someone in the parks, that would actually go to your Ordinance Officer.

Councilor Kirby stated then the city has shortcomings. Was that what was happening?

Ms. Poe: I think that the problem really is that 23% of adults are still smoking in Malheur County, and 14% of our 8th graders are trying a type of smoking.

Councilor Kirby asked if that percentage of people were true citizens of Malheur County, or were they from Idaho?

Ms. Poe: So that is a behavioral survey done, based on people's place of residence, so they do have an address attached to them, when they answered that survey.

Councilor Kirby stated during COVID, the Idahoans were just nasty, but Oregonians pretty much complied. He wondered if this was a carryover from that.

Ms. Poe: I see your point, and I think that, honestly, there isn't probably a big difference between people who are smoking in Idaho and Oregon. We seem to have a higher rate, both in the Treasure Valley in the Idaho side, and then rural and Eastern Oregon, our numbers are actually pretty similar. On your right hand side there are a few signs; these are smoke free Oregon signs that do have to be posted in public places that sell tobacco, so that's one of the things we do for compliance, as well, to make sure that those are posted. This is just a suggestion of a smoke free park sign. If you ever wanted more of these signs that could be in English or Spanish or have the City of Ontario or the Health Department or tertiary information on here, we would be happy to purchase and install those for you, or share them for you. That could be a Health Department expense. There's more quit line information. I'd love to come and talk to you about anything else, anytime.

Mr. Cummings asked Ms. Poe if on the suggestions, she said she hadn't included the smoke free downtown portion, would she please send that to them for review.

Ms. Poe: *I can. It's just a paragraph that was including the section of, what I call old downtown, forgive me if I don't have the language here, in front of Jolts down to Eastside Florist, that whole strip. Because really, if you think of the ten foot rule, outside every single door, it really is most of that street anyway. So, it really wasn't going to be too much, but there was some concerns about fairness, and were we making things more difficult for one business and not another.*

Mr. Cummings stated that corridor, assuming that's what she was speaking about, the ten foot rule almost limited smoking downtown, but he had seen, and maybe that was where she was receiving complaints from, was that there were a few businesses where people went on the sidewalk to smoke, and if they looked at the ten foot rule, those people were standing right on the edge of the curb, catty cornered, so they were meeting the ten foot rule. The twenty-five foot would get rid of that. But, on the twenty-five, was the state even considering changing the ten to the twenty-five?

Ms. Poe: *I haven't heard that at a state level, but many cities, and even counties, have passed that in Oregon. So, we actually have lots of materials available to us when you're ready to transfer from a ten foot to a twenty-five foot rule. That was something that other cities had done. I have not seen that proposed statewide.*

Mr. Cummings stated he recognized that on the East side of Oregon Street, those businesses, such as bars, had a choice to send the people out into the parking lot behind their place, but technically that was city owned property and they were not supposed to smoke there. On the West side, there was no choice except on the corner, so to increase that to twenty-five, the city would be putting a full restriction on all those businesses down there, that none of their patrons could smoke at all. They'd probably lose those patrons from coming to their business. He wanted them all aware that the increase would affect the bars and gamer places, because their clients were the ones still smoking.

Ms. Poe: *But it is the business that is responsible for responding to any complaints and ensuring that people are not smoking within that ten foot rule, and also, they can't just send people over to the business right next to them.*

Mayor Folden asked if there had been a lot of recent complaints.

Ms. Poe: *No, not recent, but to be fair, I'm just getting the Indoor Clean Air Act complaints, so I do not have any data on any ordinance complaints.*

Councilor Kirby asked what happened if ordinance received a call.

Ms. Poe: *There isn't actually anything in your ordinance about enforcement. It's just a penalty. That the penalty for violation is any provision of this chapter is a Class D violation, which, I believe, the minimum is \$55, and maximum is \$250, under ORS 153.012. I can give you some examples of enforcement. They usually would say the city ordinance.*

Mayor Folden thanked Ms. Poe for her presentation.

NEW BUSINESS

Apron Expansion: Independent Fee Estimate

Andy Wood, Airport Manager, presented.

FAA AIP Handbook - Order 5100.20C outlined Programming Control and Reporting Procedures Grant-In-Aid Program procedures. The City Manager signed the FAA AIP and BIL grant application for the Jet Apron Expansion Project for bid and construction. The next process was to have an Independent Airport Engineer estimate the project formulation, design, bidding, and construction services. A previous AIP number had been approved for the design stage from 2023 and was within budget to date with the match funding from FAA 90% and ODAV 9%. Local City Council matching funds are 1% of the complete project.



Century West Engineering from Bend, Oregon, was approached to provide the fee estimate and could turn this around within two weeks of the signed contract. On February 5, 2024, the Airport Committee sent a recommendation to the City Council to approve the Century West Engineers Independent Fee Estimate (IFE) contract for \$4,000.00.

MILLS moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE THE CENTURY WEST INDEPENDENT FEE ESTIMATE CONTRACT AND AUTHORIZE THE MAYOR TO SIGN THE CONTRACT.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Bakefelt-yes; Melendrez-out; Folden-yes. Motion carried 5/0/2.

PUBLIC HEARING

Accept Right of Way for a Portion of NW 16th Avenue

It being the date advertised for a public hearing on the matter stated above, the hearing was declared open. There were no objections to the city's jurisdiction to hear the action. No abstentions, ex-parte contact, or declarations of conflict of interest were stated.

Dan Cummings, City Manager/Community Development Director, presented.

Norm Poole Oil, Inc., through Ralph Poole, and Jack's Landing, LLC, through Bruce Erlebach, as part of the improvement of their property in building a portion of NW 16th Avenue for future development of the properties, needed to dedicate the right of way and public utilities to allow for the construction of the project and inspections thereof. In doing so, they wished to dedicate the Right of Way and Public Utility Easements prior to any partition or subdividing of the lands, so improvements were in place to aid in the development of the property.

To be able to construct the street and public utilities, a right of way was required to be in the city's name so the sewer and water line could be constructed to city standards and provide inspections of the project.

The Hearing was opened for public testimony. Opponents: None. Proponents: None. There being no Proponent and no Opponent testimony, the Hearing was closed.

MILLS moved, KIRBY seconded, **CITY COUNCIL TO APPROVE THE DEDICATION OF THE RIGHT OF WAY FOR A PORTION OF NW 16TH AVENUE AND ADJACENT PUBLIC UTILITY EASEMENTS AS SHOWN IN THE DEEDS OF DEDICATION AS ATTACHMENT 1 AND 2 OF THIS REPORT AND AUTHORIZE THE MAYOR TO SIGN THE DEED OF DEDICATION.** Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Bakefelt-yes; Melendrez-out; Folden-yes. Motion carried 5/0/2.

HAND-OUTS

Department Stats: January, 2024

Police, Fire, Public Works, Code Enforcement

Packet

V&C Bureau Board 02/01/2024

Minutes:

County Court 01/24/2024, 01/31/2024; Airport 01/02/2024

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

- Fire Chief Benson stated he wanted to publicly acknowledge and thank Simplot. Simplot had a small ammonia leak a few weeks ago that the Fire Department responded to, and the department's oxygen meters didn't do much good. He reached out to Simplot to see if there were any grants for ammonia monitors, and when they responded back to him, he was told Simplot had actually purchased for the Fire Department, two hand-held ammonia monitors, as well a testing kit and they were also now



included on Simplot's maintenance schedule since they had to be calibrated and tested twice a year. He just wanted to give Simplot that shout out.

Councilor Bakefelt thanked Simplot as well, as they were a big partner for the National Night Out event, along with their donation to the Fire Department.

- Mr. Cummings stated the city had created a grant committee, and they were reviewing a lot of different grants. As the Council was aware, the city had not renewed their contract with Merchant McIntyre, but kept that money in the budget to help the grant committee in two different ways. One, if the city needed to hire someone to help review or write grants, or two, to have matching money if needed. With the grants currently under review, he met with Michael Braden, who had an extensive background in grant writing, so he planned to write a professional services contract to have Mr. Braden assist the grant committee in their grant writing, on an hourly basis, unless the Council directed him otherwise. The city had issued an RFP/RFQ before, and received zero responses, local or from within Oregon. Mr. Braden had agreed to serve the city in that capacity. He would be either reviewing applications, or sometimes maybe writing a grant proposal. There were a lot of grants available, and this would help the city out.

No objections voiced by Council.

ADJOURN

BAKEFELT moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Baker-yes; Kirby-yes; Hart-out; Bakefelt-yes; Melendrez-out; Folden-yes. Motion carried 5/0/2.

ACCEPTED:

ATTEST

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder



Committee Appointments - 2024

Committee	New Term Expires	Current Member	Applicant-Interested
Airport [4 year term] Full			
Budget [4 year term] Full			
Business Loan Fund [Perpetual] Citizen at Large (Banking)	N/A	Vacant	
Diversity Advisory [3 year term] Citizen at Large Citizen at Large Citizen at Large	12/26 12/24 12/24	Vacant Vacant Vacant	Jackie Koehler
Parks [3 year term] Citizen at Large	12/24	Vacant	
Planning Commission [4 year term] Citizen at Large	12/26	Vacant	
Public Works [3 year term] Citizen at Large Citizen at Large	12/26 12/25	Pat Woodcock Vacant	Pat Woodcock Sam McMillan Jackie Koehler
V&C [3 year term] Full			

Airport: 1st Monday each month, 6:00 p.m. @ City Hall

Audit: As needed @ City Hall

Budget: As needed @ Public Safety Center

Business Loan Fund: As needed @ City Hall

Diversity Advisory: 3rd Wednesday each month, 5:30 p.m., @ City Hall

Parks: 3rd Thursday each month, 6:00 p.m. @ City Hall

Planning: 2nd Monday each month, 6:00 p.m. @ City Hall

Public Works: 3rd Tuesday each month, 3:00 p.m. @ City Hall

V&C: 1st Thursday each month, 7:00 a.m. @ Chamber Office

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Koehler Jackie S
Last First, Middle Initial

HOME ADDRESS: 1099 NW 2nd Avenue Ontario 97914
Street City Zip Code

TELEPHONE: 208-891-1764 jackieinboise@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Budget Board 2. Public Works Commission 3. Diversity Advisory Committee

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Polly Bemis Ranch</u>	<u>21 years</u>	<u>Budget Director / Management Liaison</u>
<u>Girls On the Run</u>	<u>3 years</u>	<u>Volunteer Coach</u>
<u></u>	<u></u>	<u></u>

Employment:

<u>Atkins Electric</u>	<u>Project Manager / Journeyman Electrician</u>	<u>July 2007-present</u>
Current Employer:	Position:	Dates of Employment:

Education:

HSD, 4-year electrical apprenticeship, 20+ years experience bookkeeping and managing accounts

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

As an Ontario Resident, I would like to assist with Local Government

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

Jackie S Koehler
Signature:

December 11, 2023
Date:

Submit

Reset

Please Type or Print
With Blue Ballpoint

Please Type or Print
with Blue Ballpoint

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

Mail, email or personally deliver to: City of Ontario -- City Recorder
444 SW 4th St., Ontario, OR 97914
(541) 889-3232 tori.barnett@ontariooregon.org

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

NAME: McMillen Sam F
Last First Middle Initial
HOME ADDRESS: 2312 Sunset Dr Ontario 97914
Street City Zip Code
TELEPHONE: 208-739-8194 smcmillen16@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Public Works 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

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

Employment:

<u>M2 Construction</u>	<u>Owner / operator</u>	<u>2015 - Present</u>
Current Employer:	Position:	Dates of Employment:

Education:

Some College

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

~~My experience in public works projects~~ My experience in public works projects
may be useful in making decisions of city of Ontario projects

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

[Signature]
Signature:

January 12, 2020 2/23/24
Date:

RESET FORM



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **MALHEUR MAKER FAIRE/ART CHALLENGE (FRONTIER STEM)**

DATE: February 14, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE REALLOCATION OF THE \$5,000.00 BUDGETED FOR MALHEUR COUNTY POVERTY TO PROSPERITY TO THE MALHEUR MAKER FAIRE.

SUMMARY:

Nickie Shira, the Malheur Education Service District # 14 Director of the Frontier STEM Hub, approached the city about the possibility of monetary support of an upcoming Maker Faire. Malheur County Poverty to Prosperity has agreed to reallocate the funds budgeted for their organization and allow the funds to be used for the Maker Faire.

BACKGROUND:

The City Budget Committee and the City Council budgeted \$5,000.00 for Malheur County Poverty to Prosperity during the 2023-2024 budget process.

Nickie Shira, the Director of the Frontier STEM Hub at Malheur Education Service District #14, approached the city for monetary support of an upcoming Maker Faire. Malheur County Poverty to Prosperity has agreed to reallocate the funds budgeted to them and allow the funds to be used for the Maker Faire.

The Malheur County Poverty to Prosperity Board met in October 2023 and approved the reallocation of the allocated \$5,000 from the City of Ontario to the Maker Faire.

Maker Faire is a gathering of fascinating, curious people who enjoy learning and who love sharing what they can do. From engineers to artists to scientists to crafters, Maker Faire is a venue for these "makers" to show hobbies, experiments, and projects. A Maker Faire is an incredible "show and tell" where students, makers, creators, hobbyists, artists, and industry partners can display and present their innovations and creations, demonstrate techniques, and possibly compete in challenges.

The Malheur Maker Faire is planned for April 13, 2024 at the Four Rivers Cultural Center(see attached flyer).

CURRENT SITUATION:

Reallocation of the funds requires action by the City Council.

ANALYSIS:

- A. **STRATEGIC PLAN** This action is part of the Education portion of the City Council Strategic Plan.
- B. **FINANCIAL** There is no additional financial cost to the city with the reallocation of the funds and a resolution is not required, as it is in the same funding category.
- C. **TIMING** The Malheur Maker Faire is planned for April 13, 2024.
- D. **POLICY/LEGAL** It takes Council action to reallocate budgeted funds.

ALTERNATIVES:

- 1. The Council could not approve the action leaving the current funding in place.
- 2. The Council could direct staff to find a different funding source for Maker Faire.
- 3. The Council could deny both and not provide any funding.

RECOMMENDATION:

Staff recommends the reallocation of the funds.

ATTACHMENTS:

- 1. Maker Fair Flyer (5)

Maker Faire® Malheur

CALL FOR MAKERS

Showcase your innovations, projects, and creativity! We're looking for inventors, startups, artists, students, hobbyists, science clubs, and creatives of all kinds for the first Malheur Maker Faire.

**SATURDAY
APRIL 13, 2024**
10:00 AM - 4:00 PM MST
Four Rivers Cultural Center
Ontario, Oregon

**FREE
EVENT**

Greatest
Show & Tell
on Earth!

What is a Maker Faire?

Maker Faire is a gathering of fascinating, curious people who enjoy learning and who love sharing what they can do. From engineers to artists to scientists to crafters, Maker Faire is a venue for these "makers" to show hobbies, experiments, projects.

We call it the Greatest Show (& Tell) on Earth - a family-friendly showcase of invention, creativity, and resourcefulness.

Plan to join us for the Malheur Maker Faire!

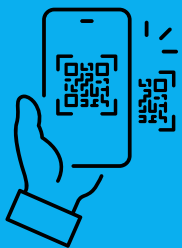
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Oregon State University
Extension Service
Malheur County



ONTARIO
THE GATEWAY TO ADVENTURE



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Andy Wood, Airport Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: 2024 NATIONAL STOL SERIES

DATE: February 16, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE RECOMMENDATION FOR THE ONTARIO MUNICIPAL AIRPORT TO HOST THE NATIONAL STOL SERIES ON SEPTEMBER 5-7, 2024.

SUMMARY:

The Airport Committee, during a regularly scheduled meeting, discussed the National STOL request to add Ontario Airport as a venue for the 2024 Season. National STOL Series competitions are currently scheduled for 10 locations nationally.

BACKGROUND:

In just 4 years, National STOL has become the leading Aviation Competition Series in the nation. The 2023 Series attracted more than 140 teams and 12,000 attendees in person, with more than 539,800 individuals tuning in online to the live broadcast. Social media reached 245.1 thousand following and 57.9 million impressions in the 2023 season ending December 27, 2023. National STOL had 8 events nationwide in 2023 with a survey showing attendees from 29 states with 77% traveling more than 100 miles. The average for accommodation was 200 nights filled locally. National STOL produces their own broadcast, which enables relevant commercials and underwritings from sponsors to deliver their benefit message directly to the audience. Annual sponsors include mentions on National STOL's social media channels, a listing on the sponsor page of the website, and inclusion in press release/mailings regarding 2024 series.

CURRENT SITUATION:

In early October 2023, National STOL Series member Tom Flanary contacted the Ontario Municipal Airport to inquire about the Airport's resources and space available to host an event in Oregon. This will be the only western state event to date. Currently, the nearest venue is the Rocky Mountain STOL in Wyoming.

ANALYSIS:

- A. **STRATEGIC PLAN** The National STOL Series is looking for 12 events per year to complete the series. The 2024 package presents Ontario with an opportunity to increase local exposure, the local economy, and an increase in adventure tourism at our gateway.
- B. **FINANCIAL** The financial benefits are broad from meals, accommodations, and local fundraising. The National STOL event announcer will recognize the Airport's 2024 event sponsors during the live PA and on broadcast/recordings online. The sponsors will have their logos and advertisement verbiage displayed on the organizer's website. The event requires a typical sponsorship requirement from the Airport to raise \$25,000 to \$30,000. The Ontario Visitors and Conventions Bureau Board agreed to sponsor \$15,000.00 towards the event. Additional sponsorship packages have been sent out to meet the target as required for funding.
- C. **TIMING** The National STOL Series Event Agreement is required to be signed and returned before March 1, 2024.
- D. **POLICY/LEGAL** The first year's expectation is to see 500 - 1,000 spectators depending on local advertising and event interest. The organizer secured a certificate of insurance and liability coverage naming the Ontario Airport and the City of Ontario. Policy coverage details are explained in the agreement. The organizers will provide Airboss personnel to handle the event's air traffic. The Airport is responsible for the special event permits, physical preparations, site plan, and stating the emergency services available. Further airport responsibilities are explained in the agreement.

ALTERNATIVES:

Object to the event and not proceed with signing the agreement.

RECOMMENDATION:

Staff recommends the City Council approve the signing of the National STOL Series Aviation Event Agreement and sign all documentation for the 2024 Oregon Trail STOL Event.

ATTACHMENTS:

1. 2024 Oregon STOL Event Agreement

NATIONAL STOL/Ontario Airport Event Agreement

This **AVIATION EVENT AGREEMENT** is entered into as of the 24th Day of January, 2024, by and between **National STOL, LLC**, a Florida limited liability company operating as National STOL (hereafter known as “**The Organizer**”), whose business address is 451 S. Airport Road, Lake Wales, FL 33859, and **Andy Wood**, operating as **Ontario Municipal Airport** (hereafter known as “**The Airport**”), an Oregon Municipal Corporation whose business address is **444 SW 4th St, Ontario, OR 97914**.

This **AVIATION EVENT AGREEMENT** for **Oregon Trail STOL**, to be held on **September 5-7, 2024**, at **Ontario Municipal Airport** in **Ontario, OR**, will terminate on the 31st Day of December, 2024, and may be extended or modified by mutual agreement by both parties in writing.

The Organizer agrees to assume all authority, operational and financial responsibility of the Oregon aviation event; releasing The Airport of all risks or rewards associated with the operations of the STOL Event, except as outlined below.

The Organizer’s Operations of the event include, but are not limited to:

- Setting up the competition area, including marking the grass strip (hereafter known as “**The Runway**”), with a start/finish line and distance hashmarks. If the airport does not want the runway painted, the Organizer will provide another means of marking the runway that is visible to aircraft at the cost of the Organizer.
- Securing a Certificate of Insurance for liability coverage naming Ontario Municipal Airport and the City of Ontario, OR, as additional insured on the policy with the following coverages:
 - Bodily Injury and Property Damage: \$3,000,000
 - Owned and Hired Auto (on airport premises): \$3,000,000
 - Personal/Advertising Injury: \$3,000,000
 - Products-Completed Operations: \$1,000,000
 - Medical Payments: \$2,500/\$10,000
 - Volunteer Accident Policy: \$25,000

The Organizer will agree to amend this agreement pending any reasonable changes of requirements to the above coverage list by request of one of the certificate holders. Any requests should be made in writing at least 30 days in advance of the event.

- Providing Airboss personnel to handle the event air traffic, including their roles on Unicom and as Airbosses during the event.
- Creating an event landing page on nationalstol.com with information and marketing materials regarding the event for general attendees and competitors.

- Online processing of pilot registrations, camping reservations, event tickets, parking, and associated fees.
- Providing National STOL staff on site to coordinate the event
- Providing access to necessary applications to check in registered participants and to process credit card payments on site
- Providing event-specific waivers and hold harmless agreements for competitors
- Providing use of National STOL Scoring Spreadsheets, including calculation for Most Consistent, Pilot Performance Index (PPI), and overall winning pilots. Scores will be used for the 2024 National STOL Season Standings, will be included in Championship Points, and will be listed on The Organizer's website and social media related to the 2024 season
- Producing & directing a broadcast/recording of the event.
- Providing an announcer(s) for the PA and live broadcast during the event
- Transporting and providing necessary equipment for operations to and from the event, including but not limited to a production trailer, radios, safety vests, marking paint, cameras, PA system, airboss equipment, etc

The Airport is responsible for:

- Obtaining any and all necessary approvals or permits from the Airport, City, County, and State for the event
- Assisting with securing volunteers for the weekend of the event (a minimum of 25 is recommended). Volunteers may register through The Organizer's website to ensure tracking.
- Physical preparation of the event area, including maintenance of the runway, mowing of any camping and spectator areas, and any leveling or rolling of the ground that may be necessary.
- Working with The Organizer to develop a site plan that:
 - Identifies parking and if needed, obtain parking lot shuttles to move spectators efficiently from the event from the parking lot. The parking lot and shuttles should be able to accommodate at least 500 cars and 1000 people throughout the event
 - Identifies RV and Tent camping areas for spectators and competitors
 - Identifies parking for competitor and transient aircraft
 - Ensures that the site plan limits points of entry and funnels spectators to a ticket collection point the day of the event
- Providing adequate crowd control fencing along the safety area of the competition zone to keep spectators clear of the runway and pits.
- Obtaining a minimum of ten (10) portable toilets and two (2) handwashing stations for competitor, camper, and spectator use. Portable toilets should be onsite at minimum from Thursday 12pm until Sunday 12pm.
- Obtaining sufficient trash receptacles for competitor, camper, and spectator use, and ensuring pick up of such trash at the conclusion of the event
- Working with The Organizer to ensure sufficient food and beverage offerings are available onsite for competitors, campers, and spectators throughout the event

- Accepting and safely storing any items The Organizer may need to ship in advance of their arrival. Packages should be sent to: 3165 Airport Way, Ontario, Oregon 97914
- Informing local emergency response agencies of the event and having EMS/emergency services on site during the event
- Facilitating contact with local shareholders in a timely manner

The Organizer retains the event naming rights and imagery associated with the event, all branding will be done in cooperation with The Airport.

The Airport grants The Organizer permission to use the Airport name, logo and images for securing sponsorships, marketing & promotional purposes. If the Airport produces any STOL Event marketing material, that material will be co-branded to include appropriate NATIONAL STOL logos and trademarks and will be submitted to NATIONAL STOL for approval (including design and content) prior to being produced, printed or distributed.

The Organizer agrees to design merchandise that will promote the event and the series. No other merchandise may be sold without advance written approval of The Organizer.

The Airport will remain in a support role as liaison and consultant to The Organizer, for the purposes of marketing and securing community support including, but not limited to the local airport commission, Tourism Board, local media & Communications and securing local community sponsorships; monetary and in-kind.

In lieu of a required payment, The Airport agrees to assist The Organizer with local efforts to raise funds to support the Event. This includes, at minimum, compiling a list of names and contact information for local shareholders and following up with emails or phone calls upon request of The Organizer. All funds raised must be transmitted to National STOL via check, cash, or ACH/wire transfer. The Organizer agrees to provide a list of common event deliverables and recommended pricing to assist in fundraising efforts.

The Organizer and Airport recognize that the event's success is paramount and is determined by a positive experience by the community. As such, if the Airport does not complete any of their requirements, then the Organizer will be compensated by The Airport for any costs incurred by the Organizer in coordinating and planning these changes.

The Organizer reserves the right to produce, record and distribute social media, photos, and broadcast content from this event to further promote the series, regardless of Live Broadcast or recording status. The Airport may produce video & photo content, but all video content must include the National STOL Series in the title or description and is to be published first to the NATIONAL STOL social media platforms, and then may be republished from these accounts.

The Organizer reserves the right to curtail, cancel or reschedule the event due to circumstances, including weather, safety, or unforeseen circumstances. If the event needs to be rescheduled, it will be done in agreement with the Airport.

If, on account of causes not due to the fault or negligence of either party, such as, but not limited to, national emergency, disaster, or an act of God, the event is abandoned, canceled, or prevented, neither party hereto shall be liable to the other for any expense incurred in connection with the event.

The Organizer and The Airport are in agreement, the terms are to be duly executed as of the Effective Date.

National STOL, LLC

Name: Thomas Flanary

Title: Member

Ontario Municipal Airport

Name: Andy Wood

Title:

Addendum A: Sponsorships

The Organizer will be allowed to recognize their 2024 Annual Sponsors by displaying any agreed upon flags/banners/sample items in the competition area. If any Annual Sponsors attend the Event, they will receive complimentary admission, camping, and/or exhibitor space per the requirements of their contract with The Organizer.

The Organizer agrees that the Event Announcer will recognize the Airport's 2024 Event Sponsors during the event on the live PA and on the broadcast/recording online. In addition, these event sponsors will have their logos displayed on the Organizer's website throughout the 2024 season. A list of these event sponsors, as well as recognition requirements/specific verbiage if needed, will be provided in writing at least one week in advance of the Event. The Airport retains the right to offer Event sponsors access to a VIP area and to display/sell merchandise to support their fundraising efforts. Any merchandise that makes use of the National STOL name or logo is subject to a licensing fee and must be approved prior to production or distribution.



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **BID AWARD: SE 5TH AVENUE PEDESTRIAN IMPROVEMENT PROJECT**

DATE: February 20, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE BID AWARD TO THE LOWEST RESPONSIVE BIDDER, IRVCO ASPHALT & GRAVEL INC., FOR \$858,391.00 AND \$85,000.00 FOR CONSTRUCTION CONTINGENCY, AND AUTHORIZE THE CITY MANAGER TO SIGN ALL DOCUMENTS.

SUMMARY:

The City of Ontario was previously awarded an ODOT grant in the total amount of \$1.8M for the SE 5th Avenue pedestrian improvement project, from the railroad crossing to East Lane. The project was bid earlier this month, with a total of three bidders. Bids ranged from \$858k to \$2.66M. The lowest bidder was Irvco Asphalt & Gravel, a local contractor with a good reputation in the valley. Their bid was \$858,391.00.

BACKGROUND:

The City of Ontario was previously awarded an ODOT grant in the total amount of \$1.8M for the SE 5th Avenue pedestrian improvement project, from the railroad crossing to East Lane. The project was bid earlier this month, with a total of three bidders. Bids ranged from \$858k to \$2.66M. The lowest bidder was Irvco Asphalt & Gravel, a local contractor with a good reputation in the valley. Their bid was \$858,391.00.

CURRENT SITUATION:

The City has received three bids in response to a bid invitation for the above referenced project. The City is to decide award of project to the lowest bidder.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the Strategic Plan goals of Beautification and Desirability.
- B. **FINANCIAL** The work will be funded by ODOT Grant proceeds and the amount is within the project approved budget of \$1.8M for FY 23-24. With this low bid amount, design

costs prior to bidding and construction management, the City will have approximately \$487,204 left in grant funding.

- C. **TIMING** The ODOT Grant does not have time constraints for completing the project, but moving the project forward is important to serving the community. Notice of award to Contractor is due within 60 days of bid receipt.
- D. **POLICY/LEGAL** The City Council is the approving authority for this action.

ALTERNATIVES:

If the Council elects to reject the contract award, the project will be stopped and will need to be re-bid at a later date.

RECOMMENDATION:

Staff recommends approval of the Bid Award to Irvco Asphalt & Gravel, Inc. for the amount of \$858,391.00 and request \$85,000.00 for construction contingency

ATTACHMENTS:

1. 217032-005, Ontario SE 5th Ave Bid Tabulation
2. Ontario SE 5th Ave, Ltr of Recommendation to Award
3. Ontario SE 5th Ave, Notice of Award_Irvco



City of Ontario

2/6/2024

SE 5TH AVE PEDESTRIAN FACILITIES BID TABULATION

Bidder:			Irvco	Cascade Civil Corp	HP Civil Inc.
Item No.	Item Description	Unit	Amount	Amount	Amount
1	Lump Sum Base Bid Price (for work identified in Sheets C-010 & C-011 in the drawing package)	LS	\$ 387,250.00	\$ 660,150.00	\$ 1,272,000.00
2	Lump Sum Alternate 1 Bid Price (for work identified in Sheets C-010 & C-011 in the drawing package)	LS	\$ 336,741.00	\$ 617,832.00	\$ 915,000.00
3	Lump Sum Alternate 2 Bid Price (for work identified in Sheets C-0 IO & C-011 in the drawing package)	LS	\$ 79,500.00	\$ 85,800.00	\$ 332,000.00
4	Lump Sum Alternate 3 Bid Price (for work identified in Sheets C-0 IO & C-011 in the drawing package)	LS	\$ 54,900.00	\$ 63,723.00	\$ 145,000.00
TOTAL:			\$ 858,391.00	\$ 1,427,505.00	\$ 2,664,000.00

Bid Totals ("All Bid Schedules")	
Irvco	\$ 858,391.00
Cascade Civil Corp	\$ 1,427,505.00
HP Civil Inc.	\$ 2,664,000.00



100 East Bower Street, Suite 110
Meridian, ID 83642

(208) 288-1992

February 7, 2024

City of Ontario
Dan Cummings
444 SW 4th St
Ontario, OR 97914

**Re: City of Ontario - SE 5th Avenue Pedestrian Facilities project
Recommendation of Notice to Award**

Dear Mr. Dan Cummings,

On February 6, 2024, the City of Ontario (City) received three bids for the construction of the City of Ontario SE 5th Avenue Pedestrian Facilities project. Keller Associates recommends that the City issue a Notice of Award to the low bidder, who is Irvco Asphalt & Gravel Inc., in the amount of \$858,391.00. This bid price includes completion of the base bid and ALL bid alternates. We are pleased to note that this bid is nearly \$800,000 below the remaining grant funding. Their bid package is complete and responsive. Irvco is a local contractor that has a good reputation in the valley. Please contact me at 208-288-1992 with any questions.

Sincerely,

KELLER ASSOCIATES, INC.

Justin Walker, PE
Project Manager

Enclosures

NOTICE OF AWARD

Date of Issuance:

Owner: City of Ontario

Owner's Contract No.:

Engineer: Keller Associates, Inc.

Engineer's Project No.: 217032-005

Project: SE 5th Avenue Pedestrian Facilities

Contract Name:

Bidder: Irvco Asphalt & Gravel, Inc.

Bidder's Address: P.O. Box 931 Fruitland, ID 83619

TO BIDDER:

You are notified that Owner has accepted your Bid dated February 6, 2024, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

[describe Work, alternates, or sections of Work awarded]

The Contract Price of the awarded Contract is: \$ 858,391.00 (includes lump sum Base Bid plus all Bid Alternative bid schedules (1-3))

☐ [X] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [2] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Ontario

Authorized Signature

By:

Title:

Copy: Engineer



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **TASK ORDER: SERVICES WITH KELLER DURING CONSTRUCTION FOR SE 5TH AVENUE PROJECT**

DATE: February 20, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE SERVICES DURING CONSTRUCTION (SDC) TASK ORDER AMENDMENT NUMBER 3 IN THE AMOUNT OF \$97,100 FOR KELLER ASSOCIATES, FOR THE PEDESTRIAN IMPROVEMENTS ON SE 5TH AVENUE AND AUTHORIZE THE CITY MANAGER TO SIGN.

SUMMARY:

The City is the recipient of an ODOT Grant in the amount of \$1.8 million for pedestrian improvements along SE 5th Avenue from the railroad crossing to East Lane. Keller Associates performed engineering design and bidding services for the project. Three bids were received earlier this month, with notice of award to the low bidder being a previous Council Agenda item. This Task Order is for Keller Associates to provide SDC for this project for the full duration.

BACKGROUND:

The City is the recipient of an ODOT Grant in the amount of \$1.8 million for pedestrian improvements along SE 5th Avenue from the railroad crossing to East Lane. Keller Associates performed engineering design and bidding services for the project. Three bids were received earlier this month, with notice of award to the low bidder being a previous Council Agenda item. This Task Order is for Keller Associates to provide SDC for this project for the full duration.

CURRENT SITUATION:

The City is the recipient of an ODOT Grant in the amount of \$1.8 million for pedestrian improvements along SE 5th Avenue from the railroad crossing to East Lane. Keller Associates performed engineering design and bidding services for the project. Three bids were received earlier this month, and the Notice of Award/Signed Agreement and subsequent construction is pending City authorization.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the Strategic Plan goals of Beautification and Desirability.
- B. **FINANCIAL** The work will be funded by ODOT Grant proceeds and the amount is within the project approved budget of \$1.8M. The current Contract amount is \$272,305, and this Amendment Task Order is for \$97,100.
- C. **TIMING** With bids received earlier this month, time is of the essence to begin construction after Notice of Award and Agreement is signed and sent to Contractor.
- D. **POLICY/LEGAL** The City Council is the approving authority for this action.

ALTERNATIVES:

If the City elects not to move forward with the award of the Task Order, the construction administration and inspection will fall on City staff who do not have the resources, nor availability to perform.

RECOMMENDATION:

Staff recommends approval of the Task Order Amendment for Keller Associates in the amount of \$97,100.

ATTACHMENTS:

- 1. KA, Ontario_Amendment 3_SE 5th_CEI

AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 3

Background Data:

Effective Date of Owner-Consultant Agreement:	June 15, 2022
Effective Date of this Amendment:	2/7/2024
Owner:	City of Ontario, Oregon
Consultant:	Keller Associates, Inc.
Project:	SE 5 th Avenue Pedestrian Facilities KA #217032-005

Nature of Amendment:

The original contract and Amendments No. 1 and 2 established the scope of work, schedule, and compensation for the design and bidding phases of the project. This amendment defines the scope of work, compensation, and schedule for the construction administration and observation services and project closeout. It is assumed that construction engineering services will be provided by Consultant for the work outlined in the base bid and all alternate bid schedules outlined in the approved plans and specifications.

Description of Modifications:

Task 1: Project Management is modified with the following: *The project management budget assumes an additional 5 months for construction services and project closeout.*

The Task 6 is supplemented with the following:

Task 6 – Construction Administration

Consultant Responsibilities:

- 6.1 Contract Documents. Incorporate addenda and prepare construction documents for distribution to City and Contractor. This is anticipated to include updating the construction drawings and attaching the addenda to the front of the contract documents.
- 6.2 Pre-construction Meeting. Conduct preconstruction meeting for successful Contractor. Prepare meeting agendas and minutes.
- 6.3 Submittals. Review contractors' submittals to check that proposed materials generally conform to the plans and specifications.
- 6.4 Requests for Information. Respond to requests for information and provide plan and specification clarification.
- 6.5 Pay Applications. Review and prepare recommendation for payment of pay applications from the Contractor.
- 6.6 Change Orders, Work Change Directives, Field Orders. Support in review of change orders, work change directives, and field orders.
- 6.7 Construction Meetings. Conduct construction meetings with representatives from the Contractor and Owner including preparation of an agenda and meeting minutes. For budgeting purposes, 10 construction meetings are assumed with attendance by up to two Consultant representatives.

Owner Responsibilities:

- Provide public outreach services using information from the construction progress report prepared by the Consultant
- Timely responses to pay applications and change order proposals

Assumptions:

- Work will be performed by a single General Contractor.
- Up to 30 submittal reviews, 15 resubmittal reviews, 3 change orders, 25 requests for information, and 10 work change directives/field orders were assumed for the project budget.
- Contractor will furnish traffic control and erosion and sediment control plans.
- Material testing services such as soil compaction, concrete, and asphalt, will be provided by the Contractor. Contractor shall also be responsible for specialty inspection services as outlined in the contract documents.
- Consultant will not supervise, direct, or have control over the Contractor's work. Contractor will have sole responsibility for the means, methods, jobsite safety and for performing work in accordance with the contract documents.

Deliverables:

- Construction meeting agendas.
- Submittal reviews.
- Responses to RFIs, change orders, and pay applications.

Task 8 is added with the following:**Task 8 – Construction Observation Services***Consultant Responsibilities:*

- 8.1 Construction Observation. Consultant will provide a Resident Project Representative to observe onsite construction activities. The Resident Project Representative will have the responsibilities, authority, and limitations as stated in the Construction Documents, Supplementary Conditions, SC-10-03.B. Such visits and observation are not intended to be an exhaustive or continuous check or a detailed inspection of the Contractor's work but rather are to allow the Consultant to become familiar with the work in progress and to assess, in general, if the work is proceeding in accordance with the contract documents. Based on these observations, the Consultant shall keep the Owner informed about the progress of the work and shall endeavor to guard the Owner against known defects and deficiencies observed in the work. Construction observation services are intended to be supplemental to the similar observations that will be completed by the Owner on a day-to-day basis. In completing these services, it is recognized that the Contractor is solely responsible for furnishing and performing the work in accordance with the contract documents. The level of involvement during construction can be adjusted as requested by the Owner and will be managed by Consultant to remain within the budgeted amount. Owner will be notified if budgeted amount is being exhausted more quickly than expected.

Owner Responsibilities:

- Provide day-to-day construction observation. Alert Consultant of any concerns observed.

Assumptions:

- On average, 6-hours of construction observation by a single Consultant representative per week for 21 weeks has been assumed for budgeting purposes.

Deliverables:

- Construction observation logs.

Task 9 is added with the following:

Task 9 – Project Closeout

Consultant Responsibilities:

- 9.1 Project Closeout Package. Walk the project site at the conclusion of the project and develop a punch list. Issue Certificate of Substantial Completion when Contractor qualifies. Prepare final project closeout checklist. Gather closeout documents from Contractor.
- 9.2 Record Drawings. Upon completion of the Work, the Consultant shall compile for and deliver to the City a reproducible set of Record Documents, created by the Contractor. Record Drawings will include marked-up construction drawings, addenda, change orders and other data that show significant changes made during construction and will include the contractor's hand drawn redlines scanned into a final PDF document (should the City desire the electronic CAD files be updated, these can be provided as an additional service). Because these record documents are based on unverified information provided by other parties, the Consultant does not warrant the accuracy of the Record Drawings.

