

**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, MARCH 11, 2025, 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 ____ Michael Braden ____ John Kirby ____ Ken Hart ____
Adrianna Contreras ____ Council President Penny Bakefelt ____ Mayor Deborah Folden ____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on March 7, 2025. 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) Adoption of Council Meeting Minutes: February 25, 2025

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) Diversity Advisory Committee
- B) Resolution #2025-105: Supplemental Budget for Unexpected Grants and Donations

7) PUBLIC HEARING

A) Ordinance #2837-2025 - Amending Title 10A Substantive Zoning Regulations (Short Term Rentals)

8) DEPARTMENT HEAD UPDATES

A) Community Development: Quarterly Report

9) DISCUSSION ITEMS

- A) Street Projects and Possible Fuel Tax
- B) Review Monthly/Quarterly/Annual Department Stats

10) HAND-OUTS

- A) Department Stats: PW, OFR
- B) Minutes: Airport 02-03-2025; County Court 02-26-2025
- C) Packet: V&C Board March 2025

11) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

12) EXECUTIVE SESSION

- A) ORS 192.660(2)(h): Current or Potential Litigation
- B) ORS 192.660(2)(e): Real Property

13) POSSIBLE ACTION FOLLOWING EXECUTIVE SESSION

14) ADJOURN

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

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



**CITY COUNCIL MEETING MINUTES
February 25, 2025**

DUE TO A RECORDING ISSUE, THERE IS NO AUDIO RECORDING OF THIS MEETING. MINUTES HAVE BEEN PRODUCED BASED ON SCRIVNER'S NOTES AND INFORMATION PROVIDED BY COUNCIL AND STAFF IN ATTENDANCE.

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, February 25, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Susann Mills, Ken Hart, John Kirby, Penny Bakefelt, and Michael Braden. Adrianna Contreras was excused.

Staff present were Dan Cummings, Laura Reyes, Clint Benson, Jason Cooper, Tatiana Burgess, Marshall Pierce, Al Haun, and Andy Wood.

AGENDA

This Agenda was posted February 21, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

HART moved, KIRBY seconded, **TO ADOPT THE AGENDA AS PRESENTED**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

CONSENT AGENDA

KIRBY moved, HART seconded, **TO ADOPT THE CONSENT AGENDA, AS AMENDED, WHICH CONSISTED OF APPROVAL OF THE CITY COUNCIL MEETING MINUTES OF FEBRUARY 11, 2025; AND A LIQUOR LICENSE CHANGE OF OWNERSHIP FOR BERT'S GROWLER GARAGE**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

NEW BUSINESS

Appointments to City Committee: Public Works

Dan Cummings, City Manager, presented.

With Council consensus, Mayor Folden appointed the following applicants: Public Works Committee: Gus Bezates and Brooks Warrington.

Appointments were effective immediately, and applicants would be notified of their appointment.

Resolution #2025-103: City of Ontario Safety Action Plan

Dan Cummings, City Manager, presented.

The City of Ontario received a grant from the Federal Highway Administration to prepare a Transportation Safety Action Plan for increasing overall safety on the city's streets. The goal of the plan was to reduce fatal and serious injury crashes by 50% by 2035 and 75% by 2045, with an ultimate goal of zero fatalities and serious injuries. The city contracted with the traffic engineering firms of Jacobs, Inc. and Kittelson and Associates, Inc., to prepare the Plan.



Staff and consultants held several Technical Advisory Committee meetings, as well as community outreach meetings and events over the past year. Presentations were also given to the Ontario Planning Commission and the Ontario City Council.

The Plan was now finalized and ready for Council approval.

HART moved, BAKEFELT seconded, **THAT THE CITY COUNCIL APPROVE RESOLUTION #2025-103, A RESOLUTION APPROVING THE CITY OF ONTARIO SAFETY ACTION PLAN AS ATTACHED.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

Ordinance #2835-2025: Amending OMC 2-8-4 re: Public Works Committee

Dan Cummings, City Manager, presented.

Over several years, the City Council has approved Ordinances #2457-2000, #2552-2004, #2605-2007, #2631-2009, and #2791-2021, creating and amending the Public Works Committee. By Council action, they approved reducing the number of committee members from 7 to 5 as per 2-8-2(C) to hopefully help in having a quorum at the meetings. Attendance was lacking as many committee members, generally working contractors, had a difficult time meeting during the day.

On February 18, 2025, the City Manager presented an option to the committee. The establishing ordinance could be amended to reflect that the committee, currently required to meet monthly, would only need to meet when the City Council, Public Works Director, or the City Manager wanted the committee to review items, followed by a recommendation on any Public Works issue or policy.

A motion was made by the Public Works Committee to have the City Manager submit an amendment to the City Council relating to OMC 2-8-4, Public Works, that the committee meet only as needed or requested by the City Council, City Manager, or Public Works Director, with at least one meeting in January each year to elect officers, per OMC 2-8-1. This motion was passed unanimously by the committee.

This proposed change would result in saving staff time, and hopefully alleviate the inability to conduct any committee business due to lack of quorum.

KIRBY moved, MILLS seconded, **IN ACCORDANCE WITH SECTION 2(2) OF THE CITY CHARTER, THAT THE CITY COUNCIL APPROVE ORDINANCE #2835-2025, AN ORDINANCE AMENDING TITLE 2, CHAPTER 8, SECTION 4, OF THE ONTARIO MUNICIPAL CODE AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

KIRBY moved, MILLS seconded, **IN ACCORDANCE WITH SECTION 2(2) OF THE CITY CHARTER, THAT THE CITY COUNCIL APPROVE ORDINANCE #2835-2025, AN ORDINANCE AMENDING TITLE 2, CHAPTER 8, SECTION 4, OF THE ONTARIO MUNICIPAL CODE AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

PUBLIC HEARING

Ordinance #2833-2025: Annexation of Tax Lot 400 on Assessor's Map 18S47E10AC and Rezoning from Urban Growth Area Commercial Zone to City General Commercial Zone

It being the date advertised for a public hearing on the matter of Ordinance #2833-2025, the Hearing was declared open. There were no objections to the city's jurisdiction to hear the action, no abstentions, no ex-parte contact stated, and no declarations of conflict of interest.

Tatiana Burgess, Planning Director, presented.

The subject parcel was 1.35 acres, more or less, and was the site of an old dwelling, as well as a few smaller structures in poor condition. The site faced SE 5th Avenue, and its right-of-way frontage had been improved as part of the city's sidewalk improvement program along SE 5th Avenue.



The applicant, Larry Kine of Thistle and Nest, a non-profit, and other property owners requested that Tax Lot 400 on Assessor's Map 18S47E10AC be annexed into the city and rezoned from Urban Growth Commercial Zone (UGB-C) to City General Commercial Zone (O-C-2).

Required notices were sent to adjoining landowners, Department of Land Conservation and Development, Malheur County, the Rural Road Assessment District #3, Warm Springs Irrigation District, and Ontario city departments, and published in the Argus Observer on January 29, 2025. The Planning Department received a letter from ODOT on January 31, 2025, stating ODOT had no comments to provide to be considered. No other comments or objections were received by the Planning Department. A Planning Commission hearing was held on February 10, 2025, and via a unanimous vote, it was recommended that the City Council approve this annexation.

The applicant intended to develop the site into a residential community, with at least 20 residential units. All 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 and the planned development was an approved zoning under the comprehensive plan.

A. Rezone

1. Section 10B-20-30 REQUIRED FINDINGS, DECISION CRITERIA. In preparing findings to support a quasi-judicial zoning map amendment decision, the following findings shall be addressed except when alternatives are set forth or where a required finding clearly does not apply to the current action:

- a. The zoning map amendment is in conformance with statewide planning goals and guidelines.
- b. The zoning map amendment is in conformity with the acknowledged comprehensive plan.
- c. The applicant has demonstrated a mistake or error in the original zone designation, or the applicant has demonstrated a change in physical, social or market conditions generally affecting the area which make the proposed change appropriate.
- d. A public need is demonstrated for this zoning at this location and is not the granting of a special privilege or a single property or small group of properties.
- e. The property affected by the change is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.
- f. The property affected by the proposed change of zone is properly related to streets and public facilities and with services adequate to meet the demands of the uses allowed in the new zone.
- g. The proposed zoning map change will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

Findings:

1. Explain how the proposed zoning map amendment is in conformance with statewide planning goals and guidelines.

The City of Ontario, Malheur County, and the State of Oregon have all agreed upon the Comprehensive Plan and Map. Within that map, the proposed annexation will close the gap in the zoning map, and provide and eliminate an urban growth area, that is currently surrounded in its entirety by properties that had been previously annexed into the City. The applicant chose to retain the commercial zoning designation. If the proposed annexation is approved, the subject parcel will increase the City's available inventory of commercially zoned land, which doesn't only allow for commercial developments, but also permits multi-family residential developments.



2. Explain how the proposed zoning map amendment is in conformance with the Acknowledged Comprehensive Plan.

The property is within the City of Ontario UGA and the annexation and rezoning of the property is in compliance with the acknowledged Comprehensive Plan. The annexation will not render a change on allowed uses. The property zone will change from the Commercial zone within the Urban Growth Area, to the General Commercial Zone within the City limits. The principal permitted and conditional uses will remain the same.

3. As applicant, you must explain how there has been a mistake or error in the original zone designation or a change in physical, social or market conditions generally affecting the area, which makes this proposed zone change appropriate.

The applicant's requested zone change from a UGA Zone to a City Zone does not imply that there has been a mistake or an error in the original zone. In fact, this request for annexation and zone change only shows that the original zone designation of UGA zones was done with future thought of economic growth in mind. What has changed is the growth and development around the subject area. The proposed annexation will allow the applicant to connect the development into the City services, which will expand the City's infrastructure, available housing supply and overall livability.

4. As applicant, you must show a public need is demonstrated for this zoning at this location and is not the granting of a special privilege for a single property or small group of properties.

The public will benefit by annexing and re-zoning this parcel into the city limits through increased tax revenue, increased development and increased infrastructure. The rezoning of the UGA Commercial to City General Commercial, which matches the Comprehensive Plan, will allow for better use of the area, since the proposal is for a residential complex. The property adjoining to the south is the site of a multi-family residential complex as well, and the annexation will keep the proposal consistent with overall use of the area.

5. Explain how the property affected by the change, if approved, is adequate in size and shape to facilitate its use and development as permitted under the new zoning classification.

The minimum parcel size in the General Commercial (C-2) zone, once annexed in, is 3,000 sq. ft. The total proposed annexation area is 58,740, more or less. A residential development in a C-2 zone shall comply with the multi-family residential requirements, as outlined in Ontario Municipal Code 10A-29-07, which specifies that a minimum of 10 dwelling units is required. The annexation of the subject property will enable the applicant to meet these requirements as needed for a use consistent with the General Commercial zone.

6. Explain how the property affected by the proposed change of zone is properly related to streets and other public facilities and with services adequate to meet the demands of the uses allowed in the new zone. This shall explain how this proposal will not absorb a disproportionate share of public facilities, utilities and general assets.

The parcel far exceeds the minimum parcel size and will be able to be developed into large developments as planned for in the comprehensive plan. The surrounding infrastructure is capable of handling traffic and expansion of services, for the proposed residential development. As part of the UGA the property has been part of the City Transportation Master Plan, Water Master Plan, Waster Water Master Plan and the City Storm Water Master Plan and therefore has been approved to provide city services to this property.

The property has direct access to an existing right-of-way: SE 5th Ave. An email was received on 01/31/2025, from ODOT, expressing that the annexation and zone change would not constitute additional trip generation potential to significantly impact the transportation system, and therefore, ODOT had no additional comments versus the development.

7. Explain how the proposed change in zoning will not result in adverse effects upon surrounding properties or surrounding uses from dust, noise, vibration, odor, heat, glare, lighting, or discharges into the air, water or land.

The property is part of the city approved zoning and has been approved for the type of zoning once brought into the city limits and is in harmony with the surrounding developed property zoned accordingly and will not result in any adverse effects to the adjacent properties zoned the same. The principal permitted uses will remain the same, and consistent with the General Commercial zone.

Summary Conclusions: Based on the findings above: The City of Ontario Municipal Code implements policies contained in the City of Ontario Comprehensive Plan conform to the Statewide Planning Goals; generally, if a proposed rezone meets all criteria and standards contained in the OMC, the request will be consistent with Comprehensive Plan Policies and therefore conform to the Statewide Planning Goals. As this proposal meets the criteria in the above section, this proposal is consistent with Statewide Planning Goals. **CRITERION IS MET**

- a. Findings 2 above show that the request is within goals and conformance of the Acknowledged Comprehensive plan. Therefore, this proposal has demonstrated itself to be consistent with the Comprehensive Plan. **CRITERION IS MET**
- b. The information in finding 3 indicates that there has been no mistake, and the request is consistent with the Comprehensive Plan. Therefore, there is no mistake, and the request follows the comprehensive plan and approved zoning and demonstrates that this criterion is met. **CRITERION IS MET**
- c. As noted in finding 4, rezoning from the UGA zones to city zones would not be considered as the granting of a special privilege for a single property as it is providing for the same zoning as the comprehensive plan and is the same zoning of the lands adjacent to these properties. **CRITERION IS MET**
- d. As noted in findings 5, the subject property size is adequate to demonstrate consistency with this criterion. **CRITERION IS MET**
- e. As noted in finding 6 above, the property is properly related to streets and public facilities within the public streets and the existing uses and services demonstrate that uses allowed in the proposed zone are provided. **CRITERION IS MET**
- f. In finding 7 above, that while the impact on surrounding properties will be low, with the proposed change in zoning, compliance with present City of Ontario ordinances will be essential in eliminating these issues. The permitted uses will remain the same and be subject to change due to the annexation. **CRITERION IS MET**

Final Conclusion: **ALL CRITERIA ARE MET**

B. Annexation:

1. 10B-45-10 INITIATION OF ACTION. When a person, authorized by statute, wishes to extend the city's boundaries, an application on forms supplied by the city shall be filed with the Planning Director and which include: annexation consent forms, by the property owners, and by tenants if required by law or court decision; request for a change in zoning map designation, or plan change if required; request for other quasi-judicial action if required; fees, and other exhibits and requirements for a quasi-judicial action as set forth in this Title. All land use actions associated with the annexation shall be consolidated, as feasible, and one fee paid.

2. Oregon Revised Statute 222.125: Annexation by consent of all owners of land and majority of electors; proclamation of annexation. The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the



territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Findings:

1. The applicant has paid the fees and provided the proper application with signatures.
2. The property is annexable because it lies inside the Urban Growth Boundary and is contiguous with the current city limits.
3. The property currently has three different UGA zones in the Urban Growth Area and the companion requested City zones are consistent with contiguous property.
4. Findings from preceding sections of this report are herein included by this reference. A change to the comprehensive plan map or text is not necessary to annex the property; however, the annexation of the property must be consistent with all applicable Comprehensive Plan Policies.
5. Annexation would benefit the city by increasing tax revenue, and by providing more potentially developable residential land.

Final Conclusion: All criteria and standards applicable to a request for annexation have been met. The property may be annexed.

SUMMARY CONCLUSIONS AND PLANNING COMMISSION DECISION

A request for annexation and rezoning of property was recommended for approval by the Planning Commission to the City Council. All applicable decision criteria and standards were found to be met, or able to be met through appropriate conditions of approval. In this case, findings were made by the Planning Commission that the specific criteria are either met or able to be met through conditions of approval; options and discussion are provided under “Findings:” and “Conclusion:” for each criterion. All the criteria and standards must be met in order for the request to be recommended for approval.

The Mayor thanked Ms. Burgess and asked if there were any questions for staff.

Councilor Mills asked Ms. Burgess where the water towers were in reference to this property.

Ms. Burgess stated the city-owned public facilities property was directly adjacent to the subject parcel and that the two properties shared a boundary line. The existence of the towers was discussed at length with both the applicant and City Manager, and the City Manager indicated there was a possibility of the towers being demolished in the near future. The applicant had no objection to the water towers being there.

The Mayor opened up the hearing for Public testimony. There being no Proponents or Opponents, the Mayor declared the Hearing closed, and asked the Council for any further discussion from the Council, or for a motion on the action.

MILLS moved, KIRBY seconded, THAT THE CITY COