

**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, JULY 9, 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 _____ Ken Hart _____ Penny Bakefelt _____ Eddie Melendrez _____
Council President John Kirby _____ Mayor Debbie Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on July 5, 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) Approval of Council Meeting Minutes: June 25, 2024
- B) Liquor License Application: The Frosty Badger

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) Request for Appointment to Business Loan Fund: Barbara Jamison
- B) Update Airport Manual Rules and Regulations

7) PUBLIC HEARING

- A) Resolution #2024-111: Master Fee Schedule

8) HAND-OUTS

- A) Monthly Department Stats: PW, OFR (June)
- B) Minutes: County Court 06-12-2024, 06-26-2024

9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

10) 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.

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**CITY COUNCIL MEETING MINUTES****June 25, 2024**

The scheduled meeting of the Ontario City Council was called to order by Council President John Kirby at 6:00 p.m. on Tuesday, June 25, 2024, in the Council Chambers of City Hall. Council members present were Penny Bakefelt, Susann Mills, John Kirby, Ken Hart, and Sam Baker. Debbie Folden and Eddie Melendrez were excused.

Members of staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Clint Benson, Kari Ott, Casey Mordhorst, Marshall Pierce, Al Haun, Michael Iwai, Tatiana Burgess, and Andy Wood.

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

AGENDA

This Agenda was posted June 21, 2024. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

HART moved, BAKEFELT seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

CONSENT AGENDA

BAKER moved, BAKEFELT seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF APPROVAL OF COUNCIL MEETING MINUTES OF JUNE 11, 2024**. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

PUBLIC COMMENTS

Janine Guaspari, Ontario, stated: *I'm here today just to bring up the problem of stray animals within Ontario. I do live out in the country. I see many stray dogs. I don't know if they're dumped and there's cats specifically, I've taken it upon myself to fix them, the cats, out of my own dime, too, and it's not cheap, just because I want to not have them reproduce and cause a bigger problem. The fact that we don't have like a Human Society here in Ontario is a real big issue, and the Feral Cat Project, they're just slammed and full of cats all the time, and the adoption process, fostering, all that is, you know, they're inundated with that. I don't know what the city can do, but it is a problem, and there should be fines for dumping, I would think. I came from Boise, moved here in, oh three years ago, and I've noticed that it's quite different here, so, anyway, that's my issue.*

Marc Berg, Ontario, stated: *Good evening. My name's Marc. I'm a resident here in Ontario. I also, full disclosure, I'm on the city Parks Committee and volunteer with the Kiwanis Club. I understand that tonight you have discussion on the dog area in the parks. We just wanted you guys to know that the Kiwanis Club is more than willing to help out, whatever you guys decide. Dan's been great to work with, as far as committees. Understand that if it's a zoning issue, if it's a code issue, you know, if that's something that you guys would have to deal with. We'd love to think that there's a solution to having some of these amenities that people like to have, and like to use, but at the same time, if they get abused, the city has the right to choose what they are going to do with some of these things that people can use as a privilege. There is plans through Kiwanis, you know, just there's Lanterman Park had the dog area. Based on observations and discussions it's popular and spoken highly of. We haven't seen a lot of issues other than people driving on the grass to conveniently drop their dogs off in the park. In our master plan, we do have an idea for a dog park in Beck-Kiwanis in the northeast corner. But again, we defer to whatever the city decides to do because we've put in a plan to keep it there,*



but until there's a solution to a health hazard, we totally understand. Just keep in mind there's lots of different solutions. If it is financial, you know, we're pursuing different state and federal grants for different projects. We have over on Sunset Drive, a 10-acre city lot that has, right now, a water tank and not much else. If the solution would be a separate dedicated dog area, where people would typically be going to for playgrounds, but just for dogs, and please consider there's got to be a solution, so people aren't having to clean up other people's dog poop, and that Jacobs and their crew don't have to be cleaning up after other people's dogs. We just appreciate all you do, and know that Kiwanis is willing to back up whatever you guys decide. Thank you.

Councilor Kirby informed Mr. Berg if he was willing to stick around, the dog park was on the agenda under discussion items.

Jeannie Schmidt, Ontario, stated: *My name is Jeannie Schmidt, and I would like to address, again, the problem with abandoned animals. So, I know you guys used to have a contract with Ani-Care, but I understand that that's not valid anymore. Am I right?*

Mr. Cummings stated that was correct. They moved to Nyssa, and currently the city did not have a contract with them. The city had been attempting to negotiate one. Ani-Care had the same problem. They had too many animals themselves.

Ms. Schmidt: *Okay. Well, I know my neighbor, she told me that one of her relatives just took it over, so I thought I would go talk to them, but I didn't know what your guy's position was on it, and I didn't want to speak out of turn. So, I would also like to ask, or say, so when somebody calls the authorities and says that they've found an abandoned animal, and it's in really bad shape, and, you know, could somebody pick it up and they get told, well, just leave it, or let it go. That's, I mean, that's, that's not a fair thing to do, in my opinion, to the animal, because it's not their fault. So I'm hoping that, maybe, you guys could like a committee together to discuss that, to maybe come up with some sort of solution, and maybe, example, the city could get like a grant that would help people once a month, get their animals altered and better priced, or provide transportation to get the animals altered, or perhaps, you know, even with Ani-Care you said was really full, so if they get so many maybe the city could provide transportation to other shelters for these animals. I mean, because, it's such a problem out here. It just amazes me and I do volunteer at OCP, and I see the atrocities that people inflict on these cats because people think of them that they're just a nuisance, and most of the cats are very nice, and they're adoptable, which is, you know, what they try to do, but people are poisoning them, they are slamming them, stomping on them, I mean the stuff that we see come through there is just horrific, so I would just like to ask, you know, the Council please consider making a committee that can try to come up with answers and maybe we could do fundraising or something. I know I've got some neighbors that have some pull that, you know, might be able to get some financing in to help with something, but I just don't even know where to start. So that is what I'd like to ask.*

Councilor Hart asked Ms. Schmidt if she was in the city or in the county.

Ms. Schmidt: *I'm in the city. I'm right by the hospital. Yeah, so I see animals dumped at the park sometimes, too. Okay, thank you.*

NEW BUSINESS

Amendment #8: Approval of Operations Management International, Inc., (Jacobs) Contract

Casey Mordhorst, Public Works Director, presented.

Amendment #8 covered the Fiscal Year starting from July 1, 2024, to June 30, 2025. This amendment was asking for a 4.75% increase to the base contract between the City of Ontario and Operations Management International Inc., (Jacobs) to operate the City of Ontario's Public Works Department. The formula increase was calculated at 6.20%; however, the increase negotiated was less than the contract formula increase. In this amendment, chemical and electrical base fees were increased from the previous year by 4.75%. Both chemical and electrical budgets were changing to rebateable. If the funds in the budget were not used, the city would receive the funds back. If they exceeded the base fee, the city would be invoiced for the overages. Staff was

working with the City Manager and Finance Director to change this in the contract. Jacobs would provide a monthly summary of the expenditures to the City Manager for review.

Operations Management International Inc. (Jacobs) was contracted to operate and maintain the City's Public Works Department beginning July 1, 2014. Annually, the increase was based on the CPI and ECI and negotiated with the City Manager. The annual increase varied from year to year. The contract annual increase could not exceed 5% and typically had been lower. With the cost of inflation that was seen in all areas, they were asking for a 4.75% increase this year.

Inflation had driven costs extremely high. Each year the annual increase varied with the CPI and ECI. This year, the CPI was 6.40% and the escalation formula came out to a 6.20% increase. The contract limited the annual increase to a maximum of 5%. Jacobs was asking for a 4.75% increase for Fiscal Year 24-25, July 1, 2024, to June 30, 2025.

In changing the chemical and electrical budgets to be a rebateable budget, the city would get any unused funds back at the end of each fiscal year. Any costs above the base fee set in the amendment would be invoiced to the city to pay. Each year, the base fees would increase by the previous year's contract increase. The City Manager would receive a summary of each budget monthly for chemical and electrical budgets, same as the repair budget.

The proposed 4.75% increase had been factored into the city's budget and had been approved by the Budget Committee and adopted by the City Council. Staff worked with both the City Manager and the Finance Director prior to the city budgeting process to ensure this was added. The increase would begin July 1, 2024, and go through June 30, 2025. If the increase was not approved, negotiations would take place to see where services could be reduced or eliminated to stay within budget.

Annually, Jacobs would provide an amendment to the contract for any increase or modifications made to the original contract between Operations Management International Inc., (Jacobs) and the City of Ontario.

Councilor Hart verified this amount was budgeted.

Ms. Ott stated it was.

Councilor Baker asked the amount of increase Jacobs requested.

Mr. Mordhorst stated it was 4.75%.

HART moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE CONTRACT AMENDMENT #8 WITH OPERATIONS MANAGEMENT INTERNATIONAL INC.(JACOBS) FOR THE 24 THRU JUNE 30, 2025, AND APPROVE THE CITY MANAGER TO SIGN.** Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

Resolution #2024-112: Supplemental Budget; End of Year Cleanup

Kari Ott, Finance Director, presented.

At the time the 2023-2024 budget was approved, there were some items that were unknown. Since these items are now known, a budget resolution was necessary to prevent over expenditures in various departments. The following items needed to be adjusted within the budget to prevent over expenditures of budget appropriations:

- Liability insurance costs came in higher than expected
- Technology equipment costs were higher
- Administration salaries had an incorrect calculation, as discussed at the budget meetings
- There were unexpected grants
- Building revenues were much higher than budgeted, so an adjustment needs to be made for the 12% state assessment



- TOT revenues were higher than expected
- There were some carryover projects

An additional \$3,383,962 (mostly grant funds) would be appropriated and the remaining budget changes were transfers between items already appropriated.

Per Oregon Local Budget Law, the proposed resolution must be approved on or before June 30, 2024, and a formal resolution approved by the City Council was required to expend funds per ORS 294. If the Council took no action, this would cause budget over expenditures.

Councilor Hart asked if the city had made the final PERS payment.

Ms. Ott stated she planned to have a discussion regarding PERS during the Financial Report later on the Agenda, or it could be done now.

Councilor Hart stated that in looking at the contingency, where they had budgeted \$844K, and now were being asked to reduce that down to \$450K, so that would leave only \$394K. Please explain that.

Ms. Ott stated the city's beginning balance had actually come in quite a bit higher, but it was more for ease. Overall the contingency that was budgeted for 2024-2025 would still come in okay. It was more to not have to do a supplemental budget hearing, so overall ease of a resolution.

Councilor Hart stated in a side conversation he had with former Councilor Braden about the city's contingency dropping so much, and that came up in the budget discussions. He thought some of that was that the city had started artificially high, so while the contingency did decrease, it was because there was quite a bit of rollover. Was that correct?

Ms. Ott stated the contingency they were looking at of over \$800K was public works funds. The contingency being talked about was in the general fund. So they were not touching the general fund contingency in this, so it wasn't going to affect that. However, there was some planned use of the fund balance for the first payments of things. But that was separate from this. The operating contingencies of the 105 and 110, of \$800K and \$1.3M, those were sewer and water funds. The carryover balances were high because of carryover projects that were not finished last year.

MILLS moved, HART seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2024-112: A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET TO RECOGNIZE UNEXPECTED REVENUES AND TO TRANSFER BUDGETED APPROPRIATIONS FOR UNEXPECTED ITEMS.** Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

Rural Board Contract Extension #2, Addendum #13

Clint Benson, Fire Chief, presented.

Members of the Ontario City Council and the Ontario Rural Fire Protection District (ORFPD) and staff have been in discussions regarding the agreement for fire protection. Extension #1 of Addendum #13 would expire June 30, 2024. Staff would like to extend the agreement for sixty days to finalize the agreement.

The ORFPD budgeted \$425,000 in their Fiscal Year 24-25 budget to add living quarters to fire station #2. The Board requested a one-year extension to allow their accountant and legal representative to research the financial and legal consequences of investing funds in a facility they did not own. Staff was proposing a sixty-day extension to allow time for ORFPD fact finding and to continue negotiations with members of the City Council and Rural Board. The important partnership between the City of Ontario and the Ontario Rural Fire Protection District was consistent with the city's core value of providing superior quality service to its customers. Sharing personnel and equipment enhanced staff's capability to provide superior fire protection to both city and rural customers. The sixty-day extension would continue the existing agreement, Addendum #13, and associated payments to the city from the ORFPD, based on an annual amount of \$207,313. Timing was

important, due to Extension #1 of Addendum #13 expiring on June 30, 2024. An active agreement should remain in place to protect both parties' interests and to continue fire protection within the ORFPD boundaries.

The Council could choose not to extend the existing agreement. This option would terminate the agreement on June 30, 2024, leaving both OFR and ORFPD without an agreement, and, therefore, no obligation for ORFPD to continue fire protection within the established boundaries. Or, the Council could choose to modify the requested extension of 60 days, and propose a different time frame. This action would necessitate the requirement to take the new time frame back to ORFPD for discussion.

Councilor Kirby verified they were waiting for the study to be received by the city.

Chief Benson stated that was correct. The study was started, and the department was onboarded earlier that week, and it took around four months to complete. The department was providing data.

Councilor Hart asked that as Councilors Baker and Mills were involved in the discussion, was there an issue, did they believe 60 days was sufficient?

Councilor Baker stated they had already issued an extension, so another 60 days should be plenty.

Mr. Cummings agreed that 60 days should be sufficient.

BAKER moved, BAKEFELT seconded, THE CITY COUNCIL APPROVE EXTENSION #2 OF ADDENDUM #13 TO THE AGREEMENT FOR FIRE SUPPRESSION AND OTHER SERVICES BETWEEN THE ONTARIO RURAL FIRE PROTECTION DISTRICT NUMBER 7-302 AND THE CITY OF ONTARIO. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

Non-Commercial Airport Lease Extension

Andy Wood, Airport Manager, presented.

The Ontario Airport Committee was requesting Council approval to extend the non-commercial leases set to expire prior to the completion of the new lease agreement document. The city was currently updating the Airport Ground Lease template to meet all current city, state, and FAA requirements, and staff wanted to extend leases that might expire prior to completion of the updated agreement. The lease extension would automatically expire at the time the new lease document was ready for signing. The Airport Committee has been reviewing the entire document, which was a completely new non-commercial lease agreement. Normally, only a clause was reviewed or updated at any given time, not the whole document; however, this was an unusual situation. At a regularly scheduled Airport Committee meeting, a motion was made to extend the deadline, and to hold a special meeting on June 13, 2024, to speed up the review process. It was hoped this would help with the timing of leases that were up for review in June and/or July.

There was the potential for this action to prevent future growth at the airport, or the possibility for some leaseholders to vacate the airport altogether. This could lead to an impact on revenues the airport received from hangar owners. Six leases were up for renewal in June, and two for July. Staff had been working on the lease agreement for 18 months, and the Airport Committee had been reviewing it for six months. The extension would give all parties time to review and sign. Some lease conditions required up to 30 days for review by the hangar owner. Council could elect to direct staff to keep the lawyer's original version with minor edits by the City Manager.

Councilor Kirby verified the word "non-commercial" was being removed from this action, and would read "airport" instead.

Mr. Cummings stated he'd like the motion to reflect the change by removing the word "non-commercial" with the word "airport".

Councilor Hart did not like the current motion as it presently read about the 60 days. It did not help with any negotiation when they were given additional time.

HART moved, No second. **THE CITY COUNCIL APPROVE THE CITY MANAGER TO EXTEND THE AIRPORT LEASES EXPIRING IN THE SECOND AND THIRD QUARTERS OF 2024 FOR 30 DAYS TO ALLOW SUFFICIENT TIME TO REVIEW AND ISSUE NEW AIRPORT LEASES.** Motion died for lack of second.

HART moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE THE CITY MANAGER TO EXTEND AIRPORT LEASES EXPIRING IN THE SECOND AND THIRD QUARTERS OF 2024 FOR 60 DAYS TO ALLOW SUFFICIENT TIME TO REVIEW AND ISSUE NEW AIRPORT LEASES.** Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

Councilor Bakefelt asked Mr. Wood if he anticipated the 60 days would be adequate to complete the process.

Mr. Wood stated it should be fine.

Councilor Baker asked Mr. Wood if they would be charged more money.

Mr. Wood stated he was trying to.

Councilor Hart read a section from the staff report prepared by staff, and he assumed there was a typo. It read: *Timing - Six leases are up for renewal in June, and two for July. Staff has been working on the lease agreement for 18 months, and the Airport Committee has been reviewing it for six months. The extension will give all parties time to review and sign.* He asked Mr. Cummings if that was accurate?

Mr. Cummings stated the reason for the 18 months was the city had been working with the City Attorney for 18 months to get it approved by Silverhawk. This was the same document that had been approved by Council to be used for Silverhawk. After, staff submitted to the Airport Committee for the past 8 months a template as the basis for all new leases. He had been very disappointed in the Committee because at the last meeting, they showed up with no written comments, nothing for him to work with, but stating they did not like the template and would not be signing it. The Committee then held a special meeting, where they requested that Mr. Cummings not attend, which was out of the norm. To calm everyone, he did not attend. He did stress to the Committee that the city had spent a large sum of funds on the City Attorney to compose the template. He also told them it was the same document that had been used by the City Attorney for nine other airports. Also, the city's airport Engineer told them at that meeting that was the new norm. Because of the issues Ontario had in the past, the attorney's needed it clearly written to uphold it, to avoid spending money bumping heads. He did meet with the Airport Manager and the Airport Committee Chair that day, stressing the same issues. He believed it became clearer, finally, that the majority of the Committee was spending too much time looking at the template. As he said, he did not attend the special meeting, but felt the meeting he held that morning went well. He reaffirmed to the members that this document did not really include anything that wasn't in all the other leases, the ones they currently had. The old ones were just not worded well enough, according to legalese. He stressed that they wanted the hangars to look nice and stay maintained. For example, if the lease only included what the committee wanted in it, the definition of "maintained" could be viewed differently by each one of them. They might think just pulling a few weeds, or painting something, was all they needed to do. But, the city's attorney was going to disagree, and indicate that the lease read that it would be maintained and kept up to a set of standards, to avoid having run down things. The lease went from three pages to around fifteen or twenty. Following that morning's meeting, he did have some minor changes he was going to incorporate in, and he wanted time to present it to the Committee, seeking a recommendation to bring it before Council. That was the real basis for the extension.

Councilor Bakefelt stated, in her estimation, that when this started, some of the them had various contracts that had changed over the years, and some had had a small document which had now increased to a fifteen pager, which had a lot of details. The hangar owners out there had been there a long time, so there was confusion as to why all this new language had been added. She believed the meeting held that morning cleared up a lot of that miscommunication.

Councilor Kirby stated as the liaison to the Committee, and it was a bit frustrating because Mr. Cummings was the City Manager. The Council could approve or disapprove what he brought before Council; however, the Airport Committee hadn't wanted to negotiate with him. There had been three Councilors who attended the

special meeting – he, Councilor Bakefelt, and Councilor Mills – who just listened and then reported to Mr. Cummings. This was going to be a formal arrangement, because the FAA was non-forgiving. Some of the pilots were talking about Caldwell or Nampa, how they could drive around freely to hangars, but they shouldn't be doing that. That was not allowed by FAA rules, and it was not allowed in the Ontario lease.

Mr. Cummings stated he had shared the FAA rules with the attendees from that morning's meeting. He told them that what they were trying to do was have the city put in their lease that they had permission to park, and they argued that they needed five minutes to do "whatever" and he told them that any amount of time, when FAA said no, and the city had it different in their document, the city risked liability. He was not willing to do that. Secondly, if the FAA saw that in the lease, they would have cause to pull funding, and request repaying of the \$11M back they'd already given the city because the city was not following the rules established and agreed to by the city. He was not going to put the city at risk. It was already in the current lease, but was just not as well written, or as clear.

Councilor Kirby stated there had been good input overall from the Committee. They met the first Monday each month, here at City Hall, so the next one would be July 1st, if anyone wanted to attend.

Mr. Cummings stated he had been asked that day if he could have that done today so they could post it tomorrow for the meeting on the 1st, but he was unable to meet that request. He did not want to rush through it, which was another reason for the extension. So this would not be addressed at the July 1st meeting.

Councilor Hart asked if they had ceded authority to the Airport Committee to make these decisions. He was worried that it sounded like the Committee would decide what the contracts looked like.

Mr. Cummings said absolutely not. The establishing ordinance itself read that anything affecting the airport should be brought to the Airport Committee, who would provide a recommendation to the City Council.

Councilor Hart asked if Dan was invited to the next meeting, or was he still banished?

Mr. Cummings stated invited or not, he was attending. Legally, they could not have kept it out, but he was trying to work with them, so he agreed to not attend.

Councilor Hart asked if these leases would impact members of the Committee. Was there a financial interest, or an impact on the decision?

Mr. Cummings stated technically, not any current member of the Committee would be affected because all their leases were further out. Staff was not seeking to enforce this lease on anyone who had an existing one. They could make the ask, but they did not have to comply. He also kept reiterating that this lease was only a template, which had to be changed to fit each scenario, but the main boilerplate was going to remain the same. Also, the previous Council put a cap of 20 years maximum on a single lease. That came from the FAA in their regulations that the city did not exceed 20 years.

Councilor Hart asked for an approximate cost on what had been spent on the chemical cleanup resulting from an old lease that had not been properly vetted. The city had been exposed because of the "handshake" deal, so how much had the Ontario taxpayers spent because of that.

Mr. Cummings thought it was around \$48K. That was just the city's share of the EPA fine for that operation not operating properly. That did not include the attorney bill.

Ms. Ott stated it was \$48,707. 87.

Mr. Cummings stated that was something he'd tried to explain. If the city had a proper lease in place and a City Manager and Airport Manager paying attention out there, staff should have been telling that individual that he was in violation, and dealing with it sooner.

Councilor Bakefelt stated with that in mind, what processes were in place, or planned to be put in place, to monitor what was occurring at the airport, to ensure the city did not fall out of compliance.

Mr. Wood stated they had a spreadsheet that tracked everyone, which included contact information, their terms, their insurance coverage, and the date a notice for renewal would need to be issued.

Rewritten Motion:

HART moved, BAKEFELT seconded, **THE CITY COUNCIL APPROVE THE CITY MANAGER TO EXTEND AIRPORT LEASES EXPIRING IN THE SECOND AND THIRD QUARTERS OF 2024 FOR 60 DAYS TO ALLOW SUFFICIENT TIME TO REVIEW AND ISSUE NEW AIRPORT LEASES.** Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

PUBLIC HEARING

Ordinance #2826-2024: Request for Comprehensive Plan/Zoning Map Amendment and Rezone of a Parcel of Land Located at 1625 North Oregon Street; Owner: EDIRT, LLC, dba Edge Performance Sports

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.

Tatiana Burgess, Planning Director, presented.

The applicant owned a parcel of land, known as 17S47E33D, tax lots 3600 and 3700 and 17S47E33DD, tax lots 200, 300, and 900. The applicants wanted to rezone the property for further development of the property in addition to their existing facility, as well as for other outdoor sports events, as they further developed the property to its fullest potential. This application, if approved, would result in the rezoning of 22.07 acres, plus the adjacent right of way, and rezoning the property from City High Density, Multi-family (RM-10) and Heavy Industrial (I-2) to City General Commercial (C-2). The rezone also required a Comprehensive Plan and Map amendment. This request was for a Comprehensive Plan and Map amendment and rezone. The Ontario Municipal Code (OMC) designated the City Council as the decision-making body for plan amendments and rezones by ordinance. State law requires an ordinance to be adopted by the local governing body to accomplish a rezone. The city's governing body was the City Council, and they were the only body that could adopt an ordinance. The 35-day notice was posted to DLCD and public notice was sent out to affected property owners within the area required by law, as well as public agencies that might be affected by this action.

The property was zoned Heavy Industrial many years ago due to a gravel pit and concrete plant on the property, which required the Industrial Zone. The gravel pit and concrete plant had been gone for over 20 years, and the property had been vacant since, except for being used occasionally for a farm equipment auction site. History has shown that this area had a greater and better potential for use as a commercial property.

The Oregon Department of Transportation (ODOT) contacted the Planning Department with concerns about the potential increase in traffic volumes between the new and existing zones. The owner, planning staff, and the ODOT team worked together to find a solution that met everyone's needs and determined to put a trip cap of 3,050 total daily trips as a condition of approval which was based on the existing zones. The owner was agreeable to this condition.

Samuel Goldberg of the Fair Housing Council of Oregon emailed Dan Cummings, Community Development Director, about meeting State Goal 10 on housing capacity. Mr. Cummings responded to Mr. Goldberg's concern by providing clarification of how the finds in the report and the allowed multifamily housing allowed in the proposed C-2 zone met housing Goal 10. On April 29, 2024, Mr. Goldberg emailed Mr. Cummings stating that the supplemental findings of the C-2 zone were well argued, and they had no objections to the zone change. Both ODOT and Fair Housing correspondence were of record in the planning file 2024-02-04-CPAMD-RZ in the Planning Department at the City Community Development Center.



A request for a Comprehensive Plan/Zoning Map Amendment and Rezone of a parcel of land being located at 1625 North Oregon Street was received by the title, and was given the title of ACTION 2024-02-04 CPAMD. If approved, the action would result in the rezoning of 22.07 acres of land from City High Density, Multi-family (RM-10) and Heavy Industrial (I-2) to City General Commercial (C-2). The applicant was Ryan Gentry, and the property owners were EDIRT, LLC, Ryan Gentry Member.

The proposed development had to comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request was found to be consistent with the zoning ordinance, it was considered to be consistent with the Comprehensive Plan. The Planning Commission hearing was held on June 10, 2024, and a recommendation was made to the City Council to approve the proposal.

The Applicant submitted a detailed narrative (Edge Performance Comprehensive Plan and Zone Change Staff Report) addressing all the required findings of facts and decision criteria meeting the rezoning requirements of Title 10B-20-30 and Statewide Planning Goals. The proposed rezone made sense for two primary reasons: first, it was consistent with the pattern of existing zoning and land use development in the vicinity, and second, it provided a better balance between land use need and supply, as per the Ontario Comprehensive plan.

Conditions of Approval:

- The owner was aware that any unpaid utility bill would be a lien against the property once connected to city sewer and water.
- The owners would make all the improvements to the site and public utility infrastructure as per city code, or sign a Deferred Improvement Agreement on records, as Instrument No. 95-816 at the time the city determined the improvements were needed as development occurred.
- The owner must abide by all the conditions of the City of Ontario Municipal Code.
- To ensure that there would be no significant effect on city and state facilities from rezoning the 22.07-acre site, the following conditions of approval of the zone change approval would apply at the time of development of any new portion of the property:
 - o There was a cap of 3,050 total daily trips on the 22.07-acre site; and
 - o That a traffic letter or a TIA would be required pursuant to the Ontario Zoning Ordinance, Section 10C-25.06 Transportation Impact Study on any new building; and
 - o The TIA would be submitted to the City of Ontario and the Oregon Department of Transportation for review as part of the required development application; and
 - o The city would not consider the development application to be complete and would not process the development application without the required letter or TIA.

This project fell under the Growth goal of the City Council's Strategic Plan, specifically allowing for rezoning of land to add growth and more tax base. It allowed for the development of the property. Development of the property would benefit the city by increased tax revenue, as well as provide needed commercial land to promote new jobs as well as recreational needs. This rezoning was the first step in the process of being able to develop the property and therefore there was a need to move forward as soon as possible to bring the needed development to the city. The proposed development had to comply with applicable provisions of the OCC (City of Ontario Zoning Ordinance as set forth in the Ontario City Code), and the City of Ontario Comprehensive Plan. Generally, unless otherwise noted, if a request is found to be consistent with the zoning ordinance, it was consistent with the Comprehensive Plan. A rezone had to be done by an ordinance and the City Council was the final authority for approving a city ordinance.

The Council could table this action and continue this item to a certain future meeting date to obtain clarification on issues raised at this Public Hearing. Council could also deny the action by determining it was not in the best interest of the public to rezone this property.

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, BAKEFELT seconded, THE CITY COUNCIL APPROVE THE FINDING OF FACTS AND THE RECOMMENDATION OF THE PLANNING COMMISSION FOR THE REZONE OF TAX LOT 3600 FROM CITY HIGH DENSITY, MULTI FAMILY ZONE (RM-10) TO CITY GENERAL COMMERCIAL ZONE (C-2) AND REZONE OF TAX LOTS 200, 300, 900, AND 3700 FROM CITY HEAVY INDUSTRIAL ZONE (I-2) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2024-02-004CPAMD BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN THIS REPORT. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

MILLS moved, BAKEFELT seconded, THE CITY COUNCIL, IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, APPROVE ORDINANCE #2826-2024, AN ORDINANCE PROCLAIMING THE REZONE OF TAX LOT 3600 FROM CITY HIGH DENSITY, MULTI FAMILY ZONE (RM-10) TO CITY GENERAL COMMERCIAL ZONE (C-2) AND REZONE OF TAX LOTS 200, 300, 900, AND 3700 FROM CITY HEAVY INDUSTRIAL ZONE (I-2) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2024-02-004CPAMD BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN THIS REPORT, AT A SINGLE MEETING BY TITLE ONLY. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

MILLS moved, BAKEFELT seconded, THE CITY COUNCIL, IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, APPROVE ORDINANCE #2826-2024, AN ORDINANCE PROCLAIMING THE REZONE OF TAX LOT 3600 FROM CITY HIGH DENSITY, MULTI FAMILY ZONE (RM-10) TO CITY GENERAL COMMERCIAL ZONE (C-2) AND REZONE OF TAX LOTS 200, 300, 900, AND 3700 FROM CITY HEAVY INDUSTRIAL ZONE (I-2) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2024-02-004CPAMD BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN THIS REPORT, AT A SINGLE MEETING BY TITLE ONLY. Roll call vote: Mills-yes; Baker-yes; Hart-yes; Bakefelt-yes; Melendrez-out; Kirby-yes; Folden-out. Motion carried 5/0/2.

DEPARTMENT HEAD UPDATES

Community Development: Quarterly Report

Tatiana Burgess, Planning Director, presented.

Finance: Monthly Report

Kari Ott, Finance Director, presented. Ms. Ott noted that it showed the property taxes were at 99.1% collected, so there was approximately \$40K left to collect. For LGIP, the city had not received that statement yet for the month. On the marijuana tax dollars, the city was able to receive (not received yet) just over \$700K for the quarter, so that put the city at just over \$2.5M for the year, with one more payment to come. The city budgeted \$2.5M, so the good news was that the city had more marijuana tax money than had been budgeted in FY 23-24. Any money received forward would be above budget.

Councilor Hart stated with regard to marijuana enforcement fund, \$25,600 budgeted, \$0 actual. He assumed the money had just not been moved yet.

Ms. Ott confirmed that was correct.

Councilor Hart asked about the operating transfers out; same thing?

Ms. Ott stated same thing. She just needed to make the entry. She always wanted to make sure all the funds had been received prior to making the transfer.

Ms. Ott stated with regard to PERS, the city had budgeted for FY 23-24 to pay \$498,689. She had received an email that it was believed that in 2025 there was going to be another matching fund. Last time the city did that, they were able to get an additional 25% over what the contribution was. She suggested they consider that, to hold off that payment until next year. So combining the two payments, since they budgeted a total of \$366,480 in FY 2024-25, that would total \$865,169, and the match would be \$213,792 that would come from the state that the city would not have to put it. It would go into the side account, reducing the PERS debt. The maximum amount they would match, and she had asked since the city had already used this program,



could it be used again, and she was told yes. They matched about \$300K, or 5% of the unfunded actuarial liability. In looking that up, the most current valuation was December 31, 2022, and that amount was \$19M. So technically, they would match up to \$960,747, approximately. To get that, the city would have to put in \$3.8M; however, that was probably not feasible. It was her opinion, but up to Council direction, to carry over that PERS amount into that PERS side account fund, and pay it all in 2025 when the matching program was available.

Councilor Kirby verified it would be around this time, but in 2025, the city would pay two years to gain a 25% match.

Ms. Ott stated that was correct. That was her proposal. She'd just roll forward what was not spent this year into the same fund. The marijuana tax could also come in higher, so they could allocate some of that into PERS.

Councilor Hart stated when she said 2025, was that in early January.

Ms. Ott stated there was not exact timing yet. It was currently 2025. It could be January 2025, or December 2025. It was unknown.

Councilor Hart said it could then be a whole new fiscal year.

Ms. Ott agreed.

Councilor Hart stated his concern was that he didn't want to leave money on the table. So they wouldn't get any more clarity before....

Ms. Ott stated not before June 30th.

Councilor Hart stated it was a risk....

Ms. Ott stated her original plan was to tell them the marijuana money was coming in good, so make the payment before the end of the year. But then she received the email about the 25% program, so she questioned making the payment now.

Councilor Hart stated he'd be open to say the Council pass something like they would transfer this year's amount by January 15, 2025, unless the Council took action to not do that. That way, it was done, and it would take the Council having to reverse themselves. Ms. Ott might come back to Council and tell them it would be in May. Then the Council would be smart to wait a few more months. That way, they were sort of obligating the say, just in the year they were in now, they wanted to pay it, but they didn't want to lose the opportunity. Could they do that? It would be a new Council because of elections, but in the interim, could they state as a Council that was their intent, that it be paid in early January unless there was a reason, because of that match, that they not, not because it was spent on something else, or the majority of the Council could say there was an emergency, so they didn't want to spend it.

Ms. Ott stated they could recommend that now, and it would have to come before Council for a budget resolution anyway. With a new Council, she couldn't guarantee what would happen.

Councilor Hart stated they passed the budget. They told Ms. Ott to do it. That was one of those things that worried him a little – staff could say well Council budgeted it, but Council never told staff to pull the trigger. He was glad she brought this to Council asking if they wanted to pay it now, or hold it over.

Ms. Ott stated Council had asked staff to do that, which is why she brought this option forward. He was right – there was no guarantee about future Councils, and they'd have to do a budget resolution for next year.

Councilor Hart asked if they could do an amendment to the budget now?

Ms. Ott stated no, not until July 1st, from the new budget.

Councilor Kirby asked for a consensus from the Council that the City Manager and Finance Director prepare a document stating such that would come before the Council for a yay or nay in July.

Ms. Ott stated they could do that, but she still needed consensus on making the payment by June 30th or not. That's the first step she needed direction on. Did she cut the check or not?

Mr. Cummings stated what staff was saying was don't cut the check, roll the money over, it was still protected because it was budgeted to go to PERS, and it would be earmarked. The only thing they could not guarantee was that current staff and Council was saying that was earmarked and would stay in the PERS account. But they could not guarantee that with a new Council that they wouldn't do a budget resolution to spend the funds on something else. Current staff and Council was aware that money had been budgeted for the next year, and it would be kept in an account, and hopefully increase it by \$200K+, if the state implemented that program.

Councilor Hart verified at the end of the year, the city would have a higher contingency, and in July, Ms. Ott would present a resolution to amend the budget to increase how much would be distributed to PERS.

Ms. Ott agreed. The ending fund balance would be higher.

Councilor Kirby stated there was consensus that she bring something to the Council in July.

Ms. Ott confirmed there would not be a payment made.

Councilor Bakefelt asked what interest would accrue by holding the money.

Ms. Ott asked if she meant the interest that accrued on the PERS? If so, it was amortized over the discount rate of 6.2% over 20 years. But an actuarial study was done every two years.

DISCUSSION ITEMS.

Dog Parks

Dan Cummings stated as a follow up from the previous meeting, this was to give the public time to comment on the issue. He had not received any comments. It was discussed at the last Parks Committee meeting and Marc Berg was at that meeting, as he represented the Kiwanis Club. The same discussion was held about people not cleaning up after their dogs, and creating a health hazard in the area. He hadn't noticed any comments on Facebook, either, but he didn't frequent that site, so if anyone had seen anything, please let him know. The issue was what to do about the dog parks. They all understood the health issues, especially the Lion's Club part, especially as it was set up next to the playground. The Committee basically left it up to the Council. Mr. Berg, of Kiwanis, said he was going to discuss with them to see if they wanted to take over the dog park at Eastside, and the new one planned for in Beck-Kiwanis Park, that they would guarantee the cleanup. As Council had heard from Mr. Berg that evening, he had led towards that, but he might not have full approval from his club to state they were going to spend the time and money to take care of that. From the Lion's Club side, as he was a Lion, they did not have enough people in that club to take on cleaning up the dog park at Lion's Park. Kiwanis said they might, but he didn't hear a real commitment from them saying they were financially able to do that. But, should anybody else be cleaning up? Anyone who used the dog park should be responsible for cleaning up after their own animals. Because of the health issues, the dog park had been closed for a while, and he had only received one email asking if the city had any plans to reopen, and he let her know there were none at this time, and provided the reason for the closure.

Councilor Hart asked if they closed it, would they remove...he liked the corner on the street as it provided some safety. Would they remove that corner section?

Councilor Baker asked if the fencing came from the airport.

Mr. Cummings stated that it was. If given the direction to close it, he would leave the fence around the corner, and remove the remainder. At Beck-Kiwanis, they used some fencing not to create a dog park, but to fence around the perimeter of the playground. He'd do the same with that corner section of fence at Lion's.



Request to Cancel August 13, 2024, Council Meeting: National Night Out Event

Councilor Bakefelt stated as they were aware, August 13th was National Night Out event, but also a City Council meeting. The NNO event involved a lot of city staff and some Council members, so she'd like to have them consider cancelling the meeting so everyone could attend and participate in the event. She invited the public to attend, everything was free, there were new activities, over 30 vendors, fire was going to do a junior course, The Gym was going to run an agility course, and the police department was going to conduct a bike rodeo, and there would be a dunk tank. It was running from 4-7pm at on the TVCC campus.

Councilor consensus to cancel the August 13, 2024, Council meeting.

HAND-OUTS**Minutes**

County Court: 05/22/24, 05/29/24, 06/05/24

Airport: 05/06/2024

Check Register

May, 2024

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

Councilor Hart suggested that in the future if it was hot like it was that night, and the air conditioner was not working, they should move to the training center.

Councilor Hart he said he'd like to have city staff spend some time looking at what it might take to do an Airort District. He had mentioned it in the past, and he wanted to offer solutions, not just concerns. It would take time and energy, and one Councilor should not direct staff to spend that time and energy, but he wanted it on the table. He did not know if others would support his idea, and it was unfortunate that Mayor Folden and Councilor Melendrez were not present to provide comment.

Councilor Bakefelt stated she thought it was a great idea. They needed to look at all options for being sustainable and affordable for the city.

Councilor Kirby stated they had attended the groundbreaking ceremony for the swimming pool, and they would be starting on demolishing the existing building. There were some concerns that they could damage some of the existing facilities during that time because of the large crane that would be required to remove the laminated beams. They mentioned the city's pledge, and the city had researched what the District was required to provide to the city prior to releasing those funds, but it appeared they had enough funds currently to begin the project. It was well done and well attended.

Councilor Hart asked if they were at the point where the city would be releasing the \$250K?

Mr. Cummings stated no.

ADJOURN

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

ACCEPTED:

ATTEST:

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder





**AGENDA REPORT
CONSENT AGENDA
July 9, 2024**

To: Mayor and City Council

FROM: Michael Iwai, Police Chief

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **LIQUOR LICENSE APPLICATION: THE FROSTY BADGER**

DATE: September 20, 2023

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE NEW OUTLET LIMITED ON-PREMISES LIQUOR LICENSE APPLICATION FOR WESTWOOD DEVELOPMENT LLC DBA THE FROSTY BADGER.

SUMMARY:

WoodWest Development LLC dba The Frosty Badger, located at 505 NW 1st Street, Ontario, Oregon completed the “New Outlet Limited On-Premises” liquor license sales application.

Oregon Liquor Control Commission has updated the licensing procedure. Applications now come to the local government for endorsement before completing the application process through the State of Oregon Liquor Control Commission office in Salem.

All necessary paperwork has been submitted to the City of Ontario. The Oregon Liquor Control Commission office is awaiting approval and recommendation from the Ontario City Council.

BACKGROUND:

The Frosty Badger, located at 505 NW 1st Street, Ontario, Oregon has applied for a New Outlet Limited On-Premises liquor license. They are applying for the liquor license in the name of WestWood Development LLC dba The Frosty Badger and will operate under the Trade Name The Frosty Badger.

The application forms have been filled out appropriately and the required fees have been paid. All permit and license requirements have been met through the City of Ontario Planning, Building, and Fire Departments.

This application was on hold as the city waited for the approval of the building permit. That issue has now been resolved.

CURRENT SITUATION:

The Frosty Badger is requesting to add the sale of alcohol to their Ontario Event Venue. The Frosty Badger is a premier small to medium-sized event venue that offers a unique and cozy atmosphere for weddings, corporate events, and more. To obtain the privilege of selling alcohol at this location, the Oregon Liquor Control Commission requires The Frosty Badger to complete the “New Outlet – Limited On-Premises” application. Once this step is completed, the location will have the necessary license which will require renewal on a yearly basis.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council’s adopted Strategic Plan for Lifestyle and Growth. Under Lifestyle, with the approval of this license, The Frosty Badger event venue can offer beer and wine. Having this privilege also has the potential to bring more visitors to the city, creating additional revenue which supports the Strategic Plan goal of Growth.
- B. **FINANCIAL** There is no financial impact for this action.
- C. **TIMING** Recommendation from the City of Ontario to the Oregon Liquor Control Commission is required prior to allowing the sale of alcohol at this location.
- D. **POLICY/LEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not recommend the license application.

This has no true effect on the process, as the Oregon Liquor Control Commission may take the city’s objections to the action into consideration but is not obligated to do so. They are the ultimate authority on the issuance of the license.

RECOMMENDATION:

Staff recommends that the City Council approve the limited on-premises new outlet liquor license for WoodWest Development LLC dba The Frosty Badger.

ATTACHMENTS:

None

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	Barbara Jamison
Diversity Advisory [3 year term] Citizen at Large Citizen at Large Citizen at Large	12/24 12/24 12/25	Vacant Vacant Vacant	
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] Full			
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

Received: July 1, 2024 tsb

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: Jamison Barbara D
Last First Middle Initial
HOME ADDRESS: 21626 Faernway Rd Caldwell Id 83607
Street City Zip Code
TELEPHONE: 208-739-2745 (cell) barbara.jamison@chase.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Business Loan Fund Committee 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

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

Employment:

Chase Bank Branch Manager Vice Pres. October 2016 to Present
Current Employer: Position: Dates of Employment:

Education:

B.S. College of Idaho 1992

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

I was approached by members of the Committee to fill a need

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

20 years of Banking experience; have lived & worked in the area
for my entire life

Barbara Jamison
Signature:

July 1, 2024

Date:

RESET FORM



**AGENDA REPORT
NEW BUSINESS
July 9, 2024**

To: Mayor and City Council

FROM: Andy Wood, Airport Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **UPDATE AIRPORT MANUAL RULES AND REGULATIONS**

DATE: July 2, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE A RECOMMENDATION FOR THE REVISION AND UPDATE OF THE AIRPORT MANUAL RULES AND REGULATIONS.

SUMMARY:

The Ontario Airport Advisory Committee requests the approval of the City Council to update the Airport Manual Rules and Regulations. This is an opportunity to review, update, and correct details.

BACKGROUND:

There has been growth at the airport in security requirements, an increase in fixed wing activity, helicopter activity, and an update to construction standards at the airport. Operators have expressed concerns over the number of aircraft movements around the general apron and fuel farm. The Airport Committee has reviewed better ways to meet the operational demands. The last review was completed in December 2017.

CURRENT SITUATION:

Ontario Municipal Airport has had growth in the number of aircraft movements around the fuel station for both fixed wing and rotary aircraft. The security and construction updates are outdated to the current situation.

ANALYSIS:

- A. **STRATEGIC PLAN** N/A
- B. **FINANCIAL** Restructuring how the aircraft moved around the fuel station for both fixed wing and rotary aircraft could result in more usage, which could increase fuel sales.
- C. **TIMING** N/A
- D. **POLICY/LEGAL** N/A

ALTERNATIVES:

The Council could retain current policy and procedures within the current edition.

RECOMMENDATION:

Staff recommends the City Council approve the recommendation to approve the revision and update of the Airport Manual Rules and Regulations.

ATTACHMENTS:

1. 20240603 - KONO Airport Rules & Regulations Manual



City of Ontario

Municipal Airport Authority Standard Manual of Airport Rules and Regulations



City of Ontario Municipal Airport Authority

Standard Manual of Airport Rules and Regulations

For the:

Ontario Municipal Airport – City of Ontario, Malheur County, Oregon

Adopted: June 2024

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SECTION 1 – DEFINITIONS

Unless specifically defined otherwise, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

The Ontario Municipal Airport is operated by the City of Ontario.

1. Aircraft – “Aircraft” shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.

2. Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the City of Ontario Airport Authority, except when otherwise noted.
3. Airport Authority – The City of Ontario Airport Authority here and after as the “Authority” and also referred to as the “Owner” of the municipal ramp and shall consist of the City of Ontario Council and City Manager.
4. Airport Manager – Means the chief executive officer for the Authority, who under the administrative direction of the Authority, manages the operation, maintenance and development of the municipal Airport and performs other duties as assigned.
5. Airport Operations Area (AOA) – The area of the airport used for landing, take-off, or surface manoeuvring of aircraft, including the areas around hangars, navigation equipment, and communication facilities.
6. Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.
7. Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.
8. Authorized Representative/Employee – An individual or individual(s) designated by the Airport Manager.
9. Cargo – Any property carried onto an aircraft, other than mail and baggage.
10. Commercial - An individual who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by an administrator. Where it is doubtful that an operation is for “compensation or hire,” the test is whether the carriage by air is merely incidental to the person’s other business or is, in itself, a major enterprise for profit.
11. FAA – Federal Aviation Administration
12. Fixed Based Operator – Any person who shall have entered into a written agreement with the Authority for the use of any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users, or any person or firm hired directly by the City of Ontario Municipal Airport Authority to act as a FBO.
13. Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.
14. Instructor – Any individual giving or offering to give instruction in the operation, construction, repair or maintenance of aircraft.
15. Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.
16. Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of airworthiness issued by the Federal Aviation Administration, and is not actively being repaired to become an operating aircraft.
17. Person – Any individual, partnership, firm, corporation, company, or duly authorized representatives thereof.
18. Ramp – A particular area on a land airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refuelling and parking.
19. Regional Airport – Shall mean all aircraft movement areas which are accessible to civil aircraft under the existing Coast Guard Joint Use Agreement.
20. Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Manager.
21. Refuelling Trucks – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.
22. Rules and Regulations – Shall mean these Rules and Regulations of the Authority, adopted by the Authority, and may be amended from time-to-time by the Authority.
23. Runway – A restricted area used for take-offs and landings of an aircraft.
24. Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface manoeuvring of aircraft.

25. Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles.

SECTION 2 – GENERAL INFORMATION

PURPOSE

This document describes the Rules and Regulations for all users of the Airport owned and operated by the City of Ontario Municipal Airport Authority.

INTRODUCTION

Judicious and proper administration requires that rules and regulations that establish the minimum acceptable conduct for Airport users and employees are adopted. This requirement provides protection from irresponsible and/or unsafe operations.

APPLICABILITY

These Rules and Regulations apply to any person(s) or entity utilizing the Airport.

VIOLATIONS AND PROCEDURES

If the Airport Manager concludes that any of these Rules and Regulations have been disregarded, and that he/she cannot resolve the matter satisfactorily by notice to and discussion with the offending party, then formal action shall be taken against the party by the Airport Manager. These actions may include suspension of airport operations or revocation of the party's right to utilize the Airport. A person who has had their airport privileges suspended by the Airport Manager may appeal that decision to the Airport Authority. A written notice must be filed with the Airport Authority within 30 days of the effective date of suspension.

GENERAL AUTHORIZATION

In any circumstances not specifically covered by these rules and regulations, the Airport Manager shall be authorized to make reasonable decisions as can be deemed necessary and proper. All such actions may be subject to review by the Airport Authority. At all times, the Airport Manager shall have the authority to take reasonable action as may be necessary, including use of local law enforcement, to enforce these rules and regulations and to efficiently manage the airport and its operations.

AIRPORT OPERATIONS (PUBLIC USE)

The Ontario Airport is open to authorized airport users 24 hours a day, 7 days a week, unless closed due to weather or other emergency reasons or unless otherwise designated by the Airport Authority. The FBO (Fixed Based Operator) hours will be fixed by the FBO as per contract with the City of Ontario Municipal Airport Authority.

EFFECTIVE DATE

These Rules and Regulations shall become effective in June 2024.

SECTION 3 – GENERAL REGULATIONS

3.1 SCOPE

- A. All users of the Airport shall be governed by directions from the Airport Manager, these Rules and Regulations, and the directions of the City of Ontario Municipal Airport Authority (COMAA) or designated representative. These regulations are subject to change by the Airport Authority at any time, based on experience, need, and operating conditions.
- B. As a user of the airport and its facilities, each individual shall be obligated to obey all the regulations herein provided and adopted by the Authority.
- C. The privilege of using the airport shall be conditioned on the assumption that the user shall take on full responsibility and risk, and he shall release and hold harmless, and indemnify the FAA and Airport Authority, its officers, and employees from any liability of loss resulting from such use.
- D. The privilege of using the airport shall be upon the further condition that any person(s), corporations, co-partnership, or others desiring to use the same as Commercial Operator or Fixed Based Operator, shall produce a policy of indemnity against personal injury and property damage.
- E. Any person violating any of the airport Rules and Regulations may be punished at the discretion of the Airport Authority, or provided by law; deprivation of the use of the municipal airport facilities for a specific period of time as may be necessary.
- F. These regulations are not intended to supersede, modify, or amend any provision of Federal, State, or Local Law; however, these regulations shall as possible, be interpreted so that no conflict arises.
- G. If any portions of these Rules and Regulations prove to be invalid or unenforceable, all other portions of this document shall remain in effect to achieve purposes hereof.
- H. Any proposed changes to these Rules and Regulations shall be dated and posted by the Airport Authority at the airport for a period of (30) days. Comments on the proposed changes may be submitted by the general public in writing to the Authority, during this time period. After review of all comments, revisions may be made and the final draft of the proposed changes will be published. Copies of the changes will be posted at the airport and provided to all holders a copy of the manual.
- I. No person shall engage in a business or commercial operation on the Airport, without the approval of the Airport Authority or designated representative.
- J. The soliciting of business, fares, or funds for any purpose on the airport without the permission of the Airport Authority or designated representative is prohibited.
- K. No individual, partnership, corporation, or business shall construct any building, sign, or structure, or modify any pre-existing facility without permission and approval of the Airport Authority.

3.2 Lost Articles

All lost articles should be turned in to the Airport Manager by the finders. If the articles are not claimed within (60) days they shall be disposed of as determined by the Airport Manager.

3.3 Liability

The Airport Authority assumes no responsibility for loss, injury, or damage to any person(s) or property by reason of fire, theft, vandalism, wind, flood, earthquake, collision, lightning strikes, or acts of God, nor does it assume any liability for injury to person(s) while on the airport, or while using airport facilities.

3.4 Responsibility for Damages

Any person(s) causing damage to or destroying airport property of any kind, including buildings, fixtures, and facilities, shall be fully liable to the Airport Authority. Any and all damage shall be reported directly to the Airport Manager.

3.5 Accident Report

All person(s) involved in any accident, whether personal, aircraft, or automotive, occurring on the Airport, shall make a full verbal report to the Airport Manager as soon after the accident as possible, and in any event within 24 hours after it has occurred. Based on the verbal report, a written report may be required.

3.6 Ground Transportation

All carriers (Not defined) shall load and unload passengers in areas designated by the Airport Authority.

3.7 Building Requirements and Ground Rental

Any person desiring to construct any building or facility on the Airport shall be required to submit plans and specifications to the Airport Manager. The plans shall consist of: a general layout, drawn to scale, showing the desired amount of ground required for the operation of the building or facility, in addition to the portion occupied by the building or facility. All buildings and facilities constructed upon the Airport shall conform to the Building Code requirements of the state of Oregon, City of Ontario and Malheur County and be approved by the Airport Authority. Prior to any construction, all licences and permits must be obtained. Once plans have been approved, a lease may then be entered into at the rate set by the Airport Authority.

3.8 Restricted Areas and Air Operations Areas

All areas of the airport, except the FBO building are restricted and no person shall enter upon the Air Operations Area, or any hangar, except:

Person(s) assigned to duty therein;

1. Authorized representative of the FAA/Airport Authority;
2. Passengers under appropriate supervision, entering the Air Operations Area for the purpose of deplaning and enplaning;
3. Aircraft Owners or Renters and/or their authorized representatives; and
4. Business representatives in the conduct of their business with the tenants.

SECTION 4 – PERSONAL CONDUCT

4.1 Compliance with Signs

All individuals shall observe and abide by all posted signs governing activities and/or demeanour of the respective individual while at the Airport.

4.2 Environment Pollution and Sanitation

While on Airport property, individuals shall limit activities in such a manner as not to cause littering or any other form of pollution.

- a. No person shall dispose of garbage, papers, or any other forms of trash including cigarettes, cigars, and matches, except in the receptacles provided.
- b. No person shall keep any uncovered trash containers in any area of the airport. Areas to be used for trash and garbage containers shall be designated by the Airport Authority. Such areas shall be kept clean and sanitary at all times.
- c. Any solid or liquid, which may be spilled at the Airport, shall immediately be cleaned up, by the person responsible for such spillage, and reported immediately to the Airport Manager of Operations.

4.3 Animals

No person shall enter the Airport with any animal without the permission of the Management, except;

- a. Dogs or other animals which are to be transported by air within a suitable container properly equipped for air travel.
- b. Dogs or other animals which are restrained by leash, or properly confined and under the supervision of an adult.

Animals shall be allowed to the extent mandated by applicable law, including "service animals" pursuant to the Americans with Disabilities Act.

4.4 Firearms and Weapons

- a. All applicable federal and state laws shall be followed with regard to firearms on the premises.

4.5 Preservation of Property

No person shall destroy, injure, deface, or disturb any building, sign, equipment, marker, or other structure on the Airport; nor alter, make revisions to, or erect any building or sign on the Airport without prior approval of the Airport Authority. No person shall travel upon any part of the Airport other than the designated roads, walks, or other marked rights-of-way provided by the Airport for specific purpose.

4.6 Damages and Tampering with Aircraft

All person(s) shall be fully responsible for all damages to buildings, equipment, and real property in the ownership or custody of the Airport Authority, caused by abuse, carelessness, or negligence. No person shall interfere or tamper with any aircraft, or use any aircraft, aircraft parts, instruments or tools, without the permission from the owner or by specific direction of the Airport Authority.

4.7 Maintenance and Equipment in Apron Area

All tenants shall maintain their leased property in such condition or repair, cleanliness, and general maintenance as acceptable to the Airport Authority. All ramp equipment shall be parked and kept in a neat, orderly manner. No receptacles, cases, or housing shall remain on the apron or ramp area that does not fit in

with architectural and cleanliness standards of the rest of the installation. Final approval of these items rests with the Airport Authority.

4.8 Alcoholic Beverages and Controlled Substances

1. No person under the influence of liquor or narcotic drugs shall operate any motor vehicle or aircraft of any type at the Airport.
2. The consumption of alcohol is not permitted on the Airport Property unless permitted in certain areas and times with the permission of the Authority.

4.9 Use of Law Enforcement Agencies

In the event a situation arises that is beyond the control of the Airport Management to deal with, the Ontario Police Department or the Malheur County Sheriff shall be called upon by the Airport Manager or the Airport Authority. The Airport Authority grants permission to the Malheur County Sheriff's Department and Ontario City Police Department to enter the premises and enforce the Rules and Regulations adopted by the Airport Authority.

4.10 Unaccompanied Minors

Unaccompanied minors under the age of 16 are not permitted on airport property without permission of the Airport Manager.

SECTION 5 - AERONAUTICAL

5.1 General Rules

- a. Compliance with Orders

All aeronautical activities shall be conducted in compliance with the then current Federal Aviation Regulations, with these Rules and Regulations, and with the then Authority Minimum Standards.

- b. Inattentive Operations Prohibited

1. No person shall operate any aircraft at the Airport in a careless manner or in disregard of the safety of others.
2. All individuals using the Airport shall be liable for any damage to property caused intentionally, accidentally, or by negligence on or over the Airport.

- c. Disabled Aircraft

All aircraft owners shall be responsible for the prompt removal of all disabled aircraft and their parts at the Airport, when directed by the Airport Manager.

- d. Cleaning, Maintenance, and Repair of Aircraft.

The cleaning, painting, washing, and repairing of any aircraft, shall only be permitted in approved areas by the Airport Authority.

- e. Certification of Aircraft and Licensing of Pilots

As required by the FAA, all aircraft operating at the Airport shall be required to display on board a valid Airworthiness Certificate issued by the FAA, and shall display on the exterior of the aircraft a valid registration number issued by the FAA or appropriate foreign government. All person(s) operating

aircraft are required by the FAA to possess an appropriate certificate or license issued by the FAA. If requested by the Airport Manager, the pilot or operator shall be required to show these documents.

5.2 Accidents and Incidents

The pilot of any aircraft involved in an accident on the Airport causing injury or damage to any property other than the aircraft, shall make a prompt and complete written report concerning the accident or incident to the office of the Airport Manager within (48) hours of the time that the accident or incident first occurred. All incidents shall be reported in accordance with all FAA and NTSB regulations. Airport property destroyed or damaged by an accident shall be paid for by the responsible parties.

5.3 Categories of Aircraft, Activities, Rules and Operations

Final determination as to proper designation of any aircraft shall rest with the Airport Authority. Charges as shown in Section 8 shall be determined according to the following classifications:

- A. Private
 - 1. Private aircraft may be used by person(s) other than the owner provided that it is not rented or leased by the owner for a profit.
 - 2. Company and corporation owned aircraft that are operated for the free transportation of their and other personnel and/or products are classified as private aircraft and subject to the restrictions as listed above.
- B. Commercial Aircraft Use:
 - 1. For rental, hire, or charter
 - 2. Student instruction and occupations for hire
 - 3. Any aircraft used for commercial services and not otherwise covered in these regulations.
- C. Air Taxi (Commuters)
 - 1. Contract:
All federally certified Air Taxis or Commuters holding a contract with the Airport Authority for Airport usage.
 - 2. Non-Contract:
All Air Taxis or Commuters not covered in this Section.
- D. Rotorcraft Operation Rules
 - 1. Rotorcraft shall avoid fixed wing aircraft traffic patterns and altitudes to the maximum extent possible, with safety precautions.
 - 2. Rotorcraft shall not be operated within fifty (50) feet of any areas on the Airport where unsecured light aircraft are parked.
 - 3. Follow the airport facility directory and published NOTAM's.
- E. Fixed Wing Operation Rules
 - 1. Follow the airport facility directory and published NOTAM's.

Aircraft Activities

- 1. No fixed wing or rotary wing aircraft shall be allowed to operate at the City of Ontario Municipal Airport unless the aircraft has a current Airworthiness Certificate and is operated by a licensed pilot or student pilot holding a valid medical certificate, except aircraft being taxied by a qualified mechanic for maintenance purposes or operated under a valid ferry permit.

2. The owners of all aircraft based on the Airport will register their aircraft with the Airport Authority.
3. All aircraft shall comply with all applicable Federal Aviation Regulations, including but not limited to:

Federal Aviation Regulations

1. Part 61 – Certification: Pilots & Flight Instructors
2. Part 65 – Mechanics 65.71 thru 65.95
3. Part 67 – Medical Standards and Certifications
4. Part 91 – General Operating & Flight Rules
5. Part 93 – Specific Air Traffic Rules & Airport Traffic Patterns
6. Part 135 – Air Taxi Operators & Commercial
7. Part 137 – Agricultural Aircraft Operators
8. Part 141 – Pilot Schools
9. Part 43.3g – Aircraft Owner Repairs/Preventive Maintenance
10. Part 145 – Repair Stations

National Transportation Safety Board Regulations:

1. Part 830 – Notification & Reporting of Aircraft Accidents

Airport Operations:

- a. The Airport Manager may prohibit aircraft movement at any time, under any circumstances when the Airport Manager deems necessary.

5.4 Taxi and Ground Rules

Aircraft Parking

- a. Aircraft may only be parked in designated spaces and in the manner prescribed by the Authority. If this rule is violated, the aircraft parked may be subject to removal by the direction of the Airport Authority.
- b. No aircraft shall be left unattended on the Airport unless it is in a hangar or securely locked or tied down.
- c. Any materials left in the aircraft are the sole responsibility of the aircraft owner/pilot. Theft or vandalism of any materials is not the responsibility of the Authority.

Non-Flyable Aircraft

- a. No person will be allowed to park an aircraft in non-flyable condition on Airport property, for period over (90) days, without written permission from the Authority.
- b. If an aircraft is parked or stored in non-flyable condition on the Airport, violating this Section, the Authority shall notify the owner or operator by certified or registered mail, requiring the removal of the aircraft within (15) days of the receipt of notice.
- c. Aircraft not removed as required will be removed by the Authority at the owner's expense.

Other

- a. Engine Run-up – Aircraft shall not perform run-up or prolonged engine test operations in any area that would result in a hazard to other aircraft, person(s), or property
- b. No person shall run any engine in any aircraft unless a competent person is in the aircraft attending the engine controls.

5.5 Use of T-Hangars and Storage Hangars

- a. T-hangars and storage hangars shall not be used for any purpose that would interfere with the use of other buildings and structures in the neighbourhood of the leased premises.
- b. Hangars shall be used for storage of aircraft in accordance with the current lease. These hangars shall not be used for any other purpose without written permission from the Authority.
- c. No alterations may be made to the hangar structure without written approval by the Authority.

SECTION 6 – MOTOR VEHICLES

6.1 Rules of Operation

- a. No person will be allowed to operate a motor vehicle of any kind in a reckless manner or in excess of the speed limits prescribed by the Airport Authority, and in no event in excess of 15 miles per hour in ramp, apron, aircraft parking, and hangar areas.
- b. Pedestrians and aircraft will at all times have the right of way over vehicular traffic. All vehicles shall pass to the rear of taxiing aircraft.
- c. All person(s) operating a motor vehicle on the Airport shall give proper signals, and observe the directions of posted traffic signs.
- d. No person under the influence of alcohol or narcotic drugs shall operate a motor vehicle or aircraft on the Airport.
- e. No person shall operate any motor vehicle on the Airport overloaded or carrying more passengers than those for which the vehicles were designed.
- f. No vehicle shall be operated on the Airport if it is equipped or loaded as to endanger persons or property.

6.2 LICENSING and REGULATION

Licensing and Regulation

1. All motor vehicles will park in designated parking areas.
2. The installation of two-way radios does not permit the operation of vehicles on the Airport without prior permission by the Airport Manager.
3. No person shall abandon any motor vehicle on the Airport. The Airport Authority has the authority to tow or otherwise move motor vehicles which are parked by their owners on the Airport in violation of the designated parking areas.

6.3 Accident Procedure and Emergency

The operator of any vehicle involved in an accident on the Airport which results in injury or death of any person(s), or property damage, shall immediately stop the vehicle at the scene of the accident in order to render necessary assistance. The operator shall immediately give notice of the accident to the Airport Manager

and the Ontario Police Department or County Sheriff Office. The operator of each vehicle shall provide the name and address of owner and driver of the vehicle, as well as the operator's licence, vehicle registration, and the name of the liability insurance carrier for the vehicle, to any person injured, the driver of the vehicle damage, and to any police officer. In the event of an emergency on the Airport, notification should be given to the following:

1. The Airport Manager – Cell: 541-709-7651
2. 911 Emergency Operator
3. The FBO Office (if in radio contact) Office: 541-889-8848 or Fuel Service: 541-889-9197
4. Authorized NOTAM Issuer to issue appropriate NOTAM for the event
 - Airport Manager
 - City Manager
 - LEAD Flight Instructor
 - FBO Maintenance Manager

6.4 VEHICLE OPERATIONS ON AIR OPERATIONS AREA (AOA)

Permission

No motor vehicle shall be permitted on the Air Operations Area without specific permission granted by the Airport Manager. All vehicles shall at all times yield right-of-way to aircraft.

Rules of Operations

- a. No motor vehicle shall be parked on any part of the AOA except authorised trucks and other vehicles necessary for the servicing and maintenance of aircraft and transportation of passengers on the Airport.
- b. No person shall park a vehicle so that it blocks or obstructs: fire hydrants, gates, emergency exits, and building entrances or exits.
- c. Aircraft taxiing on any runway, taxiway, or apron area shall always have the right-of-way over any vehicular traffic.

6.5 Reserved and Public Parking

Public Parking

- a. Operators of motor vehicles using public parking facilities at the Airport shall abide by all regulatory signs and markings.
- b. No vehicle shall remain in the public parking facility for more than (30) consecutive days without the permission of the Authority.
- c. Reserved Parking

No person shall park any vehicle in any reserved parking area on the Airport without a valid permit issued by the Airport Authority permitting parking in such specified areas.

SECTION 7 – FIRE, SAFETY, AND HAZARDOUS CARGO

7.1 General

All persons using the Airport and its facilities shall exercise the utmost care and caution against fire and injury to persons and/or property.

7.2 Fueling Operations

- a. No aircraft shall be fueled or de-fueled while one or more of the engines are running, or the aircraft is being warmed by external heat, or while such aircraft is in a hangar or enclosed space.

Exceptions:

1. Emergency Services: Part 135 with FAA approved General Operations Manual (GOM) specifying procedures. (ie: Fire Department, BLM, Military)
 2. Hot fueling may be permitted at an alternate safe location with a minimum of 3 crew by written approval from the Airport Authority. Generally following the specific rules and guidelines contained in FAA SAFO 10020, dated 11/23/10
 3. Operators who conduct hot fueling/loading must submit a written application to the airport authority before undertaking hot fueling/loading, and submit standard operating procedures (SOP) for flight and ground crew personnel.
- b. No person shall start the engine of an aircraft if there is any gasoline or other volatile fluid on the ground or otherwise when starting the engine could ignite such fuel.
 - c. All aviation fuels and oils for sale on Airport property shall be sold only by the Airport Authority or FBO Operator. No fuel shall be stored by any persons while in greater quantity than allowed by the FAA rules.
 - d. Aircraft being fueled shall be positioned no closer than (10) feet from any hangar or building. Fuel trucks whether loaded or empty shall never be in hangars, nor be parked less than (10) feet from any hangar or building.
 - e. No fuel, grease, oil, or flammable liquids shall be allowed to flow in any Airport sanitary or storm drain system. Any person(s) involved in a spillage of fuel shall be held responsible for expeditious notification to the Airport Manager and will be held responsible for immediate clean-up of the affected area. In the event of a fuel spillage, no vehicles shall be moved or operated in the vicinity of the spill until the spillage is removed.
 - f. No person is permitted to fuel or de-fuel an aircraft while passengers are on board.
 - g. No person shall park motorized ground equipment near any aircraft that prevents it or the aircraft from being driven or towed away in case of an emergency.
 - h. Prior to making a fueling connection to the Aircraft, the fueling equipment shall be physically bonded or grounded to the aircraft being fueled by use of a cable, thus providing a conductive path to equalize the electric potential between the fueling equipment and the aircraft.
 - i. All hoses and funnels used in fueling and defueling operations shall be equipped with a bonding/grounding device to prevent ignition of volatile liquids.
 - j. When a fire occurs in a fuel delivery device while servicing an aircraft, fueling shall be stopped immediately and all emergency valves shall be shut off. Then notify 911 and the Airport Manager immediately.

7.3 Authority to Dispense Aviation Fuel

Only those individuals who have been authorized by the Airport Manager or Authority may sell fuel into any aircraft at the airport operated by the Authority.

7.4 Fuel Farm Installations and Fuel Transporting Vehicles

Fuel Farm Installations

- a. All fuel farm installations shall conform to the appropriate National Fire Protection Association Standards, City/County Fire Codes, Federal, State, and local laws. There shall always be NO SMOKING within (100) feet of the fuel farm installation.
- b. Fuel installations shall always be kept-up and maintained removing all debris in order to prevent FOD.
- c. Fire extinguishers shall always be maintained in an accessible position, and in an operable condition with an un-expired certification date.
- d. No fuel or fuel-transporting vehicle shall be left unattended during loading or unloading of fuel at a fuel farm.

Fuel Transporting Vehicles

Each fuel transporting vehicle will be labelled on both sides and rear of the cargo tank with the word "FLAMMABLE," "NO SMOKING," and "FUEL TYPE."

7.5 Smoking

Smoking or carrying lighted smoking materials or striking matches or other devices is only permitted in designated smoking areas.

7.6 Storage of Materials and Hazardous Materials

Storage of Materials

1. No person shall store any material or piece of equipment in such a manner that it becomes a hazard. Gasoline, jet fuel, lubricating oil, or any other flammable substance shall be stored in accordance with the applicable City and/or County Codes. Buildings shall be provided with fire-suppressant devices and first-aid equipment as required.
2. No person shall keep, transport, or store any lubricating oils on the Airport except in specified containers or receptacles and regulated amounts.
3. All hazardous waste shall be disposed of in accordance with applicable regulations.

Transport of Hazardous Materials

- a. No person shall handle, transport or store any cargo containing explosive materials without the permission of the Airport Authority.
- b. No person may accept any hazardous article for shipment at the Airport unless the shipment is handled and stored in full compliance with the current provisions of the Federal Regulations.
- c. Any person transporting hazardous articles shall have designated personnel at the Airport authorized and responsible for receiving and handling such shipments.

7.7 Aprons, Buildings, and Equipment

All persons on the Airport shall keep all areas of the premises leased or used by them clean and free of oil, grease and other flammable material. The floors of hangars shall be kept clean, free from waste materials or other trash or rubbish. Any person operating or using any equipment on the Airport shall use extreme caution and care. Any person using a facility or building of the Airport shall exercise cleanliness and caution. No person shall use flammable substances for cleaning hangars or other buildings on the Airport.

7.8 Fire Extinguishers

Fire extinguishing equipment at the Airport shall be checked regularly to avoid tampering. Fire extinguishers shall not be tampered with at any time, nor used for any purpose other than firefighting or fire prevention. All equipment shall be maintained in accordance with current NFPA Standards. Tags showing the last inspection shall be attached to each unit. All tenants or lessees or any other occupants of hangars on the Airport shall supply and maintain an adequate number of readily accessible fire extinguishers.

7.9 Aircraft Suspected of Carrying Explosives

- a. Persons having knowledge of an aircraft carrying or suspected of carrying explosive materials will advise the Airport Manager and FBO (if in radio contact). The Airport Manager will notify the FBO ASAP.
- b. All passengers will be escorted off the aircraft onto the outer extremities of the AOA. The aircraft will then be parked at a location specified by the Airport Manager and or FBO, until the aircraft is determined safe.

7.10 Inspection of Possible Hazardous Aircraft

Inspection of the aircraft and subsequent declaration of safety or contamination shall be the responsibility of the aircraft owner or his authorized agent, and shall be accomplished immediately after parking and evacuation.

SECTION 8 - CHARGES

8.1 Commercial Operations

- a. No aircraft organization or person shall engage in any commercial operation of any type at the Airport unless prior permission is obtained from, and assessed fees paid to the Airport Authority. Permission and fees are in effect for each and every visit with the fee being set by the Airport Authority.
- b. The Airport Authority may enter into separate contracts with any commercial operation on the Ontario Municipal Airport.
- c. The Airport Authority may adopt a fee schedule to be applied for ramp operations by any commercial operator not having a contract with the Airport Authority, such fee schedule shall be placed at the Airport FBO Building and at the Office or at the office of the Airport Manager. Commercial operators shall pay a ramp fee for each ramp operation at the Airport or as per their contract.
- d. Private or business (non-commercial) ramp fees shall be posted on the Airport's schedule of fees. At the discretion of the Airport Manager fees are subject to change based on the weight of the aircraft.
- e. The Airport Authority may grant written permission for a specific commercial operator to enter the Airport for the purpose of repairing or maintaining an aircraft or equipment which is beyond the capability of any Fixed Based Operator located on the Airport. Capability of the A&P, IA as defined in FAR 65.71 thru 65.95. This privilege will be on a case-by-case basis and will require a separate agreement for each activity.
- f. Any permission granted by the Authority under this clause, will only be for a specific purpose and specific period.

8.2 Aircraft Servicing Fees

All charges owed to the Airport Authority for service performed, for Airport facilities used and for aircraft stored on a daily basis shall be paid before the aircraft is cleared from the Airport, unless credit arrangements have been made. The Airport Manager may detain any aircraft for non-payment of any charges due.

8.3 Ramp Fees

Landing fees for commercial aviation operations shall be payable to the Authority or its designated representatives immediately upon landing at the airport unless other arrangements have been made.

8.4 Aircraft Parking Fees

Aircraft parking on ramp areas shall be appropriately charged.

SECTION 9 – PROCEDURE FOR RECEIVING AND PROCESSING APPLICATIONS

9.1 Applicant

Any applicant wishing to establish commercial operations on the airport shall be furnished a copy of the minimum standards, attached, and shall make application in writing to the Airport Authority, setting forth in detail the following:

- a. The name and address of the applicant;
- b. The proposed land use, facility and/or activity sought
- c. The names and qualifications of the personnel to be involved in conducting such activity;
- d. The financial responsibility and technical ability of the applicant and operator to carry out the activity

9.2 General Information

- a. Upon the filing of any application with the Authority; it shall be immediately referred to the appropriate committee and considered at the next scheduled meeting. If no meeting is scheduled within (45) days from the filing of an application, a meeting shall be called for considering the application and notice will be given to the applicant. Upon consideration of the application the Airport Authority shall determine whether or not the applicant meets the standards and qualifications established in the Rules and Regulations.
- b. Upon approval of the application, the Airport Authority shall prepare a suitable lease or contract agreement setting forth the terms and conditions under which the commercial operation shall be conducted, with the applicant.
- c. Any rejected application shall be returned to the applicant within (10) days of the rejection with a written explanation of the reason for rejection.

SECTION 10 – SPECIAL AIRPORT USES

The Airport Authority obligates itself to operate the Municipal Airport for the use and benefit of the public and to keep the airport open to the various types of aeronautical use for which the facility is designed and intended to serve.

The Airport Authority established these rules to be met by all users so as to provide for the safe and efficient use of the airport and to otherwise protect the safety of person(s) and property both on the ground and in the air.

10.1 Landing Facilities

The landing area facilities that are constructed are primarily intended for the use of powered aircraft whose weights are not in excess of the published strengths of the paved surfaces. Operations on these surfaces by aircraft slightly in excess of the published pavement strengths may be permitted on an infrequent basis. Permission must be obtained from the Airport Authority for use of runways and taxiways by overweight aircraft and the use of the Municipal Ramp.

10.2 Operations of Non-powered Aircraft

No operations involving non-powered aircraft, including gliders, balloons, parachuting, and other special classes of activities, will be permitted on the Airport without the prior written approval of the Airport Authority.

10.3 Crop Dusting

Any person seeking to conduct crop dusting or spraying of agricultural chemicals shall be required to satisfy the Airport Authority that:

- a. Suitable arrangements have been provided for the safe storage and containment of chemical materials; no poisonous or inflammable materials shall be kept or stored in close proximity to other facility installations at the Airport.
- b. The operator shall have available, properly certified suitably equipped agricultural operation undertaken.
- c. No crop dusting operations shall be conducted on the principal public use apron or ramp of the Airport.
- d. All operations will be in accordance with all appropriate Federal Aviation Regulation, and State and Local Regulations concerning the handling of pesticides and other substances.

10.4 General

- a. No operations involving unlicensed or unregistered aircraft will be permitted on the Airport without prior approval of the Authority.
- b. The Airport will not participate in non-aeronautical events that will conflict with its aeronautical use.

SECTION 11 - MISCELLANEOUS

THE FOREGOING RULES AND REGULATIONS ARE ADOPTED BY THE CITY OF ONTARIO MUNICIPAL AIRPORT AUTHORITY AT A REGULARLY SCHEDULED MEETING ON THE ____ DAY OF _____, AND BECOME EFFECTIVE IMMEDIATELY.

APPENDIX:

MINIMUM STANDARDS FOR COMMERCIAL OPERATIONS AND FIXED BASE OPERATORS

1.1 General

- A. The following minimum standards shall apply to all operations; however, all the activities listed may not be provided, depending on the lease agreement executed between the Airport Authority and the operator.
- B. No commercial operator shall be allowed to operate on the Airport without a lease agreement with the Authority. Any operator whose principal place of business is located other than on the Ontario Municipal Airport and who further has a valid contract with another airport sponsor, may not be required to maintain facilities at the Airport.
- C. The Airport Authority shall determine all substantial conformances to the standards for all operators. Also, all operators must show financial solvency and business ability to the satisfaction of the Airport Authority.
- D. The minimum liability insurance that a fixed base operator shall carry including: general liability, product liability, and premise liability, is **\$1,000,000**. Hangar's keeper/property damage insurance will be decided between the Airport Authority and the operator, but in no case will be less than **\$100,000**. All policies required by this section will name as insured, the Airport Authority, its officers, members, and employees, and will contain a provision which will require the insurance carrier to notify the Authority at least (10) days in advance of cancellation, or change in coverage.
- E. All operators will be required to provide the Airport Authority a performance bond commensurate with any construction required under the minimum standards service to be performed.
- F. All construction shall be in accordance with design and construction standards established by the Airport Authority and approved by the Federal Aviation Administration for the facility involved.
- G. All airport mechanics and inspectors shall carry a **\$1,000,000.00** liability policy naming the Ontario Municipal Airport Authority as co-insured, have written authorization for each occurrence from the Airport Authority, and shall be charged a fee for each occurrence on the Airport.

1.2 Aircraft Maintenance and Repair

All person(s) operating aircraft, engine, or accessory maintenance facilities shall provide:

- A. Hangar space to house any aircraft upon which such service is being performed.
- B. Suitable storage space for aircraft waiting for maintenance or delivery after repair and maintenance has been completed.
- C. Sufficient shop space to house equipment and adequate equipment and machine tools, jacks, lifts, and testing equipment to perform top overhauls as required for FAA certification and repair of parts not needing replacement on all single engine land and light multi-engine land general aviation aircraft.
- D. At least one FAA certified airframe and engine mechanic available during reasonable hours.
- E. Separate space where adequate exhaust type work may be performed.
- F. Appropriate insurance
- G. Non-airworthy aircraft shall be screened from public view

1.3 Flight Training

All person(s) conducting flight training activity shall provide:

- A. At least one certified flight instructor for single engine aircraft. At least one dual equipped single engine land aircraft properly equipped and maintained for flight instruction.
- B. Certified instructor providing ground school instruction sufficient enough to enable students to pass the written FAA examinations.
- C. Public liability and property damage insurance to protect the operator and the Airport Authority from legal liabilities and shall provide liability insurance of at least \$1,000,000 per passenger seat and property damage liability of at least \$1,000,000.

1.4 Aircraft Rental

All person(s) conducting aircraft rental activity shall provide:

- A. Hangar or parking for at least one aircraft to be used as a rental.
- B. At least one airworthy aircraft maintained and certified.
- C. Current up-to-date specifications and price lists for types and models of rental aircraft.
- D. Appropriate Insurance.

1.5 Miscellaneous Operations

Radio and instrument repairs, aerial advertising, and other activities may be conducted by any person, firm, or corporation, upon application and approval from the Airport Authority. Reasonable terms and conditions will be established by the Airport Authority.

1.6 Hangar Space

Facility requirements will be adequate and reasonable for the services offered to operators such as: hangar space, office and lounge areas and aircraft parking.

1.7 Minimum Standards, New Construction

All new hangars shall:

- A. Contain a minimum of 1400 square feet of floor space. Maintenance shops shall contain a minimum of 1400 square feet of floor space.
- B. Be of timber framing, metal or masonry construction. The interior shall be constructed based on specific uses required, as long as it meets State and Local Codes. All new construction will meet State and Local Codes.
- C. Any hangar design shall be submitted to the City for approval prior to construction. Colors of any hangar constructed, remodeled, and/or repainted shall be of neutral shade approved by the Airport Committee.

1.8 Aircraft Parking Aprons and Services

All new parking aprons and services provided shall:

- A. Be constructed according to plans and specifications approved by the Airport Authority. Aircraft parking aprons may be required for operators handling aviation petroleum products and aircraft repair.
- B. Be provided on a fair, equal, and not unjustly discriminatory basis to all users of the airport. The prices charged for products on the Airport shall be fair and reasonable.

AIRPORT AUTHORITY SECURITY MEASURES

- A. Gate codes are to be kept secured at all times, Do not pass codes on to unauthorized personnel (visitors, or passengers).
- B. Unauthorized personnel are to be accompanied by auththorized personnel to and from hanger via parking lot by vehicle or walking remaining alert to moving aircrafts and vehicle users.
- C. Please contact the [Airport Manager](#) for more information on the airport's security measures.



**AGENDA REPORT
PUBLIC HEARING
July 9, 2024**

To: Mayor and City Council
FROM: Tori Barnett, City Recorder
THROUGH: Danny K. Cummings, City Manager
SUBJECT: **RESOLUTION #2024-111: MASTER FEE SCHEDULE**
DATE: June 3, 2024

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2024-111: A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR THE 2024-2025 FISCAL YEAR AS PRESENTED.

SUMMARY:

Attached is proposed Resolution #2024-111 prepared by staff, which combines all city fees into one schedule, as updated from Resolution #2021-119 adopted for fiscal year 2021-2022. Staff is asking for approval in accordance with the Ontario 2024-2025 budget.

BACKGROUND:

In June 2018, the city implemented the need to review fees collected by the city and developed a master fee list. Prior to that list, fees were determined by individual departments, and reviewed randomly as issues arose, and were addressed and/or adjusted at that time. The first Master Fee Schedule was presented to the Council in 2018, with only a few increases to established fees. Since that time, there have been three updates to the list: 2019, 2020, and 2021.

CURRENT SITUATION:

The current list is from 2021. Staff would like to make updates to that list according to the newly adopted 2024-2025 budget. This resolution, if adopted, would become effective upon passage, and would supersede all previous Master Fee Schedules. There are only minimal increases proposed, and any sections that were missing from previous lists have been added.

ANALYSIS:

- A. **STRATEGIC PLAN** No strategic plan impact.
- B. **FINANCIAL** Following review by staff, various adjustments have been made where increases were merited based on time and materials required to cover the costs associated with the fee. Other sections were added to cover the costs of areas that were not previously included, but that did incur costs to operate.

Costs can be adjusted by the Council at any time during the year by adopting a new resolution. It is being done now due to the budget adoption.

- C. **TIMING** Staff would like to have this updated version effective July 1, 2024, to keep in line with the 2024-2025 budget.
- D. **POLICY/LEGAL** The passage of a fee is subject to ORS 294.160(1) which reads: "*The governing body of a city, county or other unit of local government shall provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated.*"

Ontario City Charter Chapter X. Miscellaneous Provisions Section 10.6 Fee Increases. reads: *Any proposal to implement or increase fees or local taxes (except for a general retail which is governed separately in this Charter) must be affirmed by a two-thirds vote of the entire Council. (Ord. No. 2815-2022 § 2(Exh. A), 10-11-22)*

ALTERNATIVES:

Council could elect not to adopt the new fee schedule and fees collected would continue to be charged based on the existing resolution.

Council could table the action and direct staff to do further research on the fees proposed and bring back an updated version of the proposed resolution based on any findings.

RECOMMENDATION:

Staff recommends adoption of Resolution #2024-111 and the attached Master Fee Schedule, as presented.

ATTACHMENTS:

- 1. Reso #2024-111 2024-2025 Master Fee Schedule
- 2. 2024-2025 Master Fee Schedule



RESOLUTION #2024-111

A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR THE 2024-2025 FISCAL YEAR

- WHEREAS,** The City of Ontario charges various fees for services that need to be reviewed periodically; and
- WHEREAS,** A master fee schedule is a best practice for local governments; and
- WHEREAS,** A master fee schedule can be reviewed annually around budget time to make adjustments comprehensively; and
- WHEREAS,** The Ontario City Council desires to amend and adopt fees annually by resolution.

NOW THEREFORE, BE IT HEREBY RESOLVED the Ontario City Council adopts the attached fee schedule for the 2024-2025 fiscal year as amended from the 2021-2022 fiscal year schedule.

EFFECTIVE DATE: Effective immediately upon passage

PASSED AND ADOPTED by the City Council of the City of Ontario this ____ day of ____, 2024, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this ____ day of ____, 2024.

Deborah K. Folden, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Fire Department					
City Burn Permits (each)	\$15.00	\$20.00	33.33%	\$500	
City Burn Barrels	\$30.00	\$33.00	10.00%	\$300	
Fire Report Requests	\$5.00	\$5.00	0.00%	\$50	
Airport					
Single Weekly	\$20.00	\$20.00	0.00%	\$300	2018
Twin Weekly	\$40.00	\$40.00	0.00%	\$800	2018
Turbo/Jet Weekly	\$60.00	\$60.00	0.00%	\$480	2018
Single Monthly	\$50.00	\$50.00	0.00%	\$150	2018
Twin Monthly	\$100.00	\$100.00	0.00%	\$300	2018
Turbo/Jet Monthly	\$150.00	\$150.00	0.00%	\$300	2018
Single Yearly	\$500.00	\$500.00	0.00%	\$1,500	2018
Twin Yearly	\$1,000.00	\$1,000.00	0.00%	\$1,000	2018
Turbo/Jet Yearly	\$1,500.00	\$1,500.00	0.00%	\$1,500	2018
Commercial Usage Agreement Annual Fee	\$1,000.00	\$1,000.00	0.00%	\$1,000	2018
Administration					
Records Requests: 8.5x11 p/page	\$0.25	\$0.25	0.00%	\$6	2009
Records Requests: 11x17 p/page	\$0.50	\$0.50	0.00%	\$1	2009
Records Requests: DVD	\$10.00	\$10.00	0.00%	\$0	2009
Records Requests: Cassette	\$5.00	\$5.00	0.00%	\$0	2009
Business Registrations: New	\$0.00	\$0.00	N/A	\$0	2022
Business Registrations: Renewal	\$0.00	\$0.00	N/A	\$0	2022
General Government					
Transient Merchant Application	\$100.00	\$100.00	0%	\$0	2005
Transient Merchant: Daily Fee	\$500.00	\$500.00	0%	\$0	2005
Transient Merchant: Monthly Fee	\$1,000.00	\$1,000.00	0%	\$0	2005
Transient Merchant: Six-Month Fee	\$2,000.00	\$2,000.00	0%	\$0	2005
Christmas Tree Lots: Application	\$20.00	\$20.00	0%	\$40	2005
Christmas Tree Lots: Daily Fee	\$20.00	\$20.00	0%	\$0	2005
Christmas Tree Lots: Season Fee	\$200.00	\$200.00	0%	\$400	2005
Firework Stands: Application	\$20.00	\$20.00	0%	\$40	2005
Firework Stands: Daily Fee	\$20.00	\$20.00	0%	\$0	2005
Firework Stands: Season Fee	\$20.00	\$20.00	0%	\$400	2018
Entertainment: Application	\$10.00	\$10.00	0%	\$0	2003
Entertainment: Annual	\$1,000.00	\$1,000.00	0%	\$0	2003
Entertainment: Daily	\$100.00	\$100.00	0%	\$0	2003
Garage/Yard Sale: Permit	\$5.00	\$5.00	0%	\$2,400	2003
Flea Market: Application	\$10.00	\$10.00	0%	\$0	2003
Flea Market: Daily	\$10.00	\$10.00	0%	\$0	2003



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Flea Market: Monthly	\$200.00	\$200.00	0%	\$0	2003
Flea Market: Six-Months	\$500.00	\$500.00	0%	\$0	2003
Peddler/Canvassers/Solicitors: Application	\$20.00	\$20.00	0%	\$40	2003
Peddler/Canvassers/Solicitors: Daily	\$10.00	\$10.00	0%	\$0	2003
Peddler/Canvassers/Solicitors: Weekly	\$40.00	\$40.00	0%	\$0	2003
Peddler/Canvassers/Solicitors: Monthly	\$100.00	\$100.00	0%	\$0	2003
Peddler/Canvassers/Solicitors: Annual	\$200.00	\$200.00	0%	\$400	2003
Sidewalk Food Vendor: Application	\$20.00	\$20.00	0%	\$80	2003
Sidewalk Food Vender: Per Additional Employee	\$5.00	\$5.00	0%	\$10	
Sidewalk Food Vendor: Monthly	\$25.00	\$25.00	0%	\$100	2003
Sidewalk Food Vendor: Annual	\$75.00	\$75.00	0%	\$0	2003
Special Events: Application	\$10.00	\$15.00	50%	\$400	2003
Special Events: Park Pavilion	\$10.00	\$15.00	50%	\$1,200	2003
Special Events: Large Portion of Park	\$50.00	\$55.00	10%	\$100	2003
Special Events: Clean-Up Deposit 10<	\$25.00	\$30.00	20%	\$0	2003
Special Events: Clean-Up Deposit 10 - 25<	\$50.00	\$55.00	10%	\$0	2003
Special Events: Clean-Up Deposit 25 - 50<	\$75.00	\$85.00	13%	\$0	2003
Special Events: Clean-Up Deposit 50 - 100<	\$100.00	\$125.00	25%	\$0	2003
Special Events: Clean-Up Deposit 100 - 250<	\$250.00	\$300.00	20%	\$0	2003
Special Events: Clean-Up Deposit 250>	\$500.00	\$600.00	20%	\$0	2003
Special Events: Damage from Equipment (Dep)	\$500.00	\$550.00	10%	\$0	2003
Special Events: Damage from Vehicles (Dep)	\$500.00	\$550.00	10%	\$0	2003
Special Events: Staff Pre/Post Inspection	\$66.00	\$75.00	14%	\$66	2003



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Special Events: Staff Street Closure	\$100.00	\$150.00	50%	\$100	2003
Taxi Cab Application	\$20.00	\$20.00	0%	\$20	
Taxi Cab Per Vehicle	\$60.00	\$60.00	0%	\$60	
Dealer of Regulated Property: Annual	\$25.00	\$25.00	0%	\$25	
Social Gaming License Annual	\$100.00	\$100.00	0%	\$100	2016
Social Gaming License Monthly	\$50.00	\$50.00	0%	\$0	2016
Social Gaming License Weekly	\$25.00	\$25.00	0%	\$0	2016
Social Gaming License Daily	\$10.00	\$10.00	0%	\$0	2016
LIEN Search	\$25.00	\$25.00	0%	\$6,000	2018
NSF	\$25.00	\$25.00	0%	\$800	
Community Development					
Appeals (Any Action)	\$180.00	\$195.00	8%	\$0	2018
Change of Zoning Map	\$330.00	\$357.00	8%	\$660	2018
Comprehensive Plan Change	\$510.00	\$551.00	8%	\$510	2018
Conditional Use Permit	\$180.00	\$195.00	8%	\$360	2018
Grading and Excavation Permit	\$40.00	\$43.00	8%	\$0	2018
Non-Conforming Use Exception	\$120.00	\$130.00	8%	\$120	2018
Petition to Vacate Right of Way	\$390.00	\$390.00	0%		New
Partition	\$390.00	\$421.00	8%	\$780	2018
Property Line Adjustment	\$150.00	\$180.00	20%	\$600	2018
Site Development	\$50.00	\$60.00	20%	\$0	2018
Subdivision, Tentative Plat 30 lots<	\$530.00	\$572.00	8%	\$530	2018
Subdivision/Partition Final Plat- ROW	\$175.00	\$190.00	9%	\$350	2018
Subdivision (Per Each Lot Over 30)	\$10.00	\$10.00	0%	\$0	1988
Floodplain Development Permit - Residential (Principal Structure)		\$100.00	N/A		New
Floodplain Development Permit - Residential (Accessory Structure)		\$50.00	N/A		New
Floodplain Development Permit - Commercial (Principal Structure)		\$200.00	N/A		New
Floodplain Development Permit - Comercial (Accessory Structure)		\$100.00	N/A		New
Temporary Use Permit	\$120.00	\$130.00	8%	\$240	2018
Annexation/Zone Change	\$390.00	\$421.00	8%	\$780	2018



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Hearing Body Variance	\$145.00	\$160.00	10%	\$145	2018
Variance, Administrative	\$45.00	\$60.00	33%	\$45	2018
Admin Action Notice/Mailing	\$80.00	\$120.00	50%	\$1,280	2018
Planning Commission Action Notice/Mail (Hearings Officer)	\$220.00	\$260.00	18%	\$880	2018
Police					
Copy of Paper Report	\$10.00	\$15.00	50.00%	\$4,000	2014
Copy of Audio Report (CD/DVD)	\$10.00	\$10.00	0.00%	\$200	2014
Copy of Video/Photos on CD/DVD	\$10.00	\$10.00	0.00%	\$100	2014
Cruelty to Animals	\$265.00	\$440.00	66.04%		
Dog License Annually (altered)	\$12.00	\$15.00	25.00%	\$840	
Dog License Annually (unaltered)	\$18.00	\$35.00	94.44%	\$700	
Replacement Dog Tag	\$5.00	\$5.00	0.00%	\$20	
Dogs: Public Nuisance	\$165.00	\$265.00	60.61%		
Dog Release Form	\$35.00	\$35.00	0.00%	\$1,700	
Noise Variance Application	\$15.00	\$15.00	0.00%	\$150	2020
Fingerprint Card	\$15.00	\$15.00	0.00%	\$1,300	
Parking Fines	\$25.00	\$50.00	100.00%		
Impounded Vehicle Release	\$100.00	\$100.00	0.00%	\$2,000	
False Alarm (1st)	\$0.00	Letter	N/A	\$0	
False Alarm (2nd)	\$0.00	Warning Letter Next Time Fee	N/A	\$0	
False Alarm (3rd)	\$50.00	\$100.00	100.00%		
False Alarm (4th)	\$100.00	\$200.00	100.00%		
False Alarm (5th/↑)	\$200.00	\$350.00	75.00%		
Code Enforcement					
Derelict Structure first 6 Months/month	\$250.00	\$250.00	0%	\$8,000	2018
Derelict Structure Months 7- 12/month	\$500.00	\$500.00	0%	\$4,000	2018
Derelict Structure Months 13- 18/month	\$750.00	\$750.00	0%	\$3,000	2018
Derelict Structure Thereafter	\$1,000.00	\$1,000.00	0%	\$1,000	2018
Derelict Structure Appeal	\$250.00	\$250.00	0%	\$1,000	2018
Abatement Administrative	\$150.00	\$150.00	0%	\$1,000	2018
Public Works					
Water Deposit	\$170.00	\$170.00	0%	\$60,180	2021
Shut Off	\$40.00	\$50.00	25%	\$12,000	2021



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Turn On	\$40.00	\$50.00	25%	\$12,000	2021
After Hours (2-Hr Callback)	\$50.00	\$70.00	40%	\$280	2021
Meter Tampering	\$50.00	\$75.00	50%	\$300	2021
Water Service Damage		Assessed Individually			
Water Connection		\$100.00			
Water Hot Tap		\$400.00			
Drop In Meter 3/4"		\$535.00			
Drop in Meter 1"		\$655.00			
Sewer Connection		\$100.00			
Sewer Tap		\$275.00			
NW Area of Ontario Lift Station Per Acre (OMC 8-7-3.1)		\$2,975.00			
Land Development Inspections (OMC 10B-02-50)		3% of Value of Required City Improved Infrastructure			
Concrete Approach (C/G/SW)		\$55 + \$.30/LF			
Concrete Approach (C/G)		\$55 + \$.30/LF			
Curb & Gutter Only		\$55 + \$.30/LF			
ADA Ramp Inspection		\$75.00			
Asphalt Approach		\$55 + \$.30/sq yd			
Curb/Gutter/Sidewalk		\$55 + \$.30/LF			
Sidewalk Only		\$55 + \$.30/LF			
Street Surfacing/Asphalt		\$55 + \$.30/sq yd			
Obstruction in ROW: Equipment, Material Piles, Building Materials, Etc. (x5 Days)		\$85.00			
Obstruction: Dumpster or Storage Container (per week)		\$15.00			
Application: Long Term Use of ROW		\$55.00			
ROW Encroachment (per day)		\$17.00			
Permit Time Extension (exceeds date on permit) (per day)		\$17.00			
Concrete Approach (C/G/SW)		\$55 + \$.30/LF			
Concrete Approach (C/G)		\$55 + \$.30/LF			
Curb & Gutter Only		\$55 + \$.30/LF			
ADA Ramp Inspection		\$75.00			
Asphalt Approach		\$55 + \$.30/sq yd			
Curb/Gutter/Sidewalk		\$55 + \$.30/LF			
Sidewalk Only		\$55 + \$.30/LF			



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Street Surfacing/Asphalt		\$55 + \$.30/sq yd			
Obstruction in ROW: Equipment, Material Piles, Building Materials, Etc. (x5 Days)		\$85.00			
Obstruction: Dumpster or Storage Container (per week)		\$15.00			
Application: Long Term Use of ROW		\$55.00			
ROW Encroachment (per day)		\$17.00			
Permit Time Extension (exceeds date on permit) (per day)		\$17.00			
Bore/Bell Hole/Trench <50'		\$55.00			
Bore/Bell Hole/Trench 50-300lf		\$165.00			
Bore/Bell Hole/Trench 301-600lf		\$330.00			
Bore/Bell Hole/Trench 601-900lf		\$495.00			
Bore/Bell Hole/Trench 901-1200lf		\$660.00			
Bore/Bell Hole/Trench 1201-1500lf		\$825.00			
Bore/Bell Hole/Trench 1501/↑ per lf		\$825 + \$.50/LF			
Transverse Bore		\$55.00			
Longitudinal Bore		\$55.00			
Water Meter Charge 3/4" (Stubbed)	\$1,115.00	\$1,530.00	0%		2021
Water Meter Charge 3/4" (Alley)	\$0.00	\$3,060.00	0%		2021
Water Meter Charge 3/4" (Street)	\$0.00	\$4,590.00	0%		2021
Water Meter Charge 1" (Stubbed)	\$1,465.00	\$1,830.00	0%		2021
Water Meter Charge 1" (Alley)		\$3,660.00	0%		2021
Water Meter Charge 1" (Street)		\$4,590.00	0%		2021
Water Meter Charge 1½" & Larger (Stubbed)		Assessed Individually			2021
Water Meter Charge 1½" & Larger (Alley)		Assessed Individually			2021
Water Meter Charge 1½" & Larger (Street)		Assessed Individually			2021
Frozen Meter Fee	\$50.00	\$70.00	40%	\$210	2021
Hydrant Stand One Time Use	\$35.00	\$40.00	14%	\$490	2018
Hydrant Stand Monthly Meter	\$35.00	\$40.00	14%	\$175	2018



City of Ontario Master Fee List

Explanation of Fee (What is it for?)	2024 Current Fee	2025 Proposed Fee	% Increase	Estimated Annual Revenues 2024-2025	Last Updated
Cemetery					
In City Adult Space	\$350.00	\$350.00	0%		2009
In City Adult Space Perp Care & Maintance	\$400.00	\$450.00	13%		2009
In City Adult Space Open/Close	\$300.00	\$350.00	17%		2009
In City Adult Cremains Open/Close	\$125.00	\$175.00	40%		2009
Non-City Adult Space	\$500.00	\$500.00	0%		2009
Non-City Adult Space Perp Care & Maintance	\$450.00	\$500.00	11%		2009
Non-City Adult Open/Close	\$350.00	\$400.00	14%		2009
Non-City Adult Cremains Open/Close	\$150.00	\$200.00	33%		2009
In City Infant Space	\$175.00	\$175.00	0%		2009
In City Infant Perp Care & Maintance	\$400.00	\$450.00	13%		2009
In City Infant Open/Close	\$225.00	\$275.00	22%		2009
In City Infant Cremains Open/Close	\$125.00	\$175.00	40%		2009
Non-City Infant Space	\$225.00	\$225.00	0%		2009
Non-City Infant Perp Care & Maintance	\$450.00	\$500.00	11%		2009
Non-City Infant Open/Close	\$250.00	\$300.00	20%		2009
Non-City Infant Cremains Open/Close	\$150.00	\$200.00	33%		2009
Adult Disinterment	\$1,000.00	\$1,050.00	5%		2009
Infant Disinterment	\$600.00	\$650.00	8%		2009
Cremains Disinterment	\$400.00	\$450.00	13%		2009
Saturday Service	\$350.00	\$400.00	14%		2009
After 3:00 p.m. Any Day	\$350.00	\$400.00	14%		2009
Cemetery Deed Transfer	\$50.00	\$50.00	0%		2009
In City Columbarium Single	\$350.00	\$350.00	0%		2021
In City Columbarium Perp Care & Maintenance	\$150.00	\$200.00	33%		2021
In City Columbarium Open/Close	\$125.00	\$150.00	20%		2021
Non-City Columbarium Single	\$450.00	\$450.00	0%		2021
Non-City Columbarium Perp Care & Maintenance	\$150.00	\$200.00	33%		2021
Non-City Columbarium Open/Close	\$150.00	\$200.00	33%		2021

Jacobs

Public Works Department

Monthly Report

June 2024



Monthly Business Review

Public Works Department

Contents:

- ENGINEERING DEVELOPMENT REVIEW SUMMARY
- WATER TREATMENT PLANT AND DISTRIBUTION SYSTEM SUMMARY
- WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY
- OPERATIONS MAINTENANCE SUMMARY
- FACILITIES, CEMETERIES & PARKS
- APPENDIX

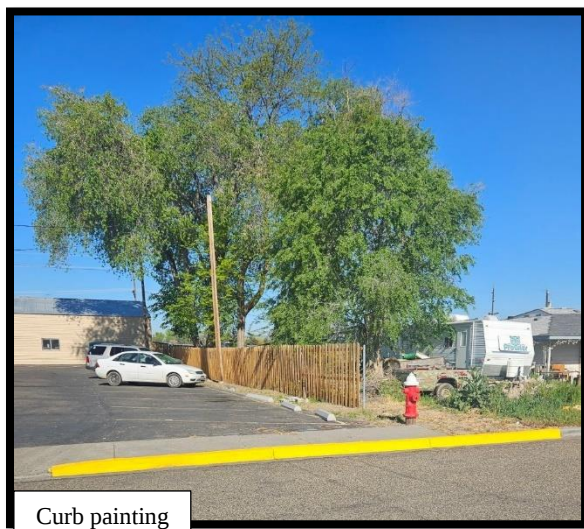


June Business Review

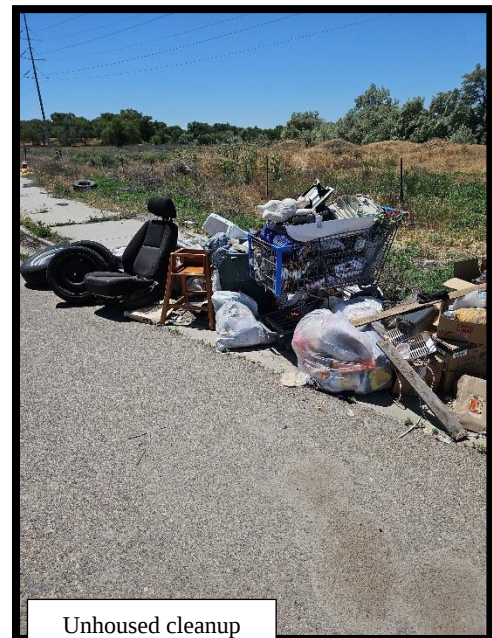
DEVELOPMENT REVIEW

ACTIVITIES JUNE 2024

- Issued 5 ROW Permits.
- Issued 1 New Address to Commercial lot.
- Attended 1 PDAC meetings to discuss the expansion of a business.
- Attended 4 PDAC meeting to discuss new businesses.
- Attended 2 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 2 Backflow devices on irrigation systems.
- Multiple plan reviews for new construction.
- Multiple construction inspections.
- Sidewalk Incentive Grant applicant just finished an additional 50' of additional sidewalk.
- SE 5th Ave Sidewalk Project and demo has started.
- City Hall Elevator Modernization is in the engineering process.
- Water Treatment Plant Expansion Project has been tested and is currently online. There are minor adjustments being made along with punch list items before closing this project out.
- Safe Streets for All (SS4A) has completed its first event/public outreach.
- East Lane Pavement Rehabilitation Project is at 90% design.



Curb painting



Unhoused cleanup

June Business Review



Lions Park shade structure



Sidewalk Incentive Grant



Fire hydrant relocation

June Business Review

WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES JUNE 2024

- 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.
- Old Plant Filter Assessments complete, awaiting report.
- 10 new meters installed.
- 5 leak checks.
- 18 water meters turned on customer request.
- 11 meters checked for high consumption.
- 15 meters off customer request.
- 19 meters read verified.
- 16 meters off for nonpayment.
- 14 meters on for payment.



Eastside Flowmeter Replacement.



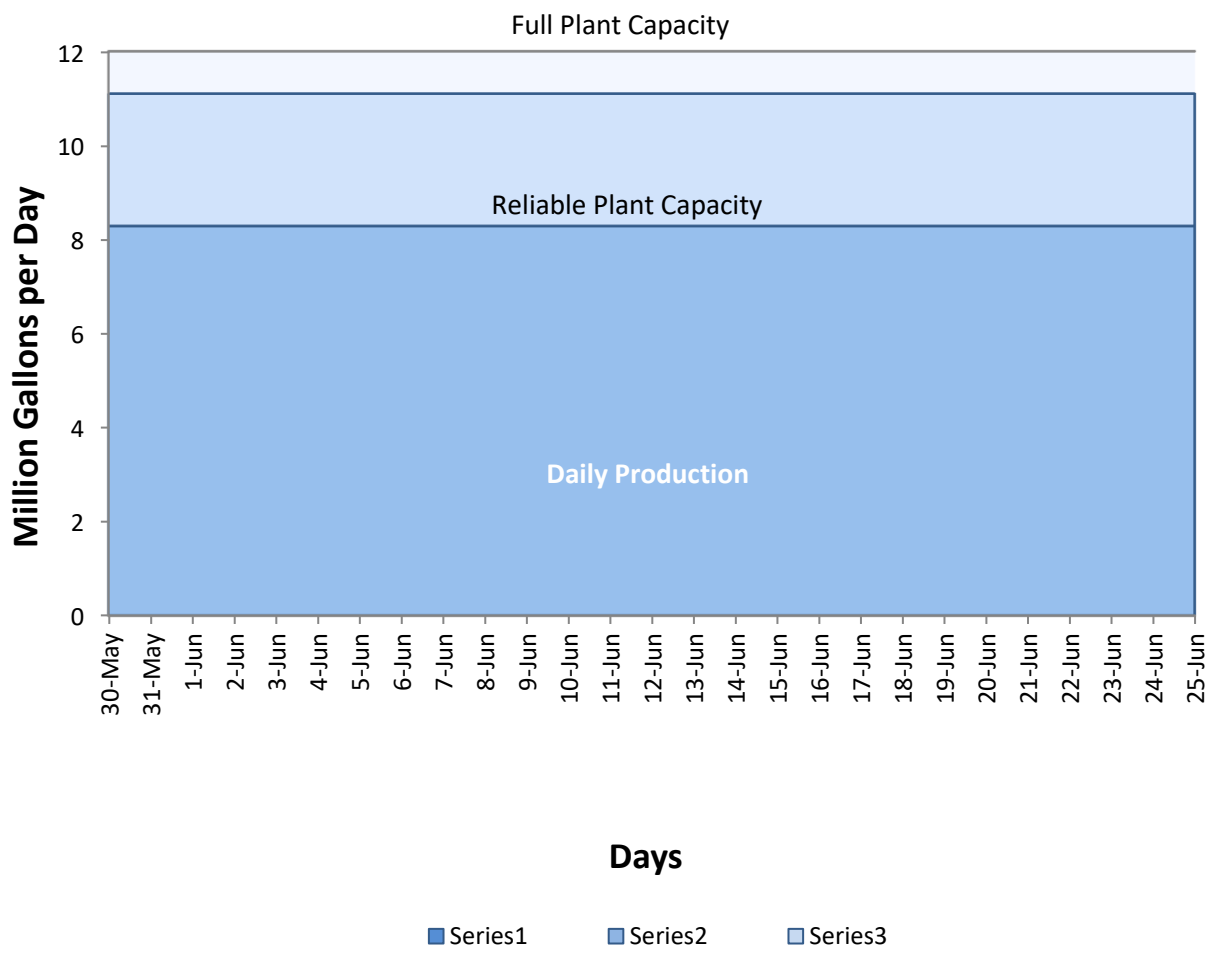
New Chlorine pump Installed.



Chemical Deliveries.

WATER TREATMENT PLANT
PRODUCTION VS. CAPACITY

Demand vs. Availability
May 30-June 26, 2024

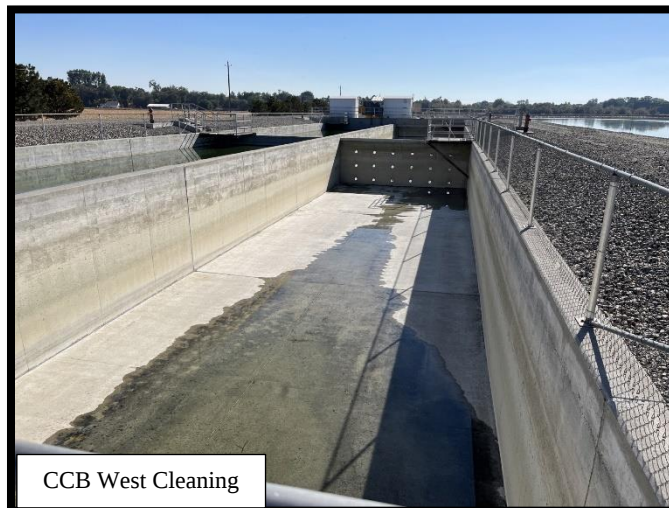


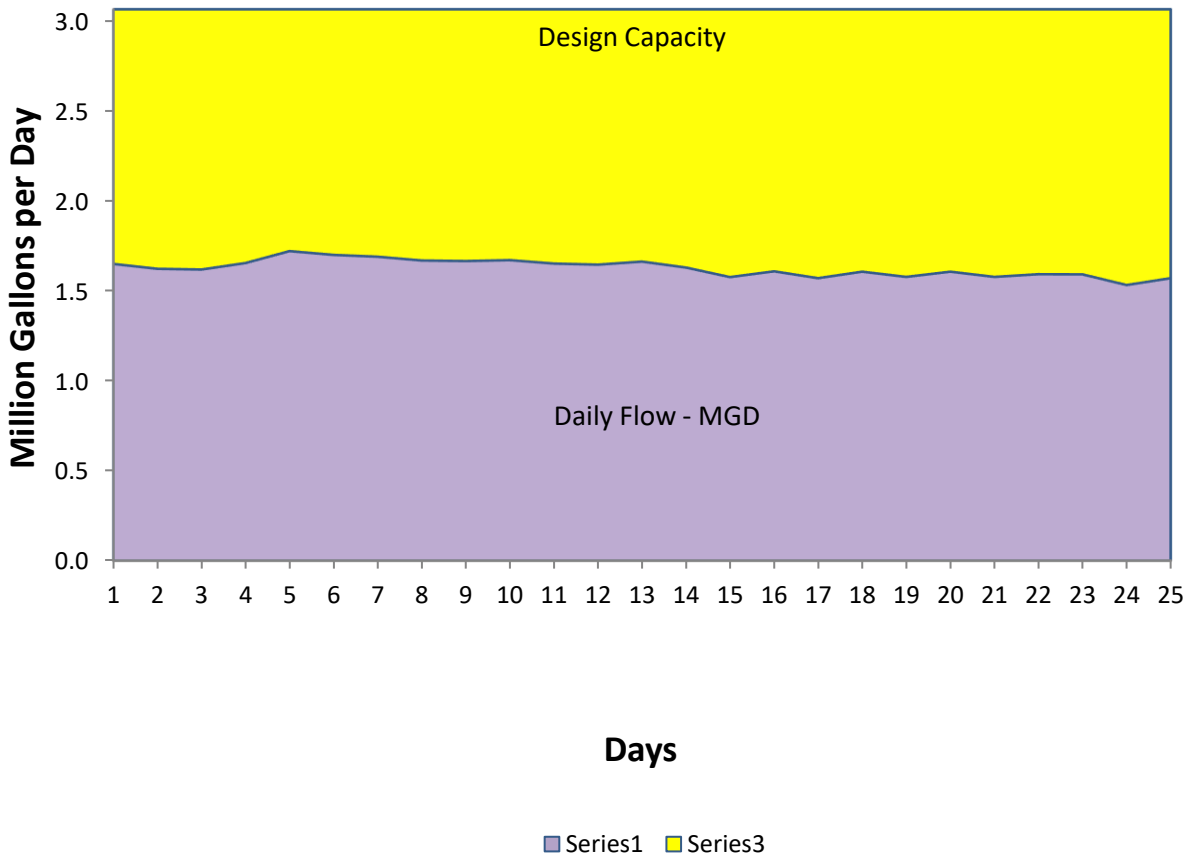
WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY

ACTIVITIES JUNE 2024

- All sampling per the 2019 NPDES permit has been completed.
- OSU samples were completed for the month.
- All piezometer readings taken for the month.
- All work orders and lawn maintenance were completed for the month.
- We continued flow to the skyline reservoir and as of June 25th, we have 39 days of storage in the WWTP Lagoons.
- Skyline Reservoir is currently at 13.0 ft of storage.
- The contracted farmer has been land applying our recycled water and Malheur River water to their perspective farms.
- All aerator preventive maintenance was performed this month.
- The critical spare skyline pump and motor are now on site.
- The west chlorine contact basin was cleaned, and the east chlorine contact basin was placed in service.

WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY ACTIVITIES JUNE 2024



WASTEWATER TREATMENT PLANT**Wastewater Treatment Flows
May 30, 2024 - Jun 24, 2024**

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JUNE 2024

- Trimmed weeds on Verde Ave.
- Two rounds of underpass and downtown sweeping.
- Repaired stop sign on SW 1ST Ave.
- Relocated 'city limit' sign on N Park Blvd.
- Relocated 'speed limit' sign on N Park Blvd.
- Moved fire hydrant on SE 10TH Ave.
- Performed routine maintenance on equipment.
- Hauled bleachers to Lions Park for event.
- Water service repair at 1720 SE 2ND St.
- Crack sealed SE 5th Ave.
- Repaired sink hole at the underpass.
- Made fire barrier at homeless camp.
- Hauled bleachers from park to rec department.
- Pulled L.I.D 44 lift station pump for repair.
- Dropped 20 barricades at high school for event.
- Water service repair at 784 NW 2ND St.
- Cleaned L.I.D 44 wet well.
- Mowed weeds at 601 Reiter Dr.
- Continue fire hydrant numbers.
- Clean sewer main as courtesy at SW 11TH Ave.
- Water service repair at 162 NW 17TH St.
- Installed new pump at L.I.D 44 lift station.
- Repair water service at NW 8TH Ave.
- Filled sink hole at 44 NE 3RD St.
- Paint graffiti in under pass tunnels.
- Swept E Idaho Ave due to car accident.
- Repair water service at 257 NW 5TH St.
- Filled sink hole at Wastewater facility.
- Repaired school zone sign on SW 2ND Ave.
- Cracked sealed water treatment facility.
- Pulled west Idaho lift station pump due to being plugged.
- Repaired blow off valve on sewer main.
- 57 utility locates completed.



Repair water service.



Water service



Sink hole at NE 3rd St.

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

ACTIVITIES JUNE 2024



Painting graffiti on underpass.



Moved water valve on 5th St.
Sidewalk project.

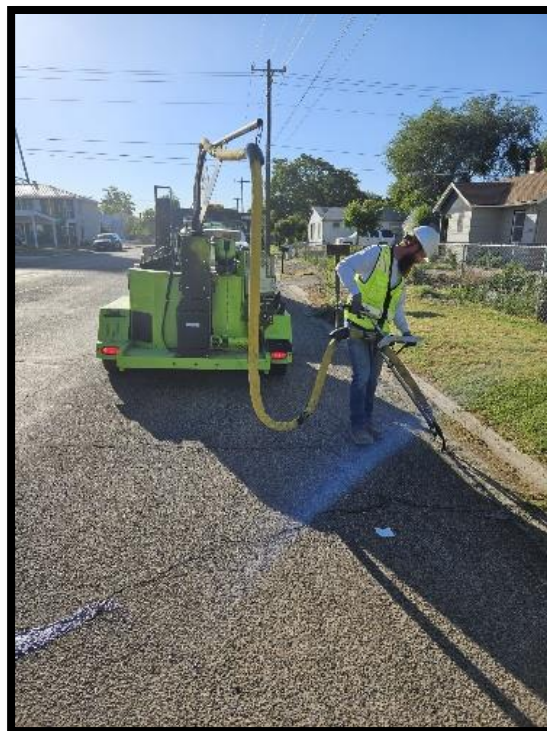


Crack seal prep



WTP Crack seal

June Business Review



Crack Seal



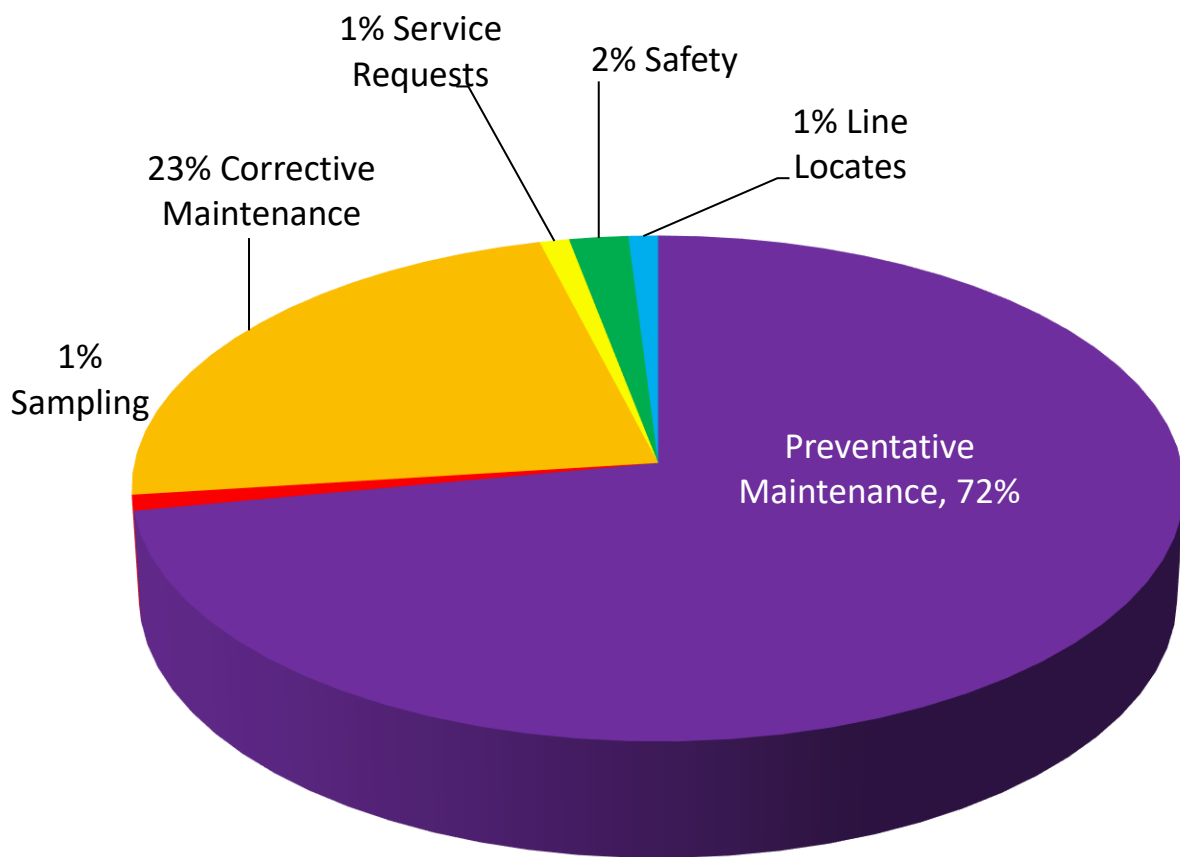
FACILITIES, CEMETERIES, AND PARKS SUMMARY

ACTIVITIES JUNE 2024

- Repaired a leak in the sprinkler system at Evergreen Cemetery.
- Repaired generator at City Hall and is back online.
- Fixed three holes in the fence at the unhoused camp.
- Started mowing the weeds down at the airport.
- 3 burials at Evergreen Cemetery, and 0 at Sunset Cemetery.



OPERATIONS MAINTENANCE: BUILDINGS, PARKS, CEMETERIES AND STREETS SUMMARY



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.

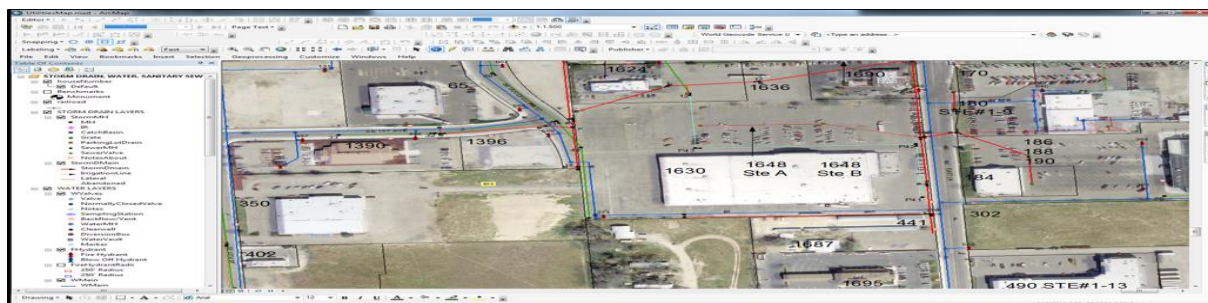
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the 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.

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

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



June 2024 Monthly Report



June 2024
Response Stats



June 2024 Calls for Service	City	Rural	Total	
Medical Emergencies	116	22	138	
Tiered Medical Calls (Non-Emergency)	19	2	21	13%
Fire Related Calls	33	14	47	23%
Hazmat	0	1	1	
Generals	3	11	14	
Mutual Aid Given	0	4	4	
Overdoses	1	1	2	
Total	168	38	206	
	82%	18%		

Fire Prevention:

- CWPP meeting
- Fire Safety Plan Reviews and Inspections

Burn Permits Issued:

City Open Burns – 1
City Burn Barrels - 0

Rural Open Burns – 31
Rural Burn Barrels - 8

Department Updates

- Jared Gammage has been selected to fill the new Captain position.
- Lonnie Justus will be promoted to Lieutenant beginning July 1st.
- 4 internal part-time firefighters applied for the open career firefighter position. After a competitive hiring process, Cameron Saito was offered the position.
- Rescue 1 spent more time in the shop this month following a transmission issue.



June 2024

Firefighter Training

- SCBA's
- Mayday
- Air monitoring
- Overhaul
- Mega Code
- Victim Search
- Fire Suppression
- Circuit drill

Community Involvement

Treasure Valley Relief Nursery Father's Day Event

Chief Benson attended a Father's Day event at Treasure Valley Relief Nursery. He enjoyed hanging out and doing crafts with the kids.

Fire Station Birthday party

We hosted a birthday party at the station that was donated to the TVCC Gala fundraiser. The kids took part in a firefighter obstacle course and enjoyed getting in the trucks and trying on the firefighting gear.



River Point RV Park family day

Firefighters took engine 101 to a family event at the River Point RV Park. Families were able to explore the truck and meet firefighters.

Groundbreaking ceremony

Rescue One's crew attended the groundbreaking ceremony for the new Nursing school addition at TVCC.



POW memorial ride

Ontario Fire was honored to attend the annual POW memorial ride. Fire apparatus, police and EMS escorted a group of motorcycles through the City on their last leg of their ride.



June 2024



Significant Incidents

I-84 MP 375 WB

Crews responded to a grass fire off I-84 in one of the areas that the unhoused have chosen to set up camp. This fire was challenging and incredibly dangerous for the responding crews due to having to fight the fire from the interstate. OSP and ODOT were a huge asset with traffic control.

Foothill Dr/NW 36th St

R1 was dispatched to a grass fire that was on the hillside and threatening 2 residences. OPD was first on scene and began evacuations. While enroute, mutual aid was called for from Payette, Weiser, Vale and Nyssa. When the initial crew arrived, the fire was quickly climbing the hillside. After approximately 2 hours the fire was stopped.

900 blk SE 18th Ave

156 responded to reports of a grass fire. While enroute mutual aid from Vale, Payette and Nyssa was requested. When they arrived on scene, they found a large grass fire that was rapidly spreading due to the strong wind. Crews were able to stop the fire from crossing into the neighboring field where there were several structures and livestock.

Butte Dr/Onion Ave

100 and R1 were dispatched to the area of Butte Dr and Onion Ave for a grass fire. Mutual aid was requested from Vale and Nyssa. The fire spread into an area with heavy trees and shrubbery and jumped a 10' wide driveway spreading further into grass, tires and railroad ties. Crews were able to get a good stop on the fire and had it controlled in around 30 minutes. Mop up continued for several days due to the large trees involved.

3762 Cedar Rd

Vale Fire & Ambulance requested mutual aid for a grass fire threatening multiple structures. Brush 157 responded with a crew of 3 and assisted Vale units with getting the fire under control. Brush 157 remained on scene and assisted with mop up until they were released.

MALHEUR COUNTY COURT MINUTES

June 12, 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 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. Staff present in the meeting room were Administrative Officer Lorinda DuBois, Economic and Community Development Director Taylor Rembowski, and Veterans Services Officer Connie Tanaka. Also present was Malheur County Development Corporation (MCDC) Board Member Mike Walker. 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 # [2024-1728](#)

SECOND PUBLIC HEARING - ORDINANCE NO. 236 - GERULF PAPA

Present for the second public hearing for consideration of Ordinance No. 236 - An Ordinance for a Post Acknowledgment Plan Amendment (PAPA) to Expand an Existing Mining Site by Adding 63.34 acres of Tax Lot 500, Map 17S47ED001 of the Malheur County Assessor's Office as a Significant Aggregate Site within Malheur County's Comprehensive Plan, Goal 5, Mineral and Aggregate Inventory were Applicant Chad Gerulf and Property Owner Steve Gerulf. Notice of the hearing was published in the Argus Observer. Planning Department File No. 2024-03-001. Applicant is Chad Gerulf. Property Owner is Steven and Barbara Gerulf Trust.

Judge Joyce opened the hearing and asked for any abstentions, potential or actual conflicts of interest, ex parte communications or site visits to be divulged from the members of the Court. There were none.

Judge Joyce asked for any objections to the jurisdiction. There were none.

Judge Joyce asked if there were any objections to any member of the County Court hearing the matter. There were none.

Judge Joyce stated: Failure to raise an issue may preclude raising it before LUBA (Land Use Board of Appeals). Failure to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the County Court to respond to the issue may preclude an action for damages in Circuit Court.

There was no further information to add to the Staff Report that was orally given at the hearing on May 29, 2024.

There was no proponent, opponent, or public agency testimony.

The Court had no further questions for the Applicant.

The Planning Commission recommended approval of the PAPA.

Judge Joyce closed the hearing.

Commissioner Jacobs commented that he had reviewed the reports and that it appeared to him that the requirements for quality, quantity, and location had been met. Commissioner Mendiola moved to approve Ordinance No. 236 - An Ordinance for a Post Acknowledgment Plan Amendment (PAPA) to Expand an Existing Mining Site by Adding 63.34 acres of Tax Lot 500, Map 17S47ED001 of the Malheur County Assessor's Office as a Significant Aggregate Site within Malheur County's Comprehensive Plan, Goal 5, Mineral and Aggregate Inventory. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1729](#)

Pat Caldwell with the Malheur Enterprise joined the meeting.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of June 5, 2024 as written. Judge Joyce seconded and the motion passed. Commissioner Jacobs was not present on June 5, 2024.

AGREEMENT - DR SMITH

Acting as the governing body of the Ambulance Service District, Commissioner Jacobs moved to approve Professional Service Agreement Supervising Physician to Emergency Medical Service Providers within Malheur County with Morris H. Smith, MD. Commissioner Mendiola seconded and the motion passed unanimously. The agreement expires June 2025; compensation is \$500 per month. See instrument# [2024-1731](#)

ARPA PROJECTS

Ms. DuBois and the Court discussed proposed ARPA projects. Proposed projects discussed were: an e-ticketing system for the Sheriff's Office (was previously discussed at Budget Committee meetings in April); outfitting the remaining patrol vehicles with Toughbooks and MDTs; purchasing Motorola Flex's mapping module Quickest Route; and contributing funding (\$100,000) for Veterans' Medical Rides to Malheur Council on Aging. Mr. Tanaka explained that the Oregon Department of Veterans Affairs Transportation of Veterans in Highly Rural Areas grant runs out of funds after about five months and providing additional funds to the program would be extremely beneficial for local veterans. Approximately 1000 rides are provided each year for approximately 50 veterans. The IS Department is being relocated in the Courthouse using ARPA funds. Another project being looked into is Starlink for the marine patrol boats. Commissioner Jacobs moved to approve the projects as discussed. Commissioner Mendiola seconded and the motion passed unanimously.

Mr. Tanaka left the meeting.

MCDC - LINE OF CREDIT

Ms. DuBois explained that the line of credit for Malheur County Development Corporation (MCDC) expired May 31, 2024; there is

a fifteen day grace period to renew the credit line. ODOT recently approved \$100,000 to MCDC to hire Comtrex and for earthwork for switches to tie into the existing rail. The County can extend the line of credit; or close the credit line, pay it off, and pay the MCDC invoices for the ODOT approved projects and be reimbursed by the ODOT funding. Commissioner Jacobs noted concern with the interest on the line of credit that the County pays as it takes quite some time for ODOT reimbursement funds to be received.

Mr. Walker recommended that the County pay off the line of credit and extend the credit line. Mr. Walker explained that it is hoped that MCDC will go out to bid this Fall to finish construction and having the \$2-\$4 million credit line will give credibility to contractors bidding on the project; additionally it sends a message that the County Court supports the project.

Ms. Williams explained a resolution is needed to extend the line of credit and she had one drafted if that is what the Court decided to do. Ms. Williams also is working on a Funding Agreement with MCDC and asked the Court members to let her know if they had any specific provisions or terms they wanted in it (the current agreement expires June 30, 2024).

Commissioner Jacobs moved to payoff the line of credit, subject to reimbursement when MCDC receives the ODOT funds. Commissioner Mendiola seconded and the motion passed unanimously.

The Court continued discussion on extending the line of credit and in what dollar amount. Commissioner Mendiola moved to extend the line of credit in the amount of \$250,000 through the end of December 2024. Commissioner Jacobs seconded and the motion passed unanimously. Resolution R24-16 - In the Matter of: Resolution Extending and Guaranteeing the Line of Credit with Bank of Eastern Oregon to the Malheur County Development Corporation (MCDC) in the amount of \$250,000 for the Treasure Valley Reload Center, in order for MCDC to pay bills and receive reimbursement from the Oregon Department of Transportation under Oregon State Agreement No. 33744 and amendments thereto; and based on ODOT correspondence dated June 6, 2024 granting \$100,000 to MCDC; and Authorizing Malheur County to be the Guarantor; instrument # [2024-1723](#)

Ms. DuBois explained that a supplemental budget resolution is needed to payoff the line of credit and she had one drafted.

Mr. Walker left the meeting.

ONTARIO SANITARY SERVICE/ WASTE CONNECTIONS - PROPOSED RATE INCREASE

Waste Connections District Manager Mark Fulwiler met with the Court and discussed a proposed rate increase of 4%; the last rate increase was 8% in July 2023. The CPI has been trending up for the last six months and the rate increase is needed to keep up with inflation. Approximately \$1 million in renovations (environmental, storm water) were done at the Ontario facility when Waste Connections bought the business. Clay Peak is expected to raise their rates approximately 25%. The Court requested a hearing to take public comment on the proposed rate increase be scheduled. See instrument # [2024-1745](#) for the written request.

IGA #180022 AMENDMENT

Commissioner Mendiola moved to approve Amendment No. 9 to Agreement #180022; Amended & Restated 2023-2025 Intergovernmental Agreement for the Financing of Public Health Services. Commissioner Jacobs seconded and the motion passed unanimously. The Original Agreement is amended to provide the second fiscal year (July 1, 2024 - June 30, 2025) Financial Assistance Award, provide the awarded Program Elements, and update the funding amounts in the Information Required by 2 CFR Subtitle B. A copy will be returned for recording.

IGA #26018 AMENDMENT

Commissioner Jacobs moved to approve Second Amendment to Oregon Health Authority 2024-2025 Intergovernmental Agreement for the Financing of Community Mental Health, Addiction Treatment, Recovery, & Prevention, and Problem Gambling Services, Agreement # PO-44300-00026018. Commissioner Mendiola seconded and the motion passed unanimously. Funding is added to Civil Commitment Services (MHS 24). See instrument # [2024-1732](#)

AGREEMENT - KNIGHT CANCER INSTITUTE

Commissioner Mendiola moved to approve Award Agreement with OHSU Knight Cancer Institute Community Partnership Program (CPP), Grant #20241006. Commissioner Jacobs seconded and the motion passed unanimously. The Health Department is awarded \$30,000 to improve HPV uptake amount Malheur County Adolescents. The agreement expires July 31, 2025. See instrument # [2024-1794](#)

AGREEMENT - FAIR BOARD/TVCC

Commissioner Jacobs moved to approve Agreement between Malheur County Fair Board and Treasure Valley Community College (TVCC). Commissioner Mendiola seconded and the motion passed unanimously. This is a lease agreement for the TVCC rodeo program. The term of the lease is July 1, 2024 through June 30, 2025. See instrument # [2024-1817](#)

IGA #1483 AMENDMENT

Commissioner Jacobs moved to approve Amendment No. 1 to Intergovernmental Agreement with Oregon Youth Authority for Expunction of Juvenile Records, Agreement #1483. Commissioner Mendiola seconded and the motion passed unanimously. The Agreement expires December 31, 2025. A copy will be returned for recording.

AGREEMENT - DEPARTMENT OF REVENUE (DOR)

Commissioner Jacobs moved to approve Intergovernmental Services Agreement, Contract #DOR-081-24 with Department of Revenue for map maintenance and related cartographic activities to be performed by Department of Revenue for Malheur County for fiscal year 2024/2025. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1786](#)

MCDC

Commissioner Mendiola moved to approve Resolution R24-15; In the Matter of Fiscal Year 2023/2024 Supplemental Budget by Resolution Under Local Budget Law ORS 294.741. Commissioner Jacobs seconded and the motion passed unanimously. The supplemental budget allocates General Fund Cash on Hand to pay off the Bank of Eastern Oregon line of credit and expenses to be reimbursed by ODOT. See instrument # [2024-1730](#)

Ms. DuBois explained that MCDC's operating funds are overspent under the terms of the Funding Agreement and requested authorization to pay MCDC outstanding invoices in the amount of \$5295. By consensus, the Court authorized payment of the invoices.

COURT ADJOURNMENT

The meeting was adjourned.

MALHEUR COUNTY COURT MINUTES

June 26, 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 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. Staff present in the meeting room were Administrative Officer Lorinda DuBois and Economic and Community Development Director Taylor Rembowski. Also present were participants of the Ontario Area Chamber Networking & Leadership Program. 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 # [2024-1831](#)

PUBLIC HEARING - ADOPTION OF ASD BUDGET

The Court met as the governing body of the Ambulance Service District (ASD). Judge Joyce opened the public hearing for consideration of Resolution R24-11 adopting the Ambulance Service District budget; notice of the hearing was published in the Argus Observer. No changes were made to the Approved Budget. No public comments were received. Judge Joyce closed the hearing. Commissioner Jacobs moved to approve Resolution R24-11: In the Matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2024/25 as Required by ORS 294.456. Commissioner Mendiola seconded and the motion passed unanimously. Total Appropriation is: \$322,120. See instrument # [2024-1838](#)

PUBLIC HEARING - ADOPTION OF EXTENSION TAX DISTRICT BUDGET

The Court met as the governing body of the Malheur County Agricultural Educational Extension Service District. Judge Joyce opened the public hearing for consideration of Resolution 24-12 adopting the Extension tax district budget; notice of the hearing was published in the Argus Observer. No changes were made to the Approved Budget. No public comments were received. Judge Joyce closed the hearing. Commissioner Jacobs moved to approve Resolution R24-12: In the Matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2024/25 as Required by ORS 294.456. Commissioner Mendiola seconded and the motion passed unanimously. Total Appropriation is \$2,286,065 and the tax rate is \$0.23 per \$1,000 of assessed value. See instrument # [2024-1839](#)

CROSSING PERMITS

Commissioner Mendiola moved to approve Crossing Permit #63-24 to Idaho Power Company to upgrade a pole and transformer on E. Lane #1129; and Crossing Permit #64-24 to Cascade Natural Gas to retire a service line on Community Road #932. Commissioner Jacobs seconded and the motion passed unanimously. Original permits will be kept on file at the Road Department.

PUBLIC HEARING - ADOPTION

Judge Joyce opened the public hearing for consideration of Resolution R24-13 adopting the County budget; notice of the hearing was published in the Argus Observer. No public comments were received. Several changes were made to the Approved Budget prior to adoption and Ms. DuBois provided those changes to the Court members in advance of the hearing. Judge Joyce closed the hearing. Judge Joyce moved to approve Resolution R24-13: In the Matter of the Adoption of a Budget and Levy of Taxes for the Fiscal Year 2024/25 as Required by ORS 294.456. Commissioner Mendiola seconded and the motion passed unanimously. The total sum of the budget for the 2024/25 fiscal year is \$65,050,050; and the tax rate is \$2.5823 per \$1,000 of assessed value. See instrument # [2024-1841](#) for the document listing the changes to the Approved budget prior to Adoption; and instrument # [2024-1840](#) for Resolution R24-13.

MCDC INVOICES

Commissioner Jacobs moved to authorize payment of MCDC outstanding invoices in the amount of \$16,153.00 as MCDC's operating funds under the terms of the Funding Agreement are overspent. Commissioner Mendiola seconded and the motion passed unanimously.

COMMITTED FUND BALANCES

Commissioner Jacobs moved that the Malheur County Court hereby report the 2023/2024 ending fund balances of the following Special Revenue Funds as "Committed Fund Balances". These committed fund balance amounts can only be used for the specific purposes for which they were imposed unless the Malheur County Court removes or changes the specified use by taking the same type of action (legislation, resolution, or ordinance) it employed to previously commit those amounts. The Special Revenue Funds are: Major Bridge, Surveyor Corner Preservation, Community Corrections, Law Library, Boat License, Corrections Assessment, DA Enforcement, Taylor Grazing, Task Force, Ambulance Service District, Juvenile Crime Prevention, Federal Forfeitures Fund, Agricultural Educational Extension Service District, LATCF, 911 Fund, Traffic Safety, Court Facilities Security, State Drug Court, State Mediation, CVSO Expansion, Search & Rescue, GIS Maintenance, Clerk's Record Fund, Special Transportation Fund, Work Release Construction, Economic Development, American Rescue Plan, and Opioid Settlement. Commissioner Mendiola seconded and the motion passed unanimously. This motion is effective as of June 30, 2024.

Ms. DuBois left the meeting.

COMMUTE OPTIONS

Kim Curley, Community Engagement Coordinator for Commute Options met with the Court; Commute Options is a nonprofit based in Bend serving 18 Oregon counties. Commute Options program helps connect residents with transportation options such as biking and walking for short trips; and transit, carpool, and vanpool for longer trips. Commute Options has a free ride matching program called Get There Oregon; it is a free program for anybody over the age of 18 who lives or works in the state;

participants log trips to earn rewards and there is a Rideboard feature. In Central Oregon (Crook, Jefferson, and Deschutes counties) there are about 50 vanpools fully funded by STIF. (Vanpools are five people or more traveling 20 miles or more to and from work.) MCOA has submitted a STIF project for vanpools for our region and Ms. Curley is assisting Ms. White at MCOA with getting the word out to employers in Malheur county about potential vanpools for employees. Ms. Curley answered questions from those present. Mr. Breidenbach with the Ontario Chamber of Commerce offered assistance to Ms. Curley in reaching employers in the area.

ROAD ACCEPTANCE

Surveyor Derrick McKrola met with the Court and presented a road acceptance on a partition plat for the Court's consideration. Commissioner Jacobs moved to accept road dedication of a portion of Morgan Avenue, on Brian McKinney's Partition Plat #24-12. Commissioner Mendiola seconded and the motion passed unanimously. See instrument #[2024-1848](#)

LEADERSHIP GROUP

The Court members briefly gave an overview of their positions and answered questions from the Ontario Area Chamber Networking & Leadership Program participant.

MCDC

Malheur County Development Corporation (MCDC) Board Chair Grant Kitamura met with the Court. Also present were Board members Ralph Poole and Mike Walker (Mr. Walker was present electronically). Mr. Kitamura discussed a proposal from Axiom to assist with connecting MCDC's rail spur to UPRR's (Union Pacific Railroad) main line. UPRR will be working on the Treasure Valley Grain project in Nyssa in August and may be able to complete the MCDC project's tie-ins as well. Axiom's proposal includes the following eight points:

1. Conduct a site walk with Railworks to document in detail the scope of work to be completed.
2. Confirm what materials that were missing in the past.
3. Manage the procurement and placement of the missing materials on site.
4. Coordinate with Railpros to ensure the materials and work is in alignment with the design and approved submittals.
5. Scheduling the:
 1. Work to be surveyed (maybe)
 2. Earthwork crew
 3. Rail flagger
 4. Earthwork compaction tests
6. Scheduling the UPRR representative to complete the site inspection.
7. Addressing any loose ends that would impact the UPRR work.
8. Issuing regular updates and reports on issues, actions, and progress.

Axiom's cost for the proposal is a maximum of \$8,300. Mr. Kitamura answered questions from the Court members. Commissioner Jacobs moved to authorize funding for the Axiom proposal in an amount not to exceed \$8,300; the funding is in addition to the operating funds (\$50,000) under the terms of the Funding Agreement. Commissioner Mendiola seconded and the motion passed unanimously.

Mr. Poole commented that he believes the reload center project is a great long-term investment for the State and the County.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of June 12, 2024 as written. Commissioner Jacobs seconded and the motion passed unanimously.

CONTRACT AMENDMENT - STEVE'S BACKHOE SERVICE

Commissioner Mendiola moved to approve Fifth Amendment to Personal Service Contract to Operate and Maintain Lytle Boulevard Landfill between Malheur County and Steve's Backhoe Services, Inc. Recorded with Malheur County Court Clerk as Instrument Numbers [2007-7609](#), [2009-3546](#), [2010-6428](#), [2014-0679](#), and [2019-2119](#). Commissioner Jacobs seconded and the motion passed unanimously. The consideration is increased 5% and the contract is extended to June 30, 2029. See instrument # [2024-1853](#)

NOTICE TO PROCEED

Commissioner Jacobs moved to sign the Notice to Proceed to Holcomb Construction Inc and Construction Management for the Goodfellow Building Remodel project. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1832](#)

UPDATED COUNTY POLICIES

County policies for Paid Leave Oregon, Bereavement Leave, and Family Medical Leave were updated due to legislative changes that take effect July 1, 2024. Commissioner Jacobs moved to approve updated County Policy 325 - Paid Leave Oregon. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1835](#)

Commissioner Jacobs moved to approve updated County Policy 307 - Bereavement Leave. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1834](#)

Commissioner Jacobs moved to approve updated County Policy 304 - Family Medical Leave. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2024-1833](#)

HEALTH DEPARTMENT DIRECTOR VACANCY

The Court was given applications for the Health Department Director vacancy. The Court will score the written applications and interviews will be scheduled in July.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.