Deliverables:

- Punchlist and project closeout documentation
- Record drawings

Compensation Summary: Update the compensation schedule per the following table:

Task	Billing Basis	Original Agreement + Prior Amendments	This Amendment	Total
Task 1: Project Management	LS	\$17,170	\$5,300	\$22,470
Task 2: Existing Conditions	LS	\$16,575	--	\$16,575
Task 3: Concept Report and Project Phasing	LS	\$29,060	--	\$29,060
Task 4: Final Design	LS	\$180,500	--	\$180,500
Task 5: Bidding	LS	\$13,200	--	\$13,200
Task 6: Construction Administration	LS	TBD	\$60,400	\$60,400
Task 7: Permitting	T&M	\$15,800	--	\$15,800
Task 8: Construction Observation Services	T&M	--	\$23,900	\$23,900
Task 9: Project Closeout	LS	--	\$7,500	\$7,500
Total		\$272,305	\$97,100	\$369,405

All provisions of the Agreement not modified by this or previous amendments remain in effect. In witness thereof, the parties hereto have executed or caused to be executed by their duly authorized officials this Amendment to the Agreement on the respective dates indicated below.

OWNER: ONTARIO, OREGON

CONSULTANT: KELLER ASSOCIATES, INC.

Signature: _____

Name: _____

Title:

Address: 444 SW 4th Street, Ontario,
Oregon 97914

Telephone: 541-881-3201

Date: _____

Signature: Nathan C. [Signature]

Name: Nathan Cleaver

Title: Principal

Address: 100 East Bower Street, Suite 110
Meridian, ID 83642

Telephone: (208) 288-1992

Date: 2/7/2024



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: SECURITY CAMERA REPAIR FOR CITY PARKS

DATE: February 22, 2024

PROPOSED MOTION:

1). I MOVE THE CITY COUNCIL TO AUTHORIZE THE CITY MANAGER TO ORDER THE REPLACEMENT OF THE ANTENNA SYSTEM THAT PROVIDES FOR THE LINKS FOR THE SECURITY CAMERAS AT THE CITY PARKS IN THE AMOUNT OF \$13,458.82, UTILIZING THE BIKE PATH RESERVE FUND (PARKS & RECREATION TOT FUNDING).

OR

2). I MOVE THE CITY TO AUTHORIZE THE CITY MANAGER TO ORDER THE TROUBLESHOOTING AND REPAIR THE EXISTING SYSTEM FOR THE AMOUNT OF \$6,800.00 UTILIZING THE FUNDS IN BIKE PATH RESERVE FUND (PARKS & RECREATION TOT FUNDING).

SUMMARY:

The existing relay system antenna that relays the signals for the city parks cameras has been repaired several times in the past and has always just been a band-aid fix. It needs to be replaced.

BACKGROUND:

The cameras at all the parks have been down again for over 148 days while we have been waiting to get these quotes for repair.

In the past, the existing system has been repaired several times and has always been considered a band-aid fix due to budget concerns in hopes that it would hold up.

CURRENT SITUATION:

The City received quotes for repairing the cameras (which didn't work in the past) of \$6,800 and a quote of \$13,458.82 to replace the system with a more advanced system.

Staff believes the best utilization of funds would be to spend the additional \$6,658.82 to fix the system.

ANALYSIS:

- A. **STRATEGIC PLAN** Part of the lifestyle of Ontario strategy.
- B. **FINANCIAL** The city has a budget of \$119,341 remaining for Moore Park, partly due to the unexpected grant from the V&C of \$25,000. This would still give the city \$105,882 to finish Moore Park.
- C. **TIMING** Time is of the essence to be able to monitor the cameras for safety reasons.
- D. **POLICY/LEGAL** The City Council is required to approve any project that wasn't budgeted.

ALTERNATIVES:

The City Council could choose not to do either the repair or replacement and not have security cameras in the parks.

RECOMMENDATION:

Staff recommends that the City Council approve the replacement cost of \$13,458.82.

ATTACHMENTS:

- 1. QO50788 Ontario PD Backhaul System Refresh
- 2. QO50789 Ontario PD Antenna Troubleshooting



Day Wireless Systems
1668 E Franklin Road Suite #130
Meridian ID 83642-4884
United States

Quotation# QO50788

Date 02/09/2024
Terms NET 30-GOV
Expires 05/09/2024
Representative Andrew Harrison
Direct Phone (208) 626-1723
E-Mail AHarrison@daywireless.com
Shop Phone (208) 323-1976
Customer Contact Lt. Jason Cooper
Contact Phone (541) 889-7684
Project Name Backhaul System Refresh

Bill To

Lt. Jason Cooper
Ontario Police Dept
Attn: Accts Payable
444 Sw 4Th Street
Ontario OR 97914
United States

Ship To

Ontario Police Dept
Attn: Accts Payable
444 Sw 4Th Street
Ontario OR 97914
United States

Quantity	Description	Rate	Amount
4	RFE-TPA-PAF Prism 5 AC Air Fiber 5X & LTU	75.00	300.00
4	RFE-UD-TP-21 RF Elements Ultra Dish	237.00	948.00
6	5GHz NanoStation 5AC Loco US	90.47	542.82
2	CAT6A Outdoor Cable 100m	294.00	588.00
64	Labor to replace and refresh antenna system for: Beck Park, Laxon Park, Eastside Park, and link from Water Tower to Courthouse. Removal of existing equipment at all 5 locations.	170.00	10,880.00
1	Miscellaneous parts & Materials	200.00	200.00
		Total	\$13,458.82

LEGAL NAME OF PURCHASER

P.O. NUMBER

AUTHORIZED SIGNATURE

DATE

By approving this quotation, the customer is agreeing to purchase the items listed in the quote. The customer will be invoiced for the items as they arrive at a DWS facility and is expected to pay according to the terms of the quote or Net30. If the customer cancels any part of the order, the equipment must be picked up from the DWS facility. Normally stocked items may be returned for a 20% restocking fee, but non-stock items are not eligible for return and must be picked up and paid for in full at the DWS facility. Shipping and handling charges, as well as any applicable sales tax, may be included on the invoices. The terms of the order are subject to credit review. This quote is subject to review by management for completeness and accuracy, and prices are firm for 30 days unless otherwise stated. If paying by card the processing fee will be charged up to 3.5% of the transaction.

Customers should reference the quotation number on any correspondence or purchase orders.

There may be a \$25 charge for insufficient funds and a 1.5% late fee may apply.



Day Wireless Systems
1668 E Franklin Road Suite #130
Meridian ID 83642-4884
United States

Quotation# Q050789

Date 04/09/2024
Terms NET 30-GOV
Expires 03/10/2024
Representative Andrew Harrison
Direct Phone (208) 626-1723
E-Mail AHarrison@daywireless.com
Shop Phone (208) 323-1976
Customer Contact Lt. Jason Cooper
Contact Phone (541) 889-7684
Project Name Ontario Antenna System Tro...

Bill To

Lt. Jason Cooper
Ontario Police Dept
Attn: Accts Payable
444 Sw 4Th Street
Ontario OR 97914
United States

Ship To

Ontario Police Dept
Attn: Accts Payable
444 Sw 4Th Street
Ontario OR 97914
United States

Quantity	Description	Rate	Amount
40	Labor to troubleshoot and repair existing backhaul system. (Parts and Materials separate)	170.00	6,800.00
		Total	\$6,800.00

LEGAL NAME OF PURCHASER

P.O. NUMBER

AUTHORIZED SIGNATURE

DATE

By approving this quotation, the customer is agreeing to purchase the items listed in the quote. The customer will be invoiced for the items as they arrive at a DWS facility and is expected to pay according to the terms of the quote or Net30. If the customer cancels any part of the order, the equipment must be picked up from the DWS facility. Normally stocked items may be returned for a 20% restocking fee, but non-stock items are not eligible for return and must be picked up and paid for in full at the DWS facility. Shipping and handling charges, as well as any applicable sales tax, may be included on the invoices. The terms of the order are subject to credit review. This quote is subject to review by management for completeness and accuracy, and prices are firm for 30 days unless otherwise stated. If paying by card the processing fee will be charged up to 3.5% of the transaction.

Customers should reference the quotation number on any correspondence or purchase orders.

There may be a \$25 charge for insufficient funds and a 1.5% late fee may apply.



**AGENDA REPORT
NEW BUSINESS
February 27, 2024**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: POLICE & CITY TRAVEL CARS

DATE: February 23, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE PURCHASE OF THE TWO TRAVEL CARS AS PRESENTED, ALLOWING THE CITY MANAGER TO GET THE VEHICLE PURCHASE STARTED AND DIRECT STAFF TO BRING BACK A BUDGET RESOLUTION AT THE NEXT MEETING.

SUMMARY:

Attached is a presentation on travel cars.

BACKGROUND:

The police department currently has no travel cars in the fleet. This can make things difficult when officers need to attend required in-service training or mandated training at the Police Academy, where new officers attend in Salem for 16 weeks, and they don't have a reliable vehicle to take. Two officer(s) are currently in the academy. One has a graduation date in May 2024 and is using the police chief's assigned unmarked vehicle.

The city travel cars (currently 2, with a third one currently being used as the Community Development Director vehicle (Chrysler)). All are aged and are no longer dependable. An example is when the Chief of Police recently took the Chrysler to a training session in Colorado, where it broke down. He had to rent a vehicle while it was in the shop for repair. By the time he was done with the training, the vehicle was not ready as there was a wait for parts, so he had to fly home. Once the vehicle was repaired, two people had to drive back to Montana and take the vehicle home. This type of thing has happened several times with this vehicle, as well as the other travel cars, leaving people stranded. Renting vehicles locally for travel is not cost-effective.

The current city policy states if a city travel car is available, an employee must use the city car, otherwise they are reimbursed at a lower rate than the current federal rate allowed.

Staff has requested bids from other sources, but there is only one local Toyota dealership that offers the type of vehicle staff is recommending.

CURRENT SITUATION:

The city is in need of dependable travel cars. With the current budget restraints, staff would like to have a police-designated travel car and only replace one of the city travel cars at this time, and then allow staff to use their personal cars, who would be paid the normal federal rate even if a travel car is available.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct strategic plan impact.
- B. **FINANCIAL** The net cost of the two new cars (after selling the surplus old vehicles) is \$41,573.48. \$26,718.74 for the city travel car would be proposed to come out of the General Fund admin overhead contract services remaining budget and would leave \$24,281 in that budget. The police travel vehicle cost of \$14,854.74 is proposed to come from the public safety fund which would leave a contingency balance of \$383,287.
- C. **TIMING** The prices on the vehicles aren't good for long, so the sooner the better.
- D. **POLICY/LEGAL** The purchase is required to be approved by the City Council.

ALTERNATIVES:

1. The Council could choose to purchase only one car.
2. The Council could choose to purchase neither travel car and the city would be in the same position it is currently.

RECOMMENDATION:

Staff recommends the approval of the proposed purchase of the two travel cars.

ATTACHMENTS:

1. Travel Car proposal (1) (2)



Ontario Police Department

Fleet Division

Travel Car proposal to City Manager-Dan Cummings

Jason Cooper
Administrative Lieutenant





Police Travel Car proposal



Current Status

- No in-house Police travel cars in Fleet
- Police Academy (16 weeks) Salem, OR
- Ofc Galicia at Academy (Graduation March 29th)
- Ofc Gallagher at Academy (Graduation May 24th)
 - **Gallagher has Chief Iwai's assigned vehicle**
 - **Chief Iwai driving Lt. Cooper's assigned vehicle**
 - **Lt. Cooper driving old Crown Victoria**
- Ofc Tambornini will be attending Policy Academy
- Another Officer candidate in background
(if hired, would have to attend Police Academy)





Travel Car Proposal



Surplus vehicle Auction Sales &
Insurance Claim payout

1997 Chevrolet Van		\$2,850
2000 Chevrolet Suburban		\$3,550
2007 Ford Taurus		\$2,200
2012 Dodge Charger (Accident)		\$10,864



TOTAL AMOUNT
\$ 19,464





Travel Car Proposal



Local Bid-Hometown Toyota

2024 Toyota RAV4 Hybrid

Benefits

- New Vehicle-Safe & Reliable
- All wheel drive-Dependability
 - Inclement Weather Travel (Snow, Ice, etc.)
- Reduction in maintenance costs
 - Manufacture Warranty 3 year/36,000 miles**
- Fuel Economy



Hometown Toyota
313 SE 13th Street
Ontario OR 97914
541-889-3151

2024 RAV4 HYBRID

RAV4 Hybrid LE

Model: 2024 RAV4 Hybrid LE Hybrid 2.5L 4-cyl. engine CVT
AWD 4435A
VIN: JTMMWRFVXRD213597
Stock: 21643
Engine: 2.5L 4-Cyl. Hybrid
Transmission: ECVT



EXTERIOR
Ice Cap

INTERIOR
Black Fabric

PRICE

Base MSRP *	\$31,475.00
Factory Installed Packages & Accessories	\$680.00
Port Installed Packages & Accessories	\$1,024.00
Delivery Processing and Handling	\$1,350.00
Dealer Adjustments	-\$1,382.11
Total Advertised Price	\$33,146.89

FUEL ECONOMY

39 MPG Combined City/Hwy
41 MPG City
38 MPG Highway

\$34,318.74
OUT THE DOOR

Out the door cost
\$34,318.74



Travel Car Proposal



Financial considerations

Vehicle cost to purchase
\$34,318.74



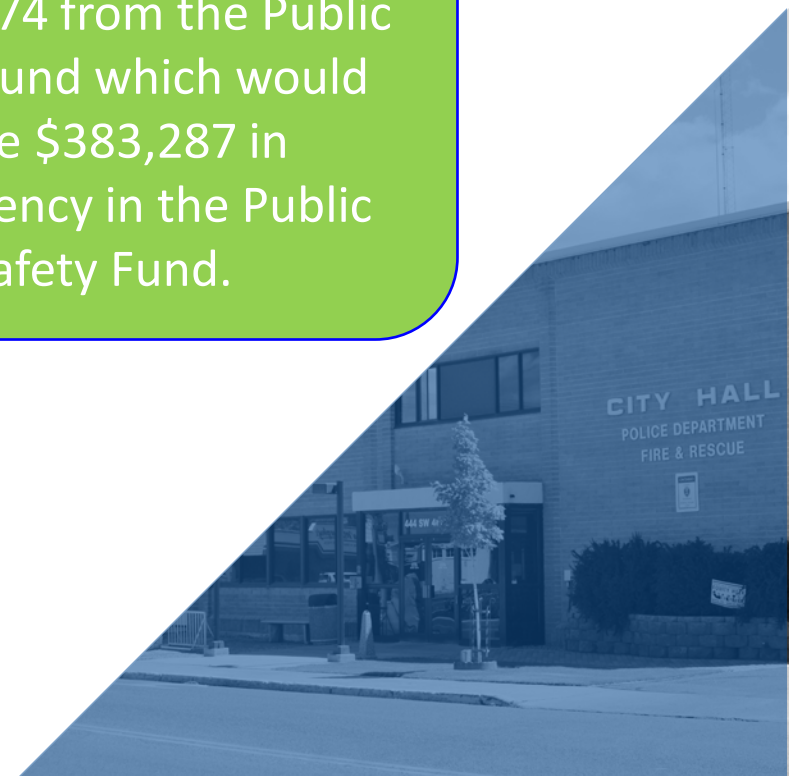
Surplus from vehicle sales & insurance claim
\$ 19,464.00



Remaining balance
\$ 14,854.74



Proposal: Take the \$14,854.74 from the Public Safety Fund which would leave \$383,287 in Contingency in the Public Safety Fund.





City Travel Car proposal



Current Status



- **Aging City Travel Car Fleet**
 - 2007 Chevrolet Malibu 2WD (17 yrs old) Mileage: 121,114
 - 2006 Ford Taurus 2WD (18 yrs old) Mileage: 66,614
 - 2011 Chrysler 200 2WD (13 yrs old) Mileage: 78,913
- **Unreliable-Prolonged Travel**
- **Unsafe travel during Inclement weather (Snow, Ice, etc)**





Travel Car Proposal



Vehicle Auction Sales (projected)

2007 Chevrolet
Malibu

\$ 2,400

2006 Ford Taurus

\$ 2,200

2011 Chrysler 200

\$ 3,000

TOTAL EST. AMOUNT
\$ 7,600





Travel Car Proposal



Local Bid-Hometown Toyota

2024 Toyota RAV4 Hybrid



Benefits

- New Vehicle-Safe & Reliable
- All wheel drive-Dependability
 - Inclement Weather Travel (Snow, Ice, etc.)
- Reduction in maintenance costs
 - Manufacture Warranty 3 year/36,000 miles**
- Fuel Economy



Hometown Toyota
313 SE 13th Street
Ontario OR 97914
541-889-3151

2024 RAV4 HYBRID

RAV4 Hybrid LE

Model: 2024 RAV4 Hybrid LE Hybrid 2.5L 4-cyl. engine CVT
AWD 4435A
VIN: JTMMWRFVXRD213597
Stock: 21643
Engine: 2.5L 4-Cyl. Hybrid
Transmission: ECVT



EXTERIOR
Ice Cap

INTERIOR
Black Fabric

PRICE

Base MSRP *	\$31,475.00
Factory Installed Packages & Accessories	\$680.00
Port Installed Packages & Accessories	\$1,024.00
Delivery Processing and Handling	\$1,350.00
Dealer Adjustments	-\$1,382.11
Total Advertised Price	\$33,146.89

FUEL ECONOMY

39 MPG
Combined City/Hwy

41 MPG
City

38 MPG
Highway

\$34,318.74
OUT THE DOOR



Out the door cost
\$34,318.74





Travel Car Proposal



Financial considerations

Vehicle cost to purchase
\$34,318.74



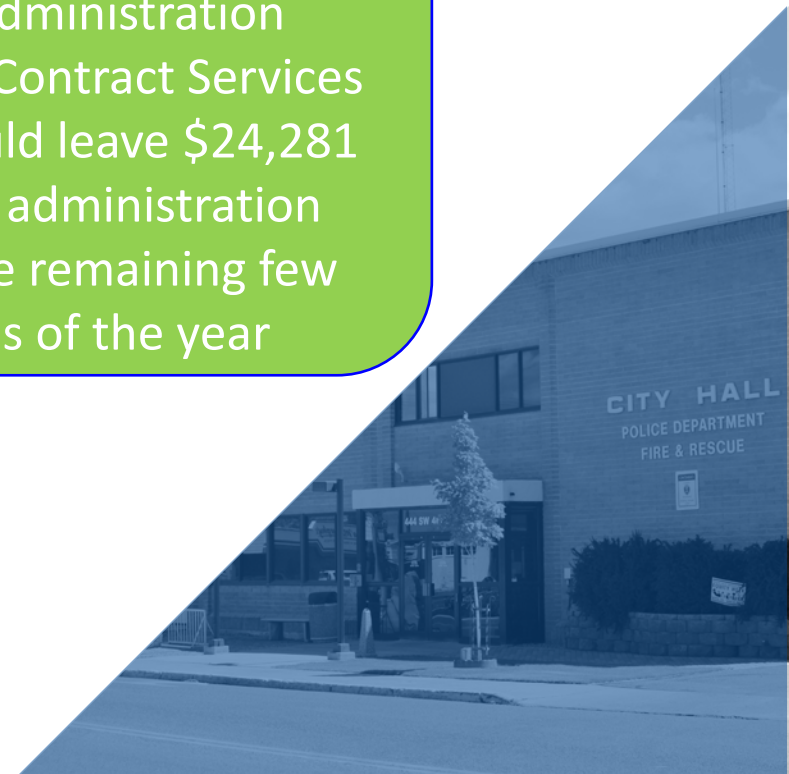
EST. Surplus from vehicle sales
\$ 7,600



EST. Remaining balance
\$ 26,718.74



Proposal: Take the \$26,718.74 from the General Fund Administration Overhead Contract Services which would leave \$24,281 for grant administration during the remaining few months of the year





Thank You !!





ONTARIO
OREGON

Public Works Department

QUARTERLY PRESENTATION OCTOBER - DECEMBER 2023

Engineering Development Review & Special Projects



- 12 Right of Way permits issued
- 2 PDAC meetings held
- 1 address changes or additions
- Multiple plan reviews
- Water Treatment Plant expansion project inspection
- Tapadera Lift Station - inspection
- SE 5th Ave Pedestrian Improvement Project
- 2 Sidewalk grant application reviews



Engineering Development Review & Special Projects



- Safe Routes to School construction
- Remodeled shop for BLM Way Project



Water Treatment Plant



- Rebuilt River #2 pump
- Received 2 new VFD's for Sunset Booster Station for pump #1 and #2
- Replaced outdated PLC's in the Wells and WTP
- WTP WesTech Expansion project
- Replaced the 14" effluent valves



Water Treatment Plant



Wastewater Treatment Plant



- Replaced the Skyline effluent pump and motor
- Micro-Clore maintenance
- Completed the Outfall Diffuser project and dive inspection required by Oregon DEQ



Wastewater Treatment Plant



Buildings, Parks & Cemeteries



- 12 funerals
- Installed a water softener on the Boiler water system at the PW office
- Replaced the roof on both shelters at Beck Park
- Groundwork (discing) on the Airport property



Building, Parks & Cemeteries



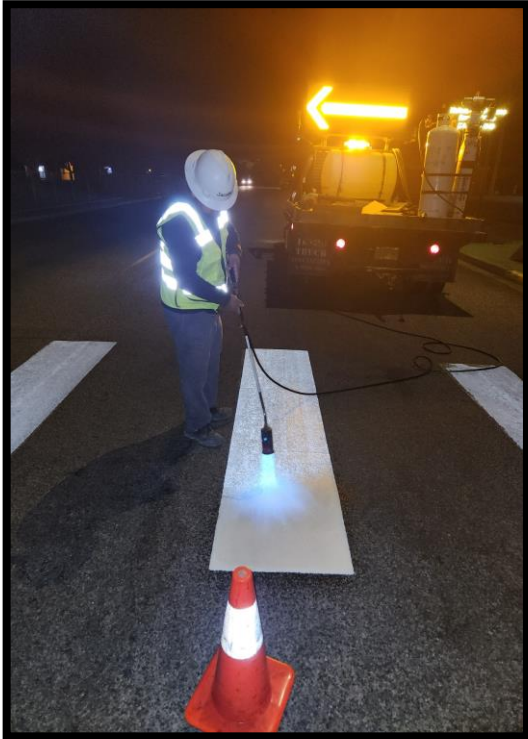
Field Services



- Installed 5 new water services
- Replaced 331 water meters that failed
- 140 utility locates completed
- Traffic control for special events
- Primary and secondary routes swept
- Installed the Holiday banners and lit decorations
- Replaced the thermo plastic cross walks and turn arrows in the chip seal area
- Fall leaf pick up



Field Services: Streets & Collection/Distribution





ONTARIO
OREGON

Questions?



Process by Cities for Appointments to City Committees

CITY

- Woodburn:** Woodburn's Mayor makes the appointment, and a majority vote of the council shall be required to approve the appointment.
- Banks:** Banks is the same as Woodburn. The mayor interviews the applicants for all of the boards/commissions/committees. It then goes to the council for their blessing.
- Lowell:** Our committees usually get to review and recommend to the City Council, who makes the determination.
- Grants Pass:** We have our committees and commissions review the applications and make recommendations to the City Council. The City Council often goes with their recommendations, but not always. The City Council does hold interviews during their workshops with applicants for our two commissions – Urban Area Planning Commission and Historical Buildings and Sites Commission – and for the Budget Committee.
- Rogue River:** In Rogue River we accept applications, and they are reviewed by the City Administrator and Mayor. The City Administrator checks for qualifications (if required, such as living within City limits, or being a qualified voter, or for one of our committees checking to see if they live in the School district). Then the Mayor reviews the applications, and then interviews the applicants and makes all appointments (provided that the Council votes to approve the appointments). In another City I worked in we received applications, and the Mayor appointed an ad hoc committee to review the applications and conduct interviews and make recommendations to the Council.
- Monmouth:** Until a few years ago, we had one committee who wanted to meet the applicants. Most Board and Commission members are appointed after submitting the application and the Council reviewing it. In the past couple of years, our Council has decided that a subcommittee needed a subcommittee to be formed to interview candidates for the Budget Committee and the Planning Commission. Not all the candidates for those two are interviewed. Our applicants will occasionally come to a meeting.
- Redmond:** The City of Redmond accepts applications and then the Committee/Commission Staff Liaison, Council Liaison, and Mayor interviews the candidates. After the interviews the Mayor will make a recommendation for the Council to appoint. Most of the time the Council agrees with the Mayor's recommendation.
- Silverton:** I receive Committee Volunteer applications and forward them to the Mayor. He reviews the applications, conducts interviews, and subsequently brings his recommendations to a regular council meeting. During the meeting, the council votes to appoint the individuals who were recommended to serve on the respective committees. We are currently considering the possibility of conducting appointments once a year rather than when committee members' terms expire. However, this process has not been finalized yet and is still being discussed.
- Estacada:** Our committees "interview" applicants and make a recommendation to Council.
- Troutdale:** We have our committee selection process detailed in our Municipal Code: 2.20.020 Committees—Selection of members.
- A. Unless otherwise provided by law, members of committees shall be appointed by the city council. The selection committee shall recommend appointments to the city council.
 - B. The selection committee is composed of the city council and the chairperson of the respective committees, and the mayor will serve as chair of the selection committee. If the chairperson of a committee is up for reappointment, the committee's vice-chairperson shall instead serve on the selection committee.

- C. No selection committee member shall vote on a recommendation if an applicant is a relative of the member (i.e., the spouse, child, brother, sister, or parent of the member) or is a director, officer or owner of a business which employs the member.
- D. As the need arises to fill any vacancy on a committee, or from time to time as the council directs, the city shall conduct a well-planned publicity campaign making use of media, civic interest groups and personal contacts to create an awareness among the public of the opportunity for citizen participation in city government. All releases shall be designed to make known the nature of the committee vacancy, any existing criteria for selection, the method of appointment and any limitations on opportunities to serve. The selection committee will consider, among other factors as it sees fit, a) diversity of membership, b) balance between number of other committee appointments, and c) appointing people who have not ever or recently served on a city committee. No members of the same household shall serve together on a committee. All applicants shall complete the member's standard application form available from the city recorder. Any committee member whose term is expiring will be notified, as will the committee chair, at the time committee applications are open.
- E. The city manager, at the same time applications are opened for committee member selection, shall set a final date for applications to be received. Any application received after that date shall not be considered for committee appointment, and the selection committee shall not be notified of any late applicants. After initial appointment of committee members each year, if any vacancies still exist, late applicants may be considered for appointment at that time.
- F. Unless otherwise specified in the law or action creating the committee, a member's term on the committee shall expire on June 30th of the year the member's term has been designated to expire. If no qualified successor has been appointed as of that date, a member's term shall continue until the member's successor is appointed and qualified. All committee members serving at the time ordinance no. 861 passes shall have their terms extended by six months.
- G. No elected or appointed official or employee of the city shall be eligible to serve as a member of a committee except for the mayor and councilor members of the budget committee.
- H. Unless otherwise specified by the council, the terms of members of a committee shall be staggered so that approximately one-third of the terms of the members end each year.

Sherwood: We have a staff liaison that is assigned by the City Manager to support the board/Committee (B/C). The staff liaison is responsible for meeting coordination, public noticing, taking minutes and managing the B/C records. We also have a Council liaison (this is noted in our Council Rules of Procedure) that is assigned by the mayor annually in Jan-Feb. The Council liaison attends their respective B/C meetings and reports back the work of the B/C at a regular Council meeting under Council Announcements. When we receive applications for a B/C's, I forward them to the appropriate staff liaison and staff then coordinates an interview with the applicant, the Council liaison and the B/C Chair. Upon the interview panel having a recommendation to appoint, the staff liaison emails the mayor informing of the panels recommendation and provides the applicants application. the Mayor then approves the recommendation (almost always) and directs staff to prepare a resolution to formally appoint. On occasion if there is only one application to consider, or the mayor is not fully supportive of the recommendation, the mayor will ask that we advertise for a few more weeks to obtain a few more applications. Upon final appointment of the applicant, the staff liaison is responsible to inform the applicant of the appointment and bring them up-to-speed on the B/C schedule, their work, meeting processes. The staff liaison is also responsible to notify applicants that were not considered for appointment.

Glendale: I accept the applications and then put them in the council packet for review. At the council meeting, we prefer that they are present to answer any questions, and then the council will vote to appoint. I have been approached about the applications being reviewed and recommendations given. I believe it should be a council decision as a whole when it comes to committees.

Toledo: Toledo appointments go through the Council without any insight from sub-committees. If we ever change our charter, I would like to include in the process an opportunity for the planning commission to interview first at the very least.

Keizer:

Announcements for open positions that occur on any City Council Committees shall be distributed to the media and posted on the City's web page, social media, and at City Hall. Announcements will contain the name of the committee, a brief description of the duties of the committee, the date and time of the committee meetings, the number of open positions, instructions to receive and submit a volunteer application, the closing date to submit an application in order to be considered at the next meeting, and any background, skills, interest, or requirements, if applicable.

1. Applications delivered to City Hall will be stamped with the date received. Applications received by email will be marked as received as of the time/date stamp when the email was sent. Any supporting documents or letters of recommendation must be received no later than 2 weeks prior to the meeting to be included in the published packet.
2. Applications must be received by the closing date in the press release to be considered at the next Volunteer Coordinating Committee meeting. If an application is received after the closing date and an open position remains, the application may be considered at the next meeting. If there are no current openings, the application will be held for up to one year.
3. Interested applicants whose applications are received prior to the posted deadline will be sent a letter inviting them to attend the Volunteer Coordinating Committee (VCC) meeting to give an oral presentation on their background, skills, and interest for the position they are seeking. The presentation is limited to five minutes. After which, the Committee will ask questions.
4. Applicants who are unable to attend the meeting will be eligible for consideration. They are encouraged to submit written testimony and an explanation for their absence.

At the meeting:

1. Public comments will be limited to 5 minutes with the same guidelines as Council Rules and Procedures.
2. At the beginning of the meeting, the chair will give an overview of the interview and voting process.
3. The interview and voting process will be conducted separately for each committee or commission.
 - a. If a VCC member is an applicant, when that committee/commission process begins, the member shall declare they are an applicant and leave the dais. The required voting majority will adjust to include only those present and voting.
4. Interview:
 - a. Each applicant has five minutes to give an oral presentation highlighting their background, skills, and interest for the position they are seeking.
 - b. The Volunteer Coordinating Committee members will then ask questions of the applicants. Questions from the Committee are not included in the five-minute time limit.

Voting:

1. Following the close of the presentations, any committee member may nominate any or all candidates. A second is not required.
2. Each member of the Volunteer Coordinating Committee is required to cast a vote, including the option of voting for "no recommendation."
3. Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced. The determination of how votes are taken (i.e. voice vote, show of hands, or written ballots) shall be made at the call of the chair. All votes are public records.
4. Results:
 - a. If a candidate receives a majority of the votes of the members present the name of this candidate shall be forwarded to the City Council for consideration.
 - b. If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote. The candidate with the most votes shall be forwarded to the City Council for consideration.
 - c. In the event of a tie vote during the second vote, the names of the two candidates shall be placed in the official Keizer bucket or other container and the chair of the committee shall draw the successful name.
 - d. The option of voting for "no recommendation" will be on all ballots. If a majority of votes are "no recommendation," the position will be reopened.
5. If there are multiple positions to fill, each position will be voted separately, using steps 2 through 4.

City Councilor Applications:

A member of the City Council may not be considered for a position on a committee or commission while they are actively serving as Councilor, even if the term of service would begin after the Councilor left office. For Council voting positions on committees and commissions, the City Council members will be appointed by the Mayor.

Stayton: We recently changed our process for reviewing applications for Boards / Committees. Previously, the Mayor received applications and the Council ratified his recommendation. With our new process, when we receive an application, it is forwarded to the Department Head who runs the Committee, the Chair of the Committee, and whoever is Council Liaison. They review and respond back with yes or no; then it is taken to the Council for a final appointment.

Medford: In Medford, the recorder office manages the member recruitment. Interviews for most board members or commissioners are conducted by the City Council; some boards/commissions conduct interviews for their subcommittees. Appointments are outlined in our Code. Most of the members/commissioners are appointed by the Council; some by the Mayor and the Council; and two by the Mayor and confirmed by the City Council.

ONTARIO: **CITY CHARTER:** The mayor shall appoint the Council committees provided by the rules of the Council.

COUNCIL RULES:**SECTION XVI - SPECIAL COMMITTEES:**

When the Council determines that a board, commission, task force, or citizen's committee is needed, the following procedure shall be used:

- a) The party proposing the creation of the board, commission, task force, or citizen's committee will prepare the appropriate Council action (either an ordinance or a resolution) defining the purpose, duties and objectives of the committee and whether it is to be an ad hoc or continuing committee. If proposed as an ad hoc committee, the Council action shall specify when the committee's work is to begin and to conclude.
- b) The ordinance or resolution will be submitted to the City Recorder for placement on an agenda for Council discussion.
- c) The Council shall approve, modify, or reject the ordinance or resolution.
- d) Once a board, commission, task force, or citizen's committee is approved, the City Recorder shall publish notice soliciting interested and qualified volunteers to file letters of interest for appointments.
- e) The Council shall interview all applicants and announce its selections and appointments at a regular meeting.
- f) Terms of appointment to any board, commission, task force, or citizen's committee shall not exceed five years. Council may, by ordinance, establish a limitation on the number of terms appointees may serve. All permanent boards and commissions including advisory and appeal boards shall be created by ordinance which ordinance shall set forth the policies and duties delegated to such boards and commissions. Temporary and ad hoc committees may be created by resolutions.
- g) Upon completion of action necessary by an appointed Ad-Hoc Committee, said Committee will cease to be active and shall become obsolete.

RESOLUTION 2022-143: Clarification. Section 3.7 of the Charter is interpreted to provide that the mayor has the authority to appoint committee members, subject to the consent of the Council.

COMMITTEES BY CITY CODE:

1. **Planning Commission:** Members appointed by the City Council.
2. **Local Contract Review Board:** Pursuant to ORS 279A.060, the City Council of the City is hereby designated as the City Local Contract Review Board

3. **Golf Committee:** Appointed by the Mayor with the consent of the Council.
4. **Library Board:** Appointed by the Mayor, with the consent of the Council.
5. **Parks Committee:** Appointed by the Mayor, with the consent of the City Council.
6. **Visitors and Convention Board:** Appointed by the City Council.
7. **Public Works Committee:** Appointed by the Mayor with the consent of the City Council.
8. **Youth Advisory Committee:** Appointed by the Council upon recommendation by the Mayor.
9. **Budget Committee:** Composed of seven (7) voting members appointed by the City Council and the seven (7) members of the City Council.
10. **Compensation Advisory Committee:** Appointed by the Mayor with the consent of the City Council.
11. **Airport Committee:** Appointed by the Mayor, with the consent of the City Council.
12. **Hospital Facility Authority:** Composed of the current seven (7) voting members of the Ontario City Council.
13. **Diversity Advisory Committee:** application process with a preliminary review and recommendation by the current Diversity Advisory Committee members and final selection by the Mayor with consensus of the City Council.

MALHEUR COUNTY COURT MINUTES

February 7, 2024

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 Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public, and staff had the opportunity to join the meeting electronically or in-person. Present in the meeting room was Administrative Officer Lorinda DuBois. Notice of the meeting was posted on the County website, Courthouse bulletin board 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 # [2024-340](#)

PUBLIC HEARING - SUPPLEMENTAL BUDGET

Judge Joyce opened the public hearing for consideration of Resolution R24-04. The public hearing and supplemental budget were necessary in order to allocate additional state funds in the Health Department budget that were not anticipated when the budget was adopted – these funds will be used for Oregon Health Authority program elements; the supplemental budget resolution also allocates Intoxicated Driver Program Funds from the Oregon Health Authority in the Mental Health Fund - these are Lifeways pass-through funds. There were no public comments. Judge Joyce closed the hearing. Commissioner Jacobs moved to approve Resolution R24-04: In the Matter of Fiscal Year 2023-2024 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-341](#)

COURT MINUTES

Commissioner Jacobs moved to approve Court Minutes of January 31, 2024 as written. Commissioner Mendiola seconded and the motion passed unanimously.

IGA #182449

Commissioner Jacobs moved to approve State of Oregon Intergovernmental Agreement # 182449 with Oregon Department of Human Services, Office of Resilience and Emergency Management. Commissioner Mendiola seconded and the motion passed unanimously. The IGA provides funding for the security costs of the Warming Center that was in operation from January 12-19, 2024 at the Fairgrounds.

CHECK REGISTER

Commissioner Mendiola moved to approve Accounts Payable Register for January 2024. Commissioner Jacobs seconded and the motion passed. Judge Joyce abstained as he had not reviewed the Register.

PROVIDER CONTRACT - LIFEWAYS

Commissioner Jacobs moved to approve 2024-2025 Provider Contract between Lifeways and Malheur County for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-342](#)

UPDATES

Commissioner Jacobs noted he recently attended the Oregon Association of County Clerks Tabletop Exercise with Homeland Security in Salem.

Judge Joyce noted he recently attended the Association of Oregon Counties (AOC) board meeting, AOC Open House, and the Oregon State Fair Board meeting in Salem.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents, with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were Administrative Officer Lorinda DuBois, Lieutenant Rich Harriman and Thomas Fogg. No decisions were made during the session.

EXECUTIVE SESSION

Executive Session was called in accordance with ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents, with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were Administrative Officer Lorinda DuBois, Lieutenant Rich Harriman and Larry Griggs. No decisions were made during the session.

ASD COORDINATOR

Consensus of the interview committee was to authorize Ms. DuBois to make a conditional offer of employment for the ASD Coordinator position to the committee's number one candidate.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.



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"The Gateway to Adventure"

Ontario Municipal Airport
444 SW 4th Street | Ontario, OR 97914
P: (541) 709-7651 | F: (541) 889-7121
andy.wood@ontariooregon.org

Airport Committee Meeting Minutes

January 2, 2024

Dan Cummings approved the meeting to take place with three members serving as a quorum instead of the required four members due to the current vacancies.

The airport committee meeting was then called to order by Chairman Shawn Coleman at 6:06 pm.

Committee members present were John Freeburg, Shawn Coleman and Dan Beaubien. Those absent were Bill Hagar and Gary Taylor. Two regular positions and one alternate position were vacant at this time.

Ex Officio members: John Kirby-Airport committee liaison and Dan Cummings-City Manager.

Airport Manager: Andy Wood.

FBO: Steven Dunkin.

Public attendees: Dan Cannon-BLM, Pete Morgan, Rick Todd, Jim Beaumont, Mike Franks and Tori Barnett-City recorder.

Public comment: Pete Morgan showed a picture of the public restrooms on the field at the Hermiston airport. He was in favor of installing the same at the Ontario airport in the future.

Approval of the agenda: John Freeburg moved and Dan Beaubien seconded to adopt the agenda as presented. Roll call vote: John Freeburg-yes, Dan Beaubien-yes and Shawn Coleman-yes. Bill Hagar-out and Gary Taylor-out. Motion carried 3/0/2.

Approval of the minutes: Dan Beaubien moved and John Freeburg seconded to adopt the airport committee minutes from 12-04-2023 as presented. Roll call vote: Dan Beaubien-yes, John Freeburg-yes and Shawn Coleman-yes. Bill Hagar-out and Gary Taylor-out. Motion carried 3/0/2.

Old Business: The airport committee welcomed new member Dan Beaubien.

City recorder Tori Barnett presented an overview of public meeting requirements as set forth by state, federal and local laws and ordinances.



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New Business: Dan Cummings suggested that we table the election of officers until the next regular meeting due to the three new members that will be installed by then. Dan Beaubien moved and John Freeburg seconded to table the election of officers until the next regular meeting. Roll call vote: Dan Beaubien-yes, John Freeburg-yes and Shawn Coleman-yes. Bill Hagar-out and Gary Taylor-out. Motion carried 3/0/2.

Member discussion items: An overview of the 2024 airport budget was presented with a handout by Andy Wood who said that a more complete and detailed discussion would take place at the next regular meeting. Andy also handed out a rank order sheet of items needing attention at the airport. This will also be shared at the next regular meeting complete with tallies of how the airport members ranked each on importance to them.

The committee members were asked to review the *Municipal Airport Authority Standard Manual of Airport Rules and Regulations* to see if there were any updates or changes needed as it has been five years since the last review by the committee. The committee agreed to do a review and report back at a later date this year.

Committee member comments: Airport manager Andy Wood discussed the cameras. He said that the cameras were working but are still not accessible to the public due to a link issue which is being worked on. He also spoke of installing additional cameras on airport way and other areas.

Dan Cummings said that the city is investigating the cost of the Lou Echanis memorial as well as doing some fact checking into her flying background.

Adjournment: Dan Beaubien moved, and John Freeburg seconded that the airport committee meeting be adjourned at 8:02 pm. Roll call vote: Dan Beaubien-yes, John Freeburg-yes and Shawn Coleman-yes. Bill Hagar-out and Gary Taylor-out. Motion carried 3/0/2.

Next meeting: Monday February 5, 2024, at 6 pm at Ontario City Hall.

Dan Beaubien - Chairman

Mike Franks - Secretary

Jacobs Public Works Department Annual Business Review 2023



CONTENTS

OPERATIONS MAINTENANCE SUMMARY: -----3-14

WATER TREATMENT PLANT SUMMARY: -----15-26

WASTEWATER TREATMENT PLANT SUMMARY: ----27-38

FACILITIES, PARKS & CEMETERIES SUMMARY: ----39-50

DEVELOPMENT REVIEW SUMMARY: -----51-62

APPENDIX: -----63-66

OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION

SUMMARY

JANUARY ACTIVITIES:

- Continued sweeping when weather permitted, this will continue until the leaves are picked up.
- Snow and ice equipment maintenance, tightened sander chains.
- Serviced small equipment for the next season.
- Removed the holiday banners and lit decorations.
- Graded gravel sections in town when weather permitted.
- Pulled West Idaho Lift Station pump #2, 2 times and removed blockage and put back into service.
- Pothole patch repair throughout town.
- Sign repair throughout town.
- Blocked off the new addition at Moore Park, keeping vehicles out of the muddy area.
- Cleaned sewers with the CCTV crew, these are problem areas.
- Cleaned the storm trunk line on the SE part of town from SE 9th Ave to Idaho.
- Salted the primary and secondary routes for the snow event January 19th.
- Picked up trash and debris from a homeless camp at the Aspen Dental trash enclosure and from the underpass.
- Water maintenance through our town, replaced a broken angle stop, leaking back check, replaced a broken meter box lid and ring.
- 44 utility locates completed.



Cleaning sewer lines



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

FEBRUARY ACTIVITIES:

- Continued sweeping a full town route, picking up leaves that were late falling last fall.
- Swept the underpass and downtown weekly on Fridays do to wind and trash being blown into the road.
- Repaired a 12” water main leak on SE 5th Ave near the RR tracks.
- Equipment maintenance, all small equipment serviced and ready for this year.
- Sign maintenance, replacing damaged poles/signs throughout town.
- Water Distribution maintenance replaced a leaking angle stop, broken meter box lid/ring, 2” leaking compression joint.
- Cleaned sanitary sewer lines with the CCTV contractor, finishing up the list of problem lines.
- Reviewing CCTV footage, taking this information and using it to put together the next CDBG sewer line replacement project.
- Sidewalk inspection, grinding joints that are raised to prevent tripping hazards for all City owned sidewalk.
- Cleaned 3 lift station wet wells, remove grease and debris from the wet wells.
- Cleaned storm lines in preparation for the upcoming irrigation season, removed roots and mud from the system.
- Pothole repair throughout town
- Treated the primary and secondary routes for a small snow and ice storm on February 23, 2023.
- Graded gravel sections of road throughout town
- Switched the SRCI Lower Lift Station over to a siphon, monitoring the pressure readings in the system to ensure operation. The lift station will be used for back up situations and operated one day a month to keep the equipment functional.
- Replaced a broken valve box on SE 5th Ave, damaged by a snowplow.
- 103 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MARCH ACTIVITIES:

- Completed the full town sweeping, this took much longer than anticipated due to the delay of the leaves falling from the trees into the streets.
- Graded gravel sections of roads in Ontario as weather permitted.
- Repaired one water main leak on SE 5th Ave.
- Repaired multiple leaks on water services throughout town, leaking angle stop, back checks and compression couplers.
- Replaced a broken meter box lid and ring on SE 5th Ave.
- Pothole patch throughout town as needed.
- Sign repair throughout town, stop sign on N. Oregon, Crosswalk sign on SW 11th Ave, no parking sign on NW 11th Ave.
- Installed new 30 min parking on SW 2nd Ave in front of the post office.
- Equipment repairs to snow and ice equipment, broken chain, replaced a sprocket and bearing, lubricated the chains and are ready for use.
- Removed a fire hydrant in an alley approach and relocated it to the west of the alley on E. Idaho Ave.
- Trash pickup in the E. Idaho Ave ODOT swells.
- Swept the underpass and downtown additional three times this month.
- Sidewalk inspection and grinding where applicable on City owned sidewalks.
- Installed no trespassing signs on the bench tank property access roads.
- Replaced a 12" x 8" "T" on the irrigation system on the north side of the river on the Malheur Farm.
- Replaced water sample station on S. Oregon that froze and broke.
- One meter was removed from the system.
- 62 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

APRIL ACTIVITIES:

- Started a primary and secondary route sweeping.
- Swept the downtown and underpass 2 additional times.
- Picked up trash along E. Idaho Ave in the ODOT drainage swells.
- Graffiti removal from signs and worked with one private property owner.
- Installed 2 new LED cross walk signs on Alameda Dr. and SW 12th Ave.
- Filled potholes throughout town as needed.
- Sign maintenance throughout town.
- Removed all the snow and ice equipment from the street department trucks.
- Graded the gravel sections of roads in Ontario.
- Traffic control for the Spring Fling event.
- Traffic control for a special even April 16th, blocking of a section of Verde Dr. for a walk.
- Equipment maintenance, service for dump trucks, loader, and backhoes.
- Replaced 2 water services due to leaks.
- Replaced broken meter box lid and ring.
- Cleaned storm collection system ahead of the irrigation season starting, removed roots, and vacuumed out the rock catcher manholes in problem areas.
- Completed cleaning the entire sanitary sewer collection system with CCTV inspection.
- Removed pump #2 at W. Idaho lift station multiple times to unplug and get back into service.
- 79 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

MAY ACTIVITIES:

- Swept the primary and secondary routes.
- Swept downtown and the underpass 2 additional times.
- Swept Evergreen Cemetery 5/25 for Memorial Day.
- Weed and trash removal in city owned right of ways.
- Graded the property adjacent to Moore Park for the Saturday market food trucks.
- Crack sealing on SW 4th Ave., this will continue another 5 to 6 days.
- Sign maintenance due to high winds and vandalism.
- Painted over graffiti at Oregon St and Idaho Ave.
- Painted the underpass tunnels and adjacent concrete walls.
- Removed trash and weeds from the underpass, cleaned out drains and tunnels with high pressure water and pine-sol trying to deodorize the area.
- Cleaned storm line sections ahead of the irrigation season, removed roots, rock and debris.
- Pothole repair as needed.
- Paved back utility excavations throughout town.
- Ground out roughly 300 feet of trench on SE 5th Ave and paved back, the overlay in this section was failing and requiring additional maintenance through the winter months filling potholes.
- Repaired a sink hole in the SW part of town.
- Repaired a water service that was hit by a contractor.
- Water maintenance throughout town, replacing a broken box, sink hole next to a water meter, leaking angle check.
- 103 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JUNE ACTIVITIES:

- Swept downtown and the underpass 2 times.
- Flushed and swept SW 4th Ave for the chip seal project June 28th and 29th.
- Completed crack sealing SW 4th Ave.
- Started working on the Kendall Pit site for the fencing project.
- Chip seal prep, cut covers for the manhole and valve boxes, getting signage ready to set out, going through the equipment to make sure everything works and is ready to go.
- Poured back concrete that was damaged due to a water main break.
- Repaired a water main that was hit by a directional boring contractor on NE 2nd St.
- Paved back asphalt from the water main break on NE 2nd St.
- Cut weeds down on city right of ways.
- Removed trash and furniture from abandoned homeless camps.
- Repaired a damaged street sign from the wind.
- Repaired a broken angle stop, broken meter box and an abandoned service that blew out.
- Repaired multiple sink holes where water got into the wooden water line and created voids from the water leak in the Elks Alley.
- Cleared catch basins during the heavy rain events, multiple times throughout the month.
- Replaced an 8" butterfly valve on the Malheur Irrigation system.
- Cleaned the nozzles and flushed the intake filter wash system on the Malheur Farm.
- Removed mattresses and trash from the underpass tunnels while weed eating behind the walks.
- Moved bleachers to Lion's Park for the Global Village event and then took them back to the Rec Department.
- Set up traffic control for 2 special events.
- 102 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

JULY ACTIVITIES:

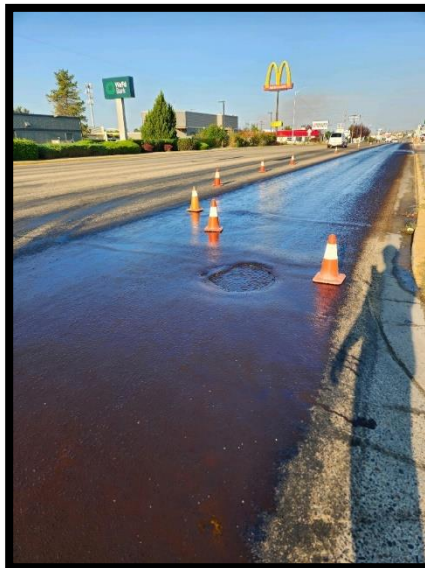
- Swept the downtown and underpass area 2 additional times.
- Chip seal clean up, sweeping and flushing to prep for fog seal the week of Aug 16th.
- Kendall pit property work, cut a road into the camping area for emergency services, cut a path from SE 9th Ave to the camp site.
- Weed and trash removal on E. Idaho Ave
- Water maintenance throughout town, leaking services, couplers, broken meter box.
- Operated the Lower Lift station in pump mode for a week to flush the force main from the lift station to the partial flume at the WWTP.
- Removed roots and debris from a storm line on Alameda and SW 4th Ave.
- Removed blockages in W. Idaho lift station 2 times.
- Cleaned up homeless camp debris multiple times.
- Equipment maintenance in shop repairs to the vacuum sweeper, and dump trucks.
- Sign maintenance throughout town, replaced vandalized and damaged signs.
- Pothole repair as needed throughout town.
- Weed removal on city owned right of ways.
- 54 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

AUGUST ACTIVITIES:

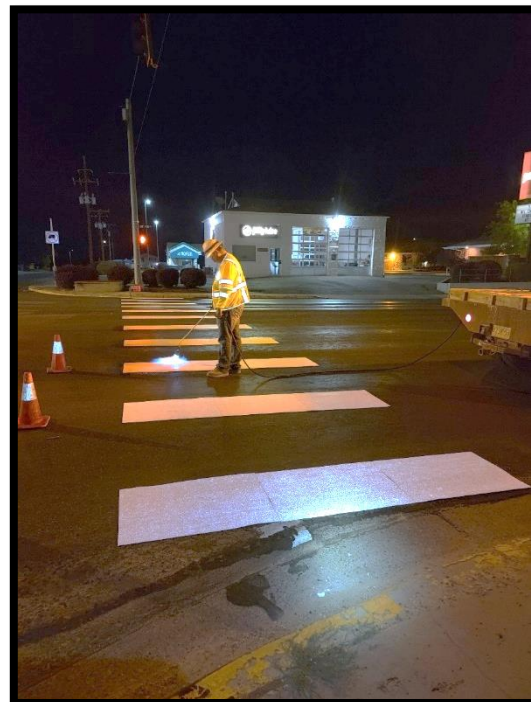
- Traffic control for the Fog Seal project August 18th on SW 4th Ave.
- Continued a full town sweeping.
- Swept downtown and the underpass 3 additional times.
- Weed removal throughout town on City owned right of ways.
- Sign maintenance as needed, damaged stop signs by vehicle, and graffiti.
- Equipment maintenance, in shop repairs and services.
- Started painting cross walks through out town.
- Started thermos plastic cross walk removal on the Primary and secondary roads.
- Flooding mitigation and clean up after the heavy rains on August 21st.
- Storm line inspection after the flooding, ran a few sections to ensure the lines were not blocked, removed roots out of 1 section near Beck Park.
- I&I into the Lower lift station wet wells found a broken vault drain line letting irrigation water into the wet well.
- Installed the no trespassing signs on the fence at the Kendall pit property.
- Installed a banner in the underpass for the Tater Tot Festival.
- 69 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

SEPTEMBER ACTIVITIES:

- Continued a full town sweeping.
- Swept downtown and the underpass 2 additional times.
- Weed removal on city owned right of ways.
- Sign maintenance and installation of new park rules signs.
- Large equipment maintenance, oil service, grease, and inspection.
- Pulled and removed blockages at W. Idaho LS multiple times.
- Graded the fence alignment at the Airport for the new fence installation.
- Paved back utility trenches from water leaks and maintenance activities.
- Finished the crosswalk painting.
- Continuing the thermos plastic cross walk repairs.
- Painted the yellow curb on SW 4th Ave.
- Completed the downtown parking stall painting.
- Excavated at the airport looking for underground fuel tanks.
- Homeless camp debris removal.
- Restriped the parking lots at City Hall.
- Replaced a stop sign that was damaged by a vehicle collision.
- Moved 6 turn arrows on Claude Rd. for the new route onto SE 6th Ave.
- 1 water meter pulled from the system.
- 80 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

OCTOBER ACTIVITIES:

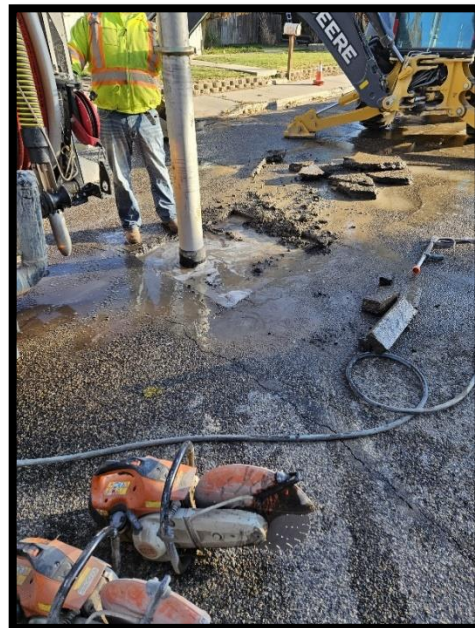
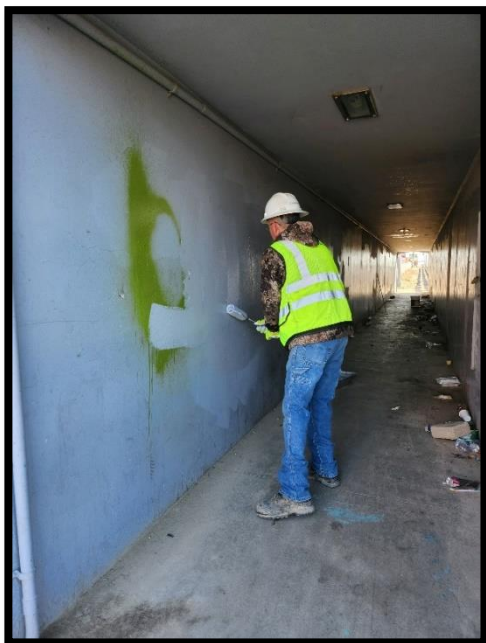
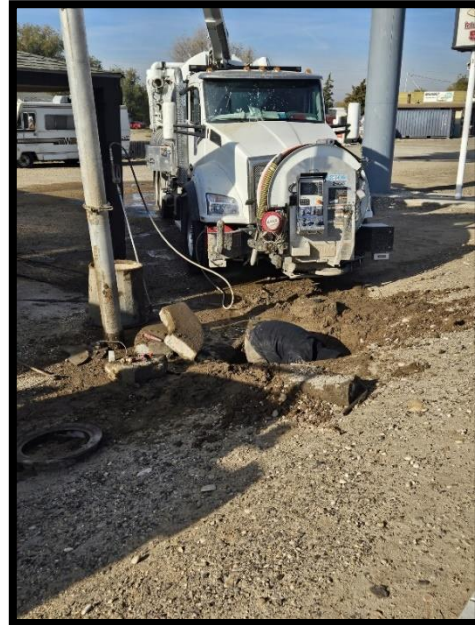
- Fixed manhole lid on NW 2nd Ave.
- Fixed water meter lid at 528 NW 18th St.
- Repaired water service at 259 SW 1st Ave.
- Started cleaning catch basins throughout town.
- Repaired irrigation line at airport.
- Cleaned out shop that had old golf course parts.
- Watered trees at state park twice a week
- Swept downtown twice.
- Performed routine maintenance on equipment.
- Graded alley behind SW 6th St.
- Finished hot tape on SW 4th Ave.
- Cleaned homeless camps at n park Blvd. and se 9th Ave.
- 60 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

NOVEMBER ACTIVITIES:

- Two rounds of city-wide leaf pickup.
- Fertilizer spill cleaned up from SW 10th Ave to SW 4th Ave.
- Paint graffiti in underpass tunnels.
- Put up Christmas decorations downtown.
- Set up traffic control for veteran's day parade.
- Set up traffic control for Halloween event.
- Repaired water service at 811 NW 8th Ave.
- Repaired water service at 466 NW 5th St.
- Finished cleaning catch basins throughout town.
- Repaired water service at 1085 SW 7th Ave.
- Performed two water taps at 604 N Oregon St.
- Watered trees at state park twice a week.
- Swept downtown twice.
- Performed routine maintenance on equipment.
- Performed sewer tap at 604 N Oregon St.
- Started sweeping the entire town.
- Cleaned storm pit at wastewater.
- 53 utility locates completed.



OPERATIONS MAINTENANCE: STREETS & COLLECTION/DISTRIBUTION SUMMARY

DECEMBER ACTIVITIES:

- Final round city wide leaf pickup.
- Fix potholes on Laxon park trail.
- Hung Holiday wreaths on underpass lights.
- Put up Holiday banners throughout town.
- Sweep downtown for Holiday parade.
- Set up traffic control for Christmas parade.
- Repaired water service at 1244 SW 2nd Ave.
- Repaired water service at 798 Skyhawk Ln.
- Put up signs at Beck Park.
- Repaired fire hydrant that was hit at fairgrounds.
- Put sanders and plows on the trucks.
- Asphalt a trench on SW 7th Ave.
- Salted primary roads twice this month.
- Performed routine maintenance on equipment.
- Ground concrete lip on sidewalk at Beck Park.
- Asphalt patch on NE 3RD ST.
- Fix main brake at SW 6th Ave.
- Changing batteries on school crossings throughout town.
- Cleaned leaves along retaining wall on E Idaho AVE.
- Picked up trash along E Idaho Ave.
- Relocated catch basin on River ST.
- 27 utility locates completed.



Replacing damaged fire hydrant



Replacing Catch Basin



WATER TREATMENT PLANT SUMMARY

JANUARY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Completed quarterly DBP, TOC/Alkalinity samples.
- Completed Asbestos sample, due every 9 years.
- 15 water services turned on customer request.
- 5 water services shut off customer request.
- 21 water services turn on/off read only customer request.
- 44 water services shut off for non-payment.
- 32 water services turned on for payment received.
- 30 water services checked for high or 0 consumption.
- 3 water services checked for leaks customer request.
- 5 water services shut off for leaks customer request.
- 7 water services turned on and verified leak was repaired by customer.
- 53 water meters were changed out for non-functioning.
- 5 water meters check and verified still off from the non-payment list.
- 1 new water service was installed.

Remove media retention screens for repair/replacement



Store old Beads for cleaning and future

Remove beads for replacement



WATER TREATMENT PLANT SUMMARY

FEBRUARY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Received material for new media retention screens for replacement.
- 17 water services turned on customer request.
- 6 water services shut off customer request.
- 32 water services turned on/off read only customer request.
- 50 water services shut off for non-payment.
- 51 water services turned on for payment received.
- 26 water meters changed out for non-functioning.
- 55 water services checked for consumption issues, 0 or high consumption.
- 19 water services checked and verified off from the non-payment list.
- 10 water services shut off for repair.
- 4 water services turned on and verified leaks repaired by customer.
- 13 new water services installed.

New absorption media will be installed in WesTech Filter #1

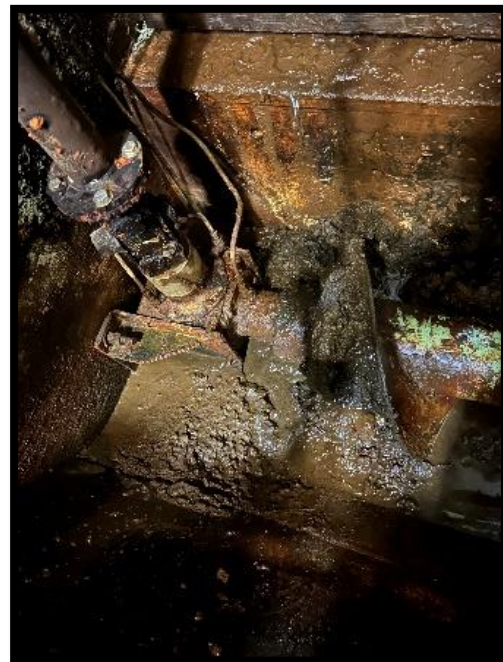
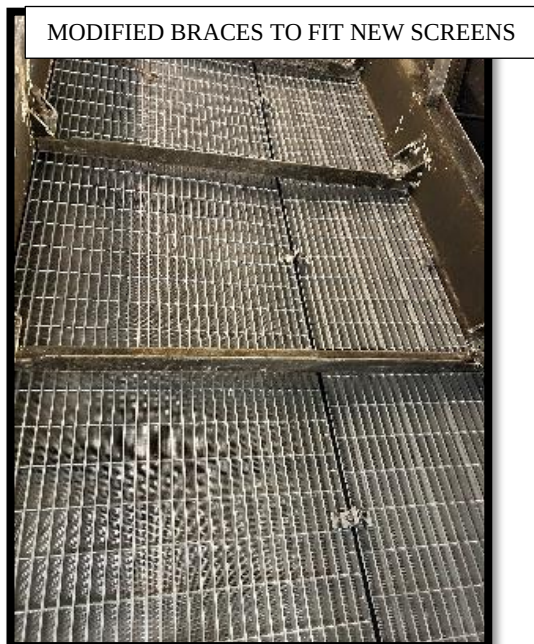


Drain Clarifier #2 for engineering inspection and winter maintenance and repair

WATER TREATMENT PLANT SUMMARY

MARCH ACTIVITIES:

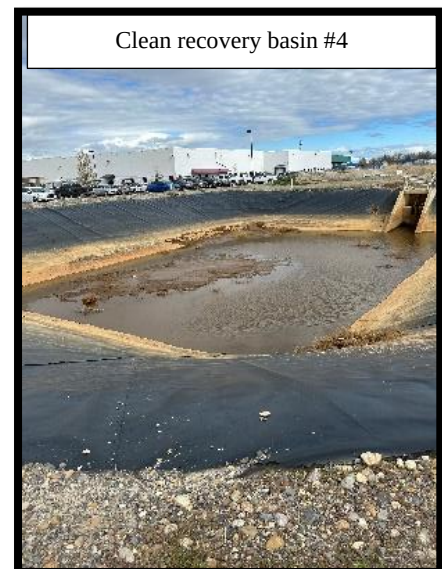
- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- 21 water services turned on customer request.
- 9 water services shut off customer request.
- 49 water services shut off for non-payment.
- 40 water services turned on for payment received.
- 20 water services turned on/off read only customer request.
- 11 water meters changed out for non-functioning.
- 10 new water meters installed.
- 11 water services checks and verified still off from the non-payment list.
- 47 water meters checked for consumptions issues.
- 5 water services shut off for leaks customer request.
- 4 water services turned on and verified leaks repaired by the customer.
- 10 water meters checked for high consumption/possible leaks.



WATER TREATMENT PLANT SUMMARY

APRIL ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly DBP, TOC, and Alkalinity samples taken.
- 27 water services turned on customer request.
- 8 water services shut off customer request.
- 23 water services turned on/off customer request.
- 41 water services shut off for non-payment.
- 40 water services turned on for payment received.
- 96 water meters changed out for non-functioning.
- 14 water meters checked for consumption issues, either 0 reads or high reads.
- 3 water services checked to verify still off from the non-payment list.
- 4 water services shut off for leaks customer request.
- 6 water services turned on and verified the leaks repaired by the customer.
- 5 water services checked for leaks customer request.
- 6 new water services installed.



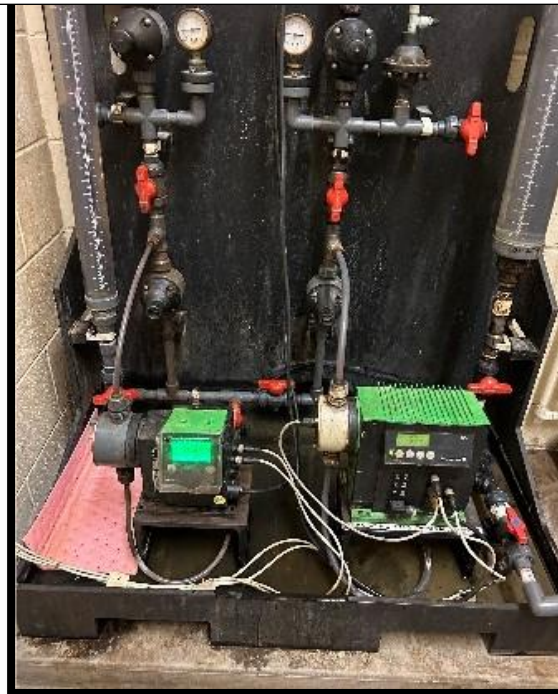
WATER TREATMENT PLANT SUMMARY

MAY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- WTP and WWTP attended Region X VPP Safety Conference in Kennewick, WA.
- WesTech Filter #1 placed in service.
- 22 water services turned on customer request.
- 12 water services shut off customer request.
- 18 water services turned on/off read only customer request.
- 28 water services shut off for non-payment.
- 22 water services turned on for payment received.
- 11 water services checked for leaks customer request.
- 5 water services check to verify still off from the non-payment list.
- 13 water services checked for consumption issues.
- 6 water services shut off for leaks customer request.
- 3 water services turned on and verified leak repaired by the customer.
- 5 new water services installed.



Crew cleared clog of potassium permanganate chemical feed line.



WATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- 30 water meters turned on customer request.
- 12 water meters turned off customer request.
- 22 water meters turned on/off read only customer request.
- 32 water meters shut off for non-payment.
- 29 water meters turned on for payment received.
- 2 water meters checked and verified still off from the non-payment list.
- 5 meters changed out for not functioning.
- 6 water meters shut off for repairs customer request.
- 5 water meters turned on and verified leak repaired by the customer.
- 9 water meters checked for high consumption.
- 10 water meters checked for leaks customer request.
- 3 new water services installed.

Reinstalled pump in recovery basin 4



Repair/Replaced backwash piping due to leaks



Installed new Butterfly Valve and Check Valve on clear well pump 4 discharge line



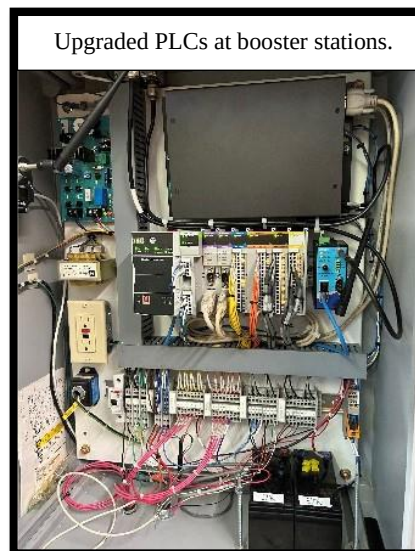
WATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly DBP, TOC, Alkalinity samples taken.
- Yearly VOC and Nitrate samples taken.
- Seasonal High Flows- increased chemical pump maintenance.
- Grounds maintenance and landscaping
- Upgraded PLC's at Booster stations
- 18 water service turned on customer request.
- 8 water services shut off custom request.
- 31 water services shut off for non-payment.
- 28 water services turned on for payment received.
- 20 water services turned on/off read only customer request.
- 32 water meters changed out for non-functioning.
- 22 water meters checked for consumption issues.
- 5 water meters checked for leaks due to high consumption.
- 4 water services shut off for leaks customer request.
- 3 water services turned on and verified leaks repaired by customer.
- 8 water services shut off for repairs customer request.



Chemical pump maintenance

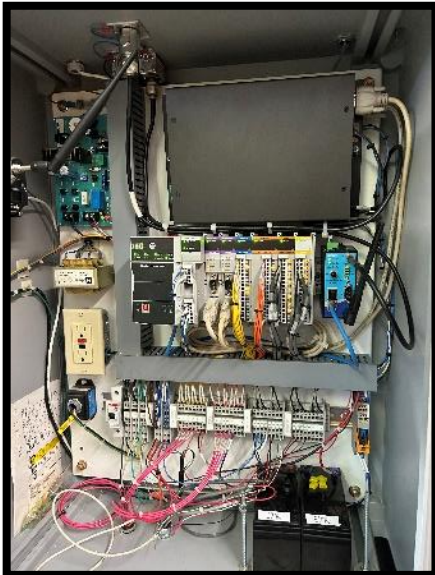


Upgraded PLCs at booster stations.

WATER TREATMENT PLANT SUMMARY

AUGUST ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Grounds maintenance and landscaping.
- 12 water services turned on customer request.
- 10 water services turned off customer request.
- 16 water services turned on/off read only customer request.
- 25 water services shut off for non-payment.
- 21 water services turned on for payment received.
- 3 water services checked and verified still off from the non-payment list.
- 32 water services checked for 0 consumption.
- 10 water services checked for high consumption.
- 12 water services shut off for leaks customer request.
- 45 water meters changed out for non-functioning.
- 4 water services turned on and verified leaks repaired by customer.
- 2 new water services installed.



WATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- 13 water services turned on customer request.
- 19 water services shut off customer request.
- 20 water services turned on/off read only customer request.
- 32 water services shut off for non-payment.
- 27 water services turned on for payment received.
- 84 water meters changed out for non-functioning.
- 4 water services checked and verified off from the non-payment list.
- 7 water services shut off for leaks to be repaired by customer.
- 12 water services turned on and verified leak repaired by the customer.
- 19 water services checked for consumption issues.
- 6 water services checked for leaks customer request.
- 1 new water service installed.
- 8 water services checked for high consumption.



Removal of all identified invasive weeds and dead trees.



WesTech Expansion Construction Beginning

WATER TREATMENT PLANT SUMMARY

OCTOBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Quarterly Disinfection Byproduct, TOC, and Alkalinity samples taken.
- 162 water meters changed out.
- 7 leak checks.
- 22 water meters turned on customer request.
- 11 meters checked for high consumption.
- 15 meters off customer request.
- 25 meters turned off for non-payment.
- 30 meters turned on for payment received.
- 15 meters read verified.
- 5 new meters installed.
- 3 meters winterized.



WATER TREATMENT PLANT SUMMARY

NOVEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- Internal Project Specific Sanitary Survey conducted.
- 60 water meters changed out.
- 4 leak checks.
- 14 water meters turned on customer request.
- 12 meters checked for high consumption.
- 10 meters off customer request.
- 33 meters turned off for non-payment.
- 27 meters turned on for payment received.
- 22 meters read verified.
- 13 meters winterized.



WATER TREATMENT PLANT SUMMARY

DECEMBER ACTIVITIES:

- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality
- Monthly Bacterial samples taken
- Sample Tracking Tool, Monitoring Plan updated for 2024
- Yearly reports submitted to State: Water Use Report
- 109 water meters changed out.
- 3 leak checks.
- 10 water meters turned on customer request.
- 8 meters checked for high consumption.
- 7 meters off customer request.
- 16 meters turned off for non-payment.
- 14 meters turned on for payment received.
- 24 meters read verified.
- 1 meter winterized.



Replaced Filter #1 Effluent Valve



WesTech Expansion Construction Continued



WASTEWATER TREATMENT PLANT SUMMARY

JANUARY ACTIVITIES:

- All sampling per the 2019 NPDES permit have been taken.
- All OSU covid 19 samples sent to lab.
- Adam Blancher resigned as an OIT.
- Assisted in WesTech Media installation.
- Completed interviews for OIT position & made an offer to an applicant which has been accepted.
- Had a gas meter installed for the pH adjustment building water heater.
- Started rehab work on the Gorman-Rupp transfer pump.
- Ordered and receive 2 new SO2 regulators, the regulators are ready for the fire department installation.
- Completed Sample Tracking Tool (STT) for the sample year 2023.



Annual Business Review
PUBLIC WORKS DEPARTMENT

WASTEWATER TREATMENT PLANT SUMMARY

FEBRUARY ACTIVITIES:

- All sampling per the 2019 NPDES permit have been taken.
- All OSU covid 8 samples sent to lab. To date no other sample vails have been sent and are waiting on OSU's path forward on further sampling.
- Started pH Adjustment using 31% Hydrochloric Acid, this is to stay in compliance with our NPDES permit.
- All lagoon tops and access roads were leveled using the Road Boss.
- Assisted in WesTech Media grating issue.
- Had a gas meter replaced at the operations building.
- New regulator was installed on the SO2 tank, and the Fire Department switched to the new tank.
- Updated Sample Tracking Tool (STT) for the sample year 2023.



WASTEWATER TREATMENT PLANT SUMMARY

MARCH ACTIVITIES:

- All sampling per the 2019 NPDES permit have been taken including bi-annual well testing.
- All OSU Covid 12 samples sent to lab.
- Completed bi-annual well monitoring.
- Assisted WTP in the repair of the old plant #2 train Sprocket and auger cog.
- Assisted WTP on building new screens for WesTech Clarifier
- Priest Electric removed and performed rehab work on the Skyline and Gorman-Rupp transfer pumps. The Skyline pumps have been completed and reinstalled.
- Collected wastewater influent arsenic samples and began testing the lagoon system for ammonia.
- New John Deere pull-behind mower delivered.
- Completed road-bossing work on all plant graveled roads.



WASTEWATER TREATMENT PLANT SUMMARY

APRIL ACTIVITIES:

- All sampling per the 2019 NPDES permit have been collected including Copper Biotic and Mercury testing.
- All OSU covid 12 samples collected and sent to lab.
- Assisted WTP in the cleaning of Basin #3.
- Vale Electric completed work on pump panel #1 at skyline pump station.
- Repaired an underground electrical issue on pivot #1 at Skyline Farm.
- Continued city influent arsenic and inhouse process DO, ammonia and nitrate testing.
- Operations building roof rehabbed and Maintenance building roof replaced.
- Malheur river flooding due to Bully Creek reservoir release and warm temperature melting low level snowpack.
- Treated effluent discharge to the Snake River ended April 26th.



WASTEWATER TREATMENT PLANT SUMMARY

MAY ACTIVITIES:

- All required Samples per the NPDES permit have been collected.
- All OSU covid 8 samples collected and sent to lab.
- Vale Electric completed work on Malheur pump station, installed new motor leads for the 60hp booster pump and installed a 25hp motor replacing the 20hp on the river lift pump.
- Priest Electric rebuilt the 60hp booster pump for Malheur Farms, replaced bearings, balanced the impeller, and replaced the mechanical seal.
- Cleaned chlorine contact basin # 1.
- Continued pumping effluent to skyline reservoir for land application.



WASTEWATER TREATMENT PLANT SUMMARY

JUNE ACTIVITIES:

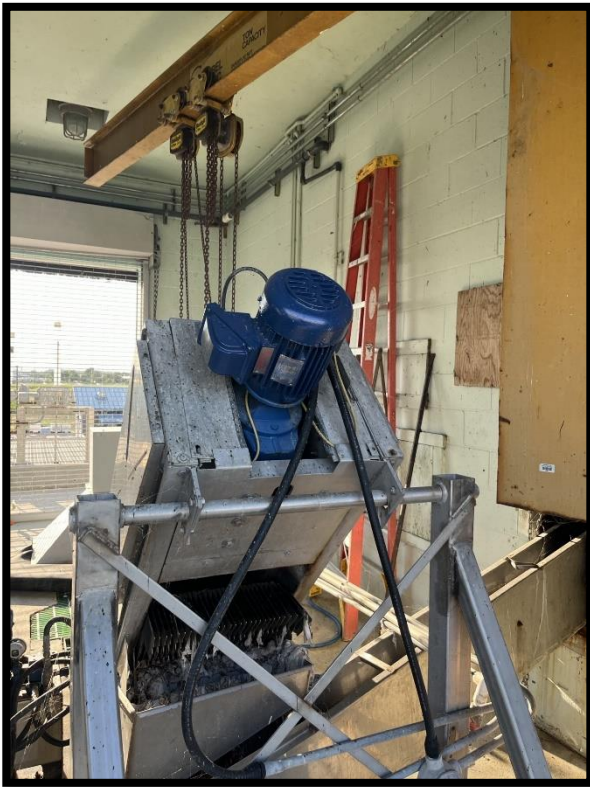
- All sampling per the 2019 NPDES permit has been completed.
- 8 OSU covid samples were sent to lab for the month of June.
- Completed fence line adjustments for easier and safer access to piezometer wells for monthly readings.
- Replace old belts with a banded belt.
- Installed screen on the large irrigation can on Malheur pump.
- Held group cleanup of Malheur irrigation Pump station.
- Installed new AC unit at Malheur pump station to reduce panel heat in building.
- Skyline currently being harvested and will be replanted with 2 weeks. Also continuing to fill Skyline reservoir for summer irrigation.



WASTEWATER TREATMENT PLANT SUMMARY

JULY ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- 8 OSU covid samples were sent to lab for the month of July.
- The Step screen motor was replaced.
- The Malheur River screen bearings and nozzles were replaced in both screens.
- Tractor with flail used to trim roadside trees and buffer zones.
- Skyline pump is still off waiting on farmer to make second planting. Reservoir is at 16.1ft
- Participated in a company safety audit.
- Completed Staff Cultured Coach training.



WASTEWATER TREATMENT PLANT SUMMARY

AUGUST ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- 8 OSU covid samples collected and sent to lab for the month of August.
- The Step screen motor electrical conduit moved for auger replacement.
- The farmer has started irrigating at Skyline and Malheur pivots again after harvest.
- Malheur pump station had rock spread to stop erosion.

WASTEWATER TREATMENT PLANT SUMMARY

SEPTEMBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- OSU Covid samples have been reduced to one sampling a week due to funding restraints.
- Annual servicing completed for WWTP Tractor
- Flail Mower repaired.
- West CCB drained and cleaned.
- EPA DMR QA Study 43 completed and turned into the state.
- MicroClor water line leak fixed.



Aerating/Cleaning



CCB WEST Cleaning

WASTEWATER TREATMENT PLANT SUMMARY

OCTOBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- MicroClor annual Inspection completed.
- Irrigation season, at Malheur and Skyline, ends for 2023.
- New Skyline Pump installed.
- Back up Malheur pump screen repaired and ready for next season.



WASTEWATER TREATMENT PLANT SUMMARY

NOVEMBER ACTIVITIES:

- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- Started our river flow season and we have an average flow of 1.9 MGD to the river.
- New Outfall inspected and in use.
- Repaired HSO2 alarm system in the headworks.
- Irrigation pivots and the filter system winterized at Skyline Reservoir.



WASTEWATER TREATMENT PLANT SUMMARY

DECEMBER ACTIVITIES:

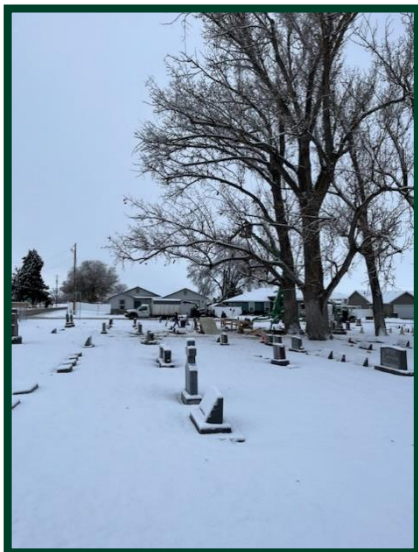
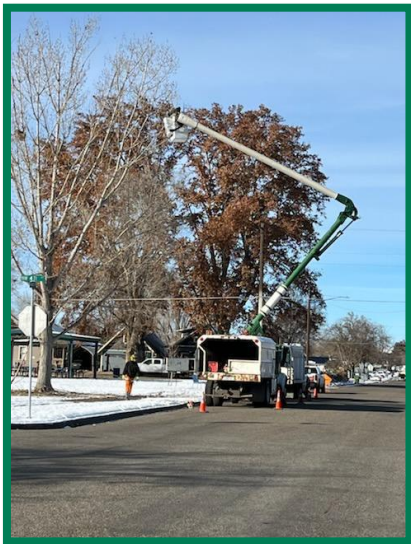
- All sampling per the 2019 NPDES permit has been completed.
- All piezometer readings taken for the month.
- All work orders completed for the month.
- Completed three rounds of arsenic reduction sampling for areas 1-5, a total of 53 samples.
- Facility Maintenance on bathroom, water fountain and breakroom sink repaired.
- Completed Sample Tracking Tool for 2024
- As of Dec 26th, we have 24 days of storage in the WWTP Lagoons.

Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

JANUARY ACTIVITIES:

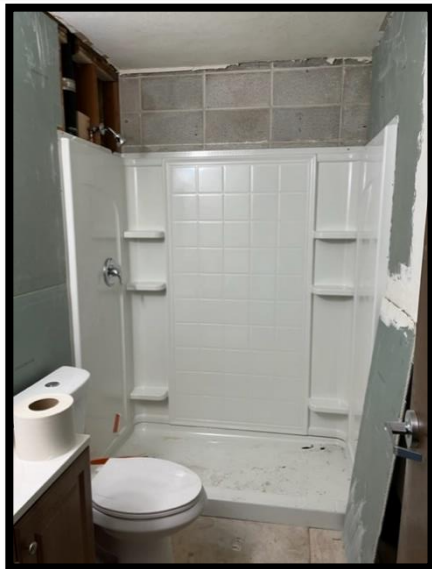
- Continuing to repair wooden tables and benches.
- Removing the snow off sidewalks and de-icing as needed.
- Hired a plumber to fix a hot water line in City Hall
- Received a new side by side for the park's department.
- Trees are being trimmed in the parks and at Sunset Cemetery.
- Removed carpet stains in the fire department offices.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

FEBRUARY ACTIVITIES:

- 3 burials at Evergreen Cemetery and 0 at Sunset Cemetery.
- Repaired wooden picnic tables and benches.
- Proficient Roof Maintenance has started repairing the roofs at the wastewater plant.
- Hired a plumber to clean the drain in the apartment building, they installed a new clean out for the building.
- Tree trimming is complete for the parks.
- Installed new shower in the lady's locker room.
- Three new keypad locks installed in the upstairs at City Hall.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

MARCH ACTIVITIES:

- 5 burials at Evergreen Cemetery, and 0 at Sunset Cemetery
- Cleaned up each Cemetery to prepare for mowing.
- Assisted airport with burning weeds on the East property line.
- Moved tools and mowers out of the airport shop.
- Removed graffiti from the restrooms at Beck Park.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

APRIL ACTIVITIES:

- 9 burials at Evergreen Cemetery, and 1 at Sunset Cemetery.
- Ground sterilant applied to Airport, Shooting Range, Wastewater Lagoons, and City shop.
- Emptied trash cans in the parks and downtown.
- Started sprinkler systems in the parks and cemeteries.
- Beginning mowing and trimming in parks and cemeteries.
- Restrooms open at Beck Park.
- Vandalism at the newly opened restrooms at Beck Park.
- Changed American Flag at Lions Park.



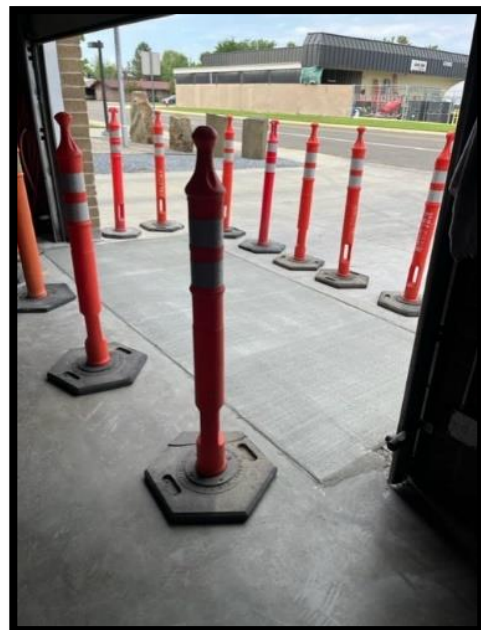
Annual Business Review

PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

MAY ACTIVITIES:

- Weeds abatement at the old gulf course, Parks, and Cemeteries.
- Fertilized Parks and Sunset Cemetery.
- New trees planted on East Idaho.
- Installed hanging pots downtown.
- Cement work done at Fire Department.
- Completing repair work on shelter at Lanterman Park.



Annual Business Review
PUBLIC WORKS DEPARTMENT

FACILITIES, PARKS, AND CEMETERIES SUMMARY

JUNE ACTIVITIES:

- 6 funerals at Evergreen Cemetery and 1 at Sunset Cemetery.
- Continuing weekly routine of mowing, dumping trash cans, and trimming.
- Spot spraying weeds in the Parks and Cemeteries.
- Airport sprinkler systems repaired.
- Repaired boards in Gazebo at Moore Park.
- City Hall exterior paint touched up.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

JULY ACTIVITIES:

- 3 funerals in Evergreen Cemetery, and 0 in Sunset Cemetery.
- Weekly routine mowing, dumping trash cans, and trimming.
- Spot spraying weeds in the Parks and Cemeteries.
- Sprayed at Airport.
- Mowing the Airport grass runway and park area this month.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

AUGUST ACTIVITIES:

- Sprayed the old gulf course.
- Replaced the motor on irrigation system at Beck Park.
- Fixed a water line leak and replaced a hot water tank at Wastewater.
- Added new bark in the shrub beds at Beck Park.
- 6 funerals total this month.
- Roof repaired at the Wastewater plant.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

SEPTEMBER ACTIVITIES:

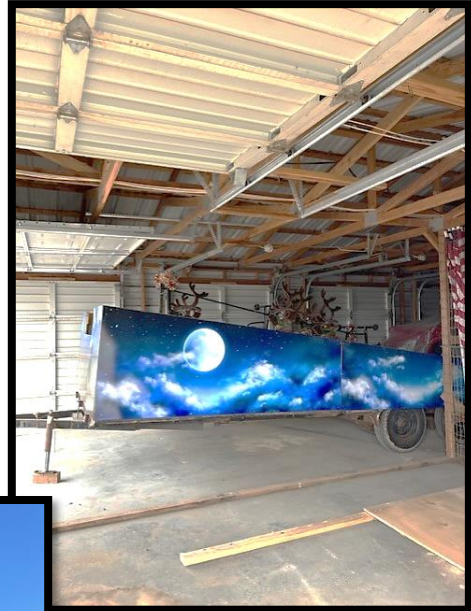
- Continued maintenance for drain in the men's restroom at Beck Park.
- Replacing the roofs on the shelters at Beck Park, and they found some wood rot in #2 that will need replaced.
- Repaired sprinkler main line on the grass runway at the Airport.
- Outside horn installed on new alarm system up at Evergreen Cemetery.
- Installed door on storage unit at Airport, to allow storage of Chambers Christmas float.
- 4 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

OCTOBER ACTIVITIES:

- Restrooms closed at Beck Park; picked up the porta potties at Lions Park for the winter.
- We blew out 45 water systems for the winter this month.
- Completed roof repairs on the Pavilions at Beck Park.
- Relocated the chambers Christmas float to its new spot at the old golf.
- Started mulching the leaves at the parks.
- 6 burials at Evergreen Cemetery, and 1 at Sunset Cemetery.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

NOVEMBER ACTIVITIES:

- We had the city shop heating boiler repaired.
- We had a tree removed at the wastewater plant.
- We put a new door sweep on the evidence room.
- We moved the picnic tables from the parks for the winter.
- We moved the chambers Christmas Down to the chamber's offices.
- We are still mulching the leaves at the parks.
- They started removing part of the shop at the Airport.
- We had 7 burials at Evergreen Cemetery and 0 at Sunset Cemetery.



FACILITIES, PARKS, AND CEMETERIES SUMMARY

DECEMBER ACTIVITIES:

- Installed a new water softener at the city shop for the heating boiler.
- Cleaned drain in City Halls downstairs restrooms.
- We are disking the ruff areas out at the Airport to make the spraying less expensive.
- New picnic tables put together for Beck Park.
- Lights added to the Christmas tree at Lions Park.
- Replaced a few lights in City Hall.
- 3 burials at Evergreen Cemetery, and 0 at Sunset Cemetery



DEVELOPMENT REVIEW SUMMARY

JANUARY ACTIVITIES:

- Issued 3 ROW Permits.
- Issued 1 New Addresses to new residences.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Continuous updating of the GIS mapping.
- SRCI Sewer line upgrade has been completed.
- Tapadera Lift Station construction continues.



Building at the airport will be demolished for BLM SEAT Base.



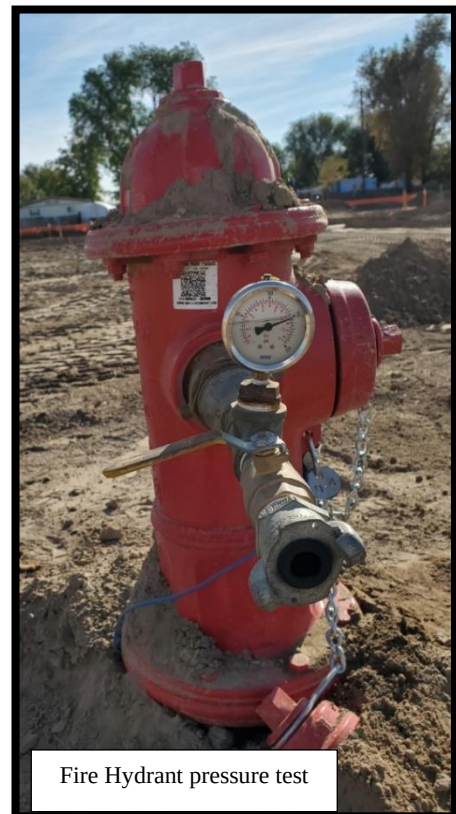
Site for new PW Storage Facility Building.



Water Tower meter reading equipment will be installed on.



Water and Sewer main exposed for new sewer service to be connected to.



Fire Hydrant pressure test

Annual Business Review
PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

FEBRUARY ACTIVITIES:

- Issued 5 ROW Permits.
- Attended 2 PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Mailed out 136 backflow test notifications due by the end of March.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Continuous updating of the GIS mapping.
- SRCI Sewer line upgrade has been completed and is currently running in syphon as designed.
- Tapadera Lift Station construction continuing.



DEVELOPMENT REVIEW SUMMARY

MARCH ACTIVITIES:

- Issued 3 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss the expansion of the Ontario Middle School.
- Attended 2 PDAC meetings to discuss new businesses.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Mailed out 452 backflow test notifications due by the end of April.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Updating of the GIS mapping of all new utility expansions.
- Creation of the Tater Tot Trail map for design and layout of pathway.
- Ontario Public Works Storage Facility is under construction.
- Tapadera Lift Station construction continued.



DEVELOPMENT REVIEW SUMMARY

APRIL ACTIVITIES:

- Issued 14 ROW Permits
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 3 Backflow devices on irrigation systems.
- Mailed out 452 backflow test notifications due by the end of April.
- Mailed out 50 backflow test 2nd notifications.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Updating of the GIS mapping of all new utility expansions.
- Ontario Public Works Storage Facility is under construction nearly complete.
- Tapadera Lift Station construction continued.



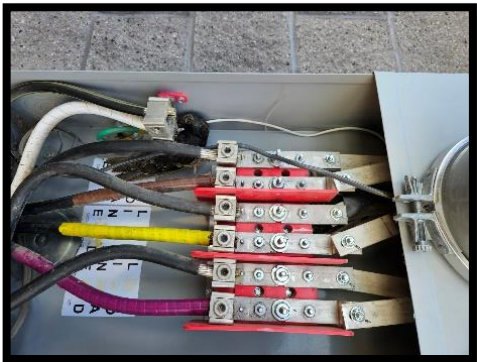
Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

MAY ACTIVITIES:

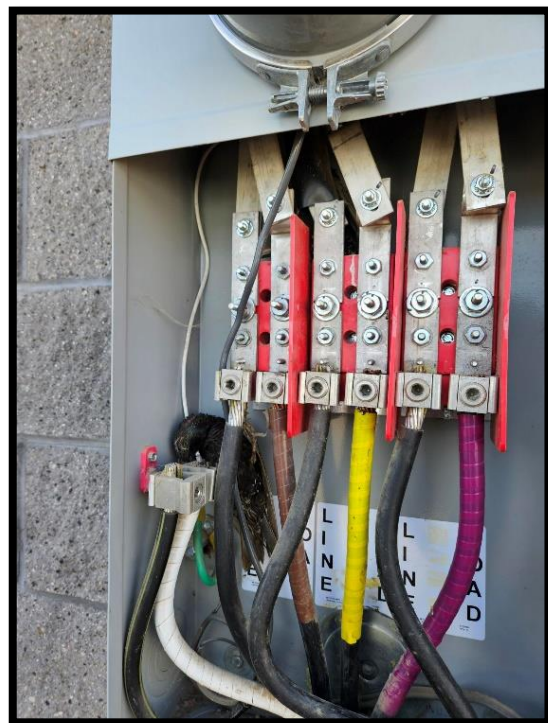
- Issued 6 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 3 Backflow devices on irrigation systems.
- Mailed out 146 backflow test notifications due by the end of May.
- Mailed out 134 backflow test 2nd notifications.
- Door hangers- 63 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Updating of the GIS mapping of all new utility expansions.
- Ontario Public Works Storage Facility has been completed and is in use.
- Tapadera Lift Station construction continued.



DEVELOPMENT REVIEW SUMMARY

JUNE ACTIVITIES:

- Issued 16 ROW Permits
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 2 Backflow devices on irrigation systems.
- Mailed out 84 backflow test notifications due by the end of May.
- Mailed out 37 backflow test 2nd notifications.
- Door hangers-16 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Updating of the GIS mapping of all new utility expansions.
- Tapadera Lift Station construction continued.
- “Safe Routes to School” construction has begun along SW 12th Street.



DEVELOPMENT REVIEW SUMMARY

JULY ACTIVITIES:

- Issued 10 ROW Permits.
- Issued 4 New Addresses to new residences.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow devices on irrigation systems.
- Mailed out 140 backflow test notifications due by the end of May.
- Mailed out 44 backflow test 2nd notifications.
- Door hangers-21 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Updating of the GIS mapping of all new utility expansions.
- Tapadera Lift Station construction continued.
- “Safe Routes to School” construction has been completed along SW 12th Street.



DEVELOPMENT REVIEW SUMMARY

AUGUST ACTIVITIES:

- Issued 6 ROW Permits
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended the Jacobs monthly safety meeting.
- Mailed out 73 backflow test notifications due by the end of May.
- Door hangers- 39 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Updating of the GIS mapping of all new utility expansions.
- Creation of the Beck Park Pond Master Plan
- Tapadera Lift Station construction continued.
- “Safe Routes to School” utilities relocation.



DEVELOPMENT REVIEW SUMMARY

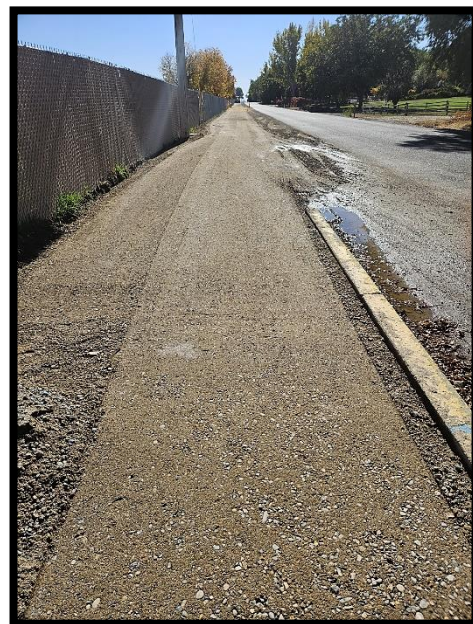
SEPTEMBER ACTIVITIES:

- Issued 4 ROW Permits
- Issued 1 New Address to new residences.
- Attended 1 PDAC meeting to discuss a new hanger.
- Attended 1 PDAC meeting to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow device on irrigation systems.
- Mailed out 36 backflow test notifications due by the end of September.
- Mailed out 16 backflow test 2nd notifications.
- Door hangers- 10 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Tapadera Lift Station construction is nearly ready to go online.
- “Safe Routes to School” utilities relocation completed and the storm line and catch basins have been installed. Paving is pending scheduling.

DEVELOPMENT REVIEW SUMMARY

OCTOBER ACTIVITIES:

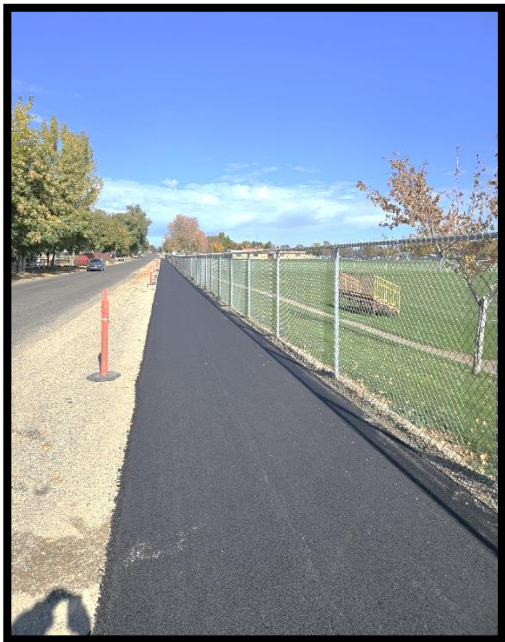
- Issued 6 ROW Permits.
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 0 Backflow devices on irrigation systems.
- Mailed out 23 backflow test notifications due by the end of September.
- Mailed out 8 backflow test 2nd notifications.
- Door hangers- 5 were hung on doors for final notice before water termination for noncompliance.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Tapadera Lift Station- ACS and Vale Electric are working on the SCADA programing currently.
- “Safe Routes to School” paving is complete, and we very close to the completion of this project.
- Airport fencing is complete, and we have performed out final walk-thru for acceptance.
- Golf Course Maintenance Shop- The demolition portion of this project has started.



DEVELOPMENT REVIEW SUMMARY

NOVEMBER ACTIVITIES:

- Issued 4 ROW Permits.
- Issued New Address to Commercial lot.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended the Jacobs monthly safety meeting.
- Mailed out 54 backflow test notifications due by the end of November.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Tapadera Lift Station- ACS and Vale Electric are working on the SCADA programing currently.
- “Safe Routes to School” Project is complete.
- Golf Course Maintenance Shop- Progress is still being made with this project.
- City Hall Elevator Modernization bid has been awarded to TK Elevators.
- Wastewater Treatment Plant Effluent Outfall Project has had the final inspection scheduled for Dec 6th and will complete the final step in the completion of this project.
- Water Treatment Plant Expansion continues to make progress and things are going as scheduled.



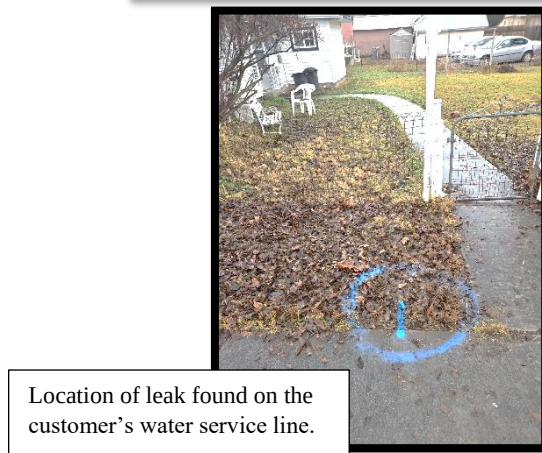
Annual Business Review

PUBLIC WORKS DEPARTMENT

DEVELOPMENT REVIEW SUMMARY

DECEMBER ACTIVITIES:

- Issued 4 ROW Permits
- Issued New Address to Commercial lot.
- Attended the Jacobs monthly safety meeting.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Tapadera Lift Station- ACS and Vale Electric are working on the SCADA programing currently.
- Golf Course Maintenance Shop- Project is complete.
- City Hall Elevator Modernization bid has been awarded to TK Elevators and parts are in the process of being ordered.
- Wastewater Treatment Plant Effluent Outfall Project is complete with the final dive inspection Dec 6th.
- Water Treatment Plant Expansion continues to make progress and things are going as scheduled.



APPENDIX

PUBLIC WORKS DEPARTMENT

The City of Ontario Public Works Department consists of five Divisions that include Administration, Engineering, Water Treatment and Distribution, Wastewater Treatment and Operations (Streets, Stormwater, Buildings, Parks and Cemeteries). The Department has 30 FTEs (full-time equivalent) employees. This service is provided via a Public-Private Partnership with Jacobs Engineering Group, INC.

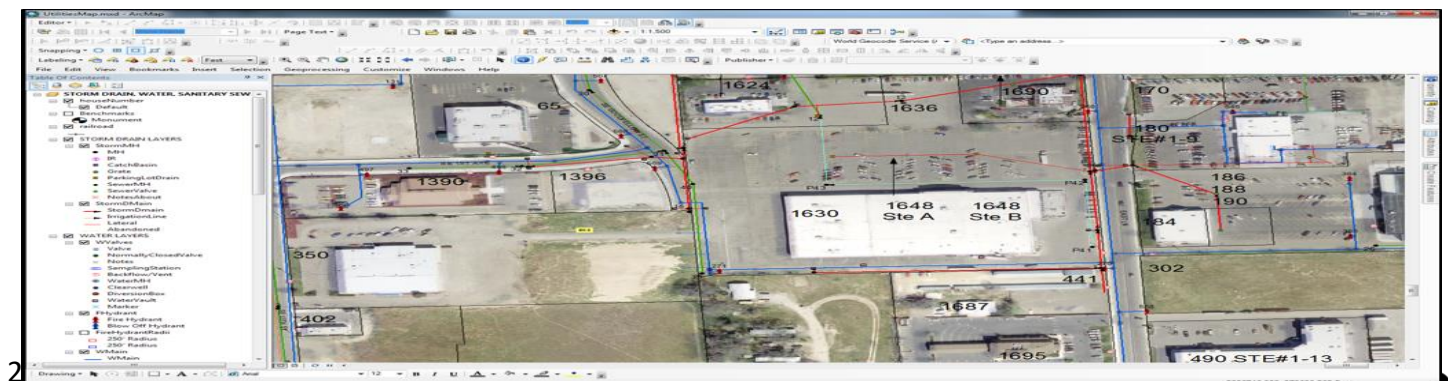
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the City's transportation system (i.e.: streets, sidewalks, bicycle paths, storm-sewer systems, and other infrastructure within the City).

ADMINISTRATION

The Administration Division is responsible for the delivery of all of the contractual obligations and oversees the financial, human resource and all resource management processes. The Administrative Staff evaluate the needs for contracted services, implementing necessary service agreements, developing energy management strategies, and formulating short- and long-term programs and plans in conjunction with City Administration (City Management and City Council).

ENGINEERING

The Engineering Division Department works with other utilities, developers, and property owners in addressing utility issues, public improvements, subdivision development, local improvement districts and other municipal projects. The Department also maintains a set of Standard Specifications for providing uniform procedures for the installation. 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, and provide project management for Public Works Capital Improvement Program (CIP) project 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.

OPERATIONS MAINTENANCE

Public Works maintains more than 122 lane miles of improved streets and more than 9 miles of alleys and is responsible for resurfacing, repairing, and maintaining the streets, installing, and maintaining street signs and markings, tree trimming, and repairing all established pavement markings. This Division also completes excavation and repair of deteriorating streets, gravel road grading, street sweeping, crack sealing, chip sealing, snow removal and sanding during the winter months, and weed control along the alleys. Public Works assist Ontario Chamber of Commerce by placing Holiday decorations on streetlights during the season.

As part of the annual Street Maintenance Program, crews chip seal street surfaces in the summer

Ontario Public Works maintains more than 122 Lane Miles of Improved Streets 9 Miles of Alleys Chip seals last a minimum of 8 years, and Public Works chip seals 7 miles per year 56 miles of storm drain collection lines, and 1,450 catch basins

months to protect them from water and weather damage and to keep them in good condition. Chip seal roadway treatments help to maintain the existing pavement, delaying further aging resulting from water and sun, and provides a moisture barrier to existing pavements by sealing surficial cracks. A chip seal application provides substantial savings to taxpayers and can last 8 to 10 years with just minimal roadway maintenance required. The city chip seals approximately 10 miles of streets per year.

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. There are two municipally owned and operated Cemeteries – Evergreen and Sunset Cemeteries. The Operations Division is responsible for the operation and maintenance of those areas. Included in their responsibilities are all municipal buildings. This includes general maintenance and repair work, the implementation of preventative maintenance programs, and the administering of service contracts (janitorial, HVAC, electrical, elevator, etc.). This division is also charged with the oversight of facility-related projects, including remodels and systems upgrades.

WATER TREATMENT PLANT

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 up-flow clarifier. The steps for treatment are flocculation, sedimentation, filtration, and disinfection, which meet the compliance of the Oregon Health Authority (OHA).

The Oregon Health Authority requires an operator be on duty 365 days a year. Ontario customers account for 3,845 water services, not including Snake River Correctional Institute (SRCI).

The Water Treatment Plant has a reliable capacity (capacity with the largest pump out of service) of 8.3 Million Gallons Per Day (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 MGD 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.

Maintains 80 miles of water mains.

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. One hundred percent (100%) 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.

Water Distribution System 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.

WASTEWATER TREATMENT PLANT

The wastewater treatment plant collects wastewater from the entire city and SRCI. 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.

*Public Works maintains 78
miles of sanitary sewer lines
throughout City Limits*

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. 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 bar screen and one lift station from SRCI. 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.

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
131243	879797	Ken H. Abbott	01/04/2024	1,500.00
131244	0143466	Amazon Capital Services	01/04/2024	2,006.02
131245	037600	AT&T	01/04/2024	24.61
131246	130624	B & W Car Wash	01/04/2024	9.00
131248	879563	Andrew P Bentz	01/04/2024	1,500.00
131249	21409	Big Sky Sportswear	01/04/2024	529.32
131250	114239	Chris Bolyard	01/04/2024	350.00
131251	UB*12153	LILY BRANDT	01/04/2024	66.59
131252	879572	Scott S Browen	01/04/2024	1,500.00
131253	879494	Bruneel, LLC	01/04/2024	1,940.39
131254	879739	David J. Bunker	01/04/2024	1,500.00
131255	626400	Campo & Poole Distributing, LLC	01/04/2024	6,982.87
131256	637828	Century Link Communications, LLC	01/04/2024	51.96
131258	879726	Mark L Clark	01/04/2024	1,500.00
131259	879710	Susan C Combs	01/04/2024	1,500.00
131260	216000	D & B Supply Company	01/04/2024	112.96
131261	879780	Peggy Daugherty	01/04/2024	1,500.00
131262	UB*12151	ENRIQUE DOMINGUEZ	01/04/2024	104.06
131263	879562	Kevin Gene and Maria Draper	01/04/2024	1,500.00
131264	UB*12154	DUNBRASKY DR, MD PC	01/04/2024	90.75
131265	879800	Juana Carolina Gomez	01/04/2024	1,500.00
131266	879557	Troy Hansen	01/04/2024	1,500.00
131267	879731	James Frederick Harrington	01/04/2024	1,500.00
131268	UB*12155	RAY HARTLEY	01/04/2024	65.38
131269	360015	Home Depot Credit Services	01/04/2024	149.17
131270	879724	Cathylee Iwai	01/04/2024	1,500.00
131271	UB*12158	MICKEY KENT	01/04/2024	179.23
131273	879559	Lisa Maeda	01/04/2024	1,500.00
131274	879603	Christina Marie Musser	01/04/2024	1,500.00
131275	879820	Myers Alignment	01/04/2024	130.00
131276	879551	Painter Holdings & Business Ventures, Inc.	01/04/2024	19.50
131277	642080	Petty Cash	01/04/2024	18.97
131278	879730	Norman Alexander Poole	01/04/2024	1,500.00
131279	642093	Red's Automotive Repair, Inc.	01/04/2024	88.25
131280	879538	Lisa L. Reeser	01/04/2024	1,500.00
131281	UB*12156	SAGE RIDGE PLACE, LLC	01/04/2024	52.41
131282	879776	Anthony Salomone	01/04/2024	1,500.00
131284	UB*12157	STACY SAPP	01/04/2024	408.42
131285	UB*11956	SCHOOL DIST 8-C IRRIGATION	01/04/2024	93.29
131286	879588	Cody Servis	01/04/2024	1,500.00
131287	702008	Staples Business Credit	01/04/2024	98.80
131288	738002	Symbol Arts, LLC	01/04/2024	863.00
131289	879599	Gary T Taylor	01/04/2024	1,500.00
131290	788402	TransUnion Risk & Alternative Data Soluti	01/04/2024	75.00
131291	UB*12150	VALLEY FAMILY HEALTH CARE	01/04/2024	80.33
131292	879604	Michael K. Walker	01/04/2024	1,500.00
131293	879733	Waste Connections of Oregon, Inc.	01/04/2024	444.10

Check No	Vendor No	Vendor Name	Check Date	Check Amount
131294	879668	Stephanie A Wilson	01/04/2024	1,500.00
131295	879819	Express Services, Inc.	01/04/2024	700.00
131296	360015	Home Depot Credit Services	01/04/2024	41.46
131297	408200	J-U-B Engineers, Inc.	01/04/2024	101,640.00
131298	879163	McCurry Ontario Motors, LLC	01/04/2024	5,244.77
131299	702008	Staples Business Credit	01/04/2024	78.99
131300	879339	UGSI Solutions Company	01/04/2024	14,573.04
Total for 1/4/2024:				168,812.64
131301	879821	Ernesto Juarez	01/05/2024	1,500.00
131302	879550	Albert L. Christiani Construction, LLC	01/05/2024	29,980.00
Total for 1/5/2024:				31,480.00
ACH	832852	Wells Fargo Business Elite Card	01/11/2024	6,559.36
131303	005000	A-1 Key and Lock Service	01/11/2024	100.00
131304	0143466	Amazon Capital Services	01/11/2024	57.70
131305	033300	Argus Observer	01/11/2024	960.00
131306	879825	Art's Wrecker Service	01/11/2024	175.00
131307	UB*12159	JULANNE BERGSTROM	01/11/2024	529.73
131308	21409	Big Sky Sportswear	01/11/2024	102.00
131309	879637	Bryant Lovlien & Jarvis PC Attorneys at La	01/11/2024	3,937.32
131310	879451	CDR Labor Law, LLC	01/11/2024	6,901.00
131311	637830	Century Link	01/11/2024	528.36
131312	210200	CMi Software Corp	01/11/2024	1,930.00
131313	262000	Eastside Florist	01/11/2024	65.00
131314	879824	Michael Gallagher	01/11/2024	2,245.00
131315	879641	Garrett's Dry Cleaning, LLC	01/11/2024	26.02
131316	UB*12160	GODINA REAL ESTATE LLC	01/11/2024	149.10
131317	878935	High Desert Towing & Recovery	01/11/2024	300.00
131318	440000	L.N. Curtis and Sons	01/11/2024	2,180.80
131319	879189	Chief Terry Leighton,Retired	01/11/2024	1,290.74
131320	879417	LightSpeed Networks, Inc.	01/11/2024	1,213.59
131321	441140	Looks Nu, Inc.	01/11/2024	231.00
131322	456402	Malheur County Clerk	01/11/2024	112.00
131323	879328	Malheur County GIS	01/11/2024	100.00
131324	879173	Tonia Montgomery	01/11/2024	5.00
131325	879301	Net Assets Corporation	01/11/2024	270.00
131326	539200	Ontario Area Chamber of Commerce	01/11/2024	400.00
131327	682406	Sister Cities International	01/11/2024	440.00
131328	879764	T&Z Hardware, Inc.	01/11/2024	38.36
131329	879720	Total Package Enterprises, LLC	01/11/2024	113.29
131330	879151	Waste-Pro	01/11/2024	40.05
131331	879120	Record Steel and Construction, Inc.	01/11/2024	438,097.25
131333	879817	TK Elevator Corporation	01/11/2024	59,319.50
Total for 1/11/2024:				528,417.17
131334	0143466	Amazon Capital Services	01/19/2024	55.37
131335	879745	AT&T Mobility, LLC	01/19/2024	1,242.51
131336	879494	Bruneel, LLC	01/19/2024	278.09
131337	144000	Cascade Natural Gas Corporation	01/19/2024	2,172.33
131338	247940	Dooley Enterprises, Inc.	01/19/2024	8,886.06
131339	303800	Frank's Extinguisher Service	01/19/2024	307.74
131340	879827	Giggles & Grace Early Learning Center, In	01/19/2024	5,000.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
131341	376000	Idaho Power	01/19/2024	3,766.62
131342	879826	Brandon Chris Johnson	01/19/2024	5,000.00
131343	451750	Malheur County Sheriff's Office	01/19/2024	116,399.30
131344	&509	Matsy's Restaurant & Catering	01/19/2024	30.00
131345	879163	McCurry Ontario Motors, LLC	01/19/2024	242.43
131346	539200	Ontario Area Chamber of Commerce	01/19/2024	275.00
131347	582152	State of Oregon Department of Aviation	01/19/2024	75.00
131348	516494	State of Oregon Department of Transportati	01/19/2024	1,034.47
131349	879701	State of Oregon Department of Transportati	01/19/2024	36.00
131350	T242	State of Oregon Secretary of State	01/19/2024	350.00
131351	528405	Oster Professional Group, CPA's PC	01/19/2024	26,702.83
131352	642093	Red's Automotive Repair, Inc.	01/19/2024	930.81
131353	879803	SAR, Inc.	01/19/2024	609.00
131354	130950	Sparklight Business	01/19/2024	140.72
131355	774300	T-N-T Signs & Graphics	01/19/2024	80.00
131356	879742	Trinity Health Epic - PP	01/19/2024	50.00
131357	879680	US Bank Equipment Finance	01/19/2024	1,497.00
131358	183201	CK3, LLC	01/19/2024	9,137.50
131359	22427	Conсор North America, Inc.	01/19/2024	15,012.76
131360	879247	Idaho Communications, LLC	01/19/2024	34,086.43
131361	412500	Keller Associates, Inc.	01/19/2024	11,500.00
131362	461500	MetroQuip, Inc.	01/19/2024	41,000.00
131363	22427	Conсор North America, Inc.	01/19/2024	4,135.15
131364	22427	Conсор North America, Inc.	01/19/2024	16,601.25
Total for 1/19/2024:				306,634.37
ACH	878915	Jacobs Engineeering Group, Inc.	01/23/2024	502,653.52
Total for 1/23/2024:				502,653.52
131366	0143466	Amazon Capital Services	01/25/2024	492.38
131367	637830	Century Link	01/25/2024	718.76
131368	879823	Harry G. Chamberlain	01/25/2024	6,000.00
131369	879830	Bruce Erlebach	01/25/2024	5,000.00
131370	303800	Frank's Extinguisher Service	01/25/2024	129.98
131371	UB*12161	IDAHO NEIGHBORHOOD SOLUTIONS,	01/25/2024	93.42
131372	376000	Idaho Power	01/25/2024	2,572.33
131373	461607	MicroTechnology Systems, Inc.	01/25/2024	9,115.00
131374	539200	Ontario Area Chamber of Commerce	01/25/2024	400.00
131375	642093	Red's Automotive Repair, Inc.	01/25/2024	387.34
131376	879469	SBRK Finance Holdings, Inc.	01/25/2024	1,531.00
131377	879424	Benjamin Henry Schlupе	01/25/2024	100.00
131378	879145	Silver Signet, LLC	01/25/2024	333.78
131379	T7125	Snake River Valley EAA Chapter 837	01/25/2024	600.00
131380	879764	T&Z Hardware, Inc.	01/25/2024	15.58
131381	288897	Verizon	01/25/2024	1,341.58
131382	879007	Weidner Fire	01/25/2024	1,610.50
Total for 1/25/2024:				30,441.65
ACH	879831	United States Environmental Protection Ag	01/29/2024	48,770.87
Total for 1/29/2024:				48,770.87
ACH	PRFED	PAYROLL TAXES	01/31/2024	2,295.15

Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	PRORTAX2	OREGON DEPARTMENT OF REVENUE	01/31/2024	95.89
ACH	PRORTAXE	OREGON DEPARTMENT OF REVENUE	01/31/2024	643.45
ACH	PRPERS	OREGON PERS	01/31/2024	1,591.02
Total for 1/31/2024:				4,625.51
Report Total (141 checks):				1,621,835.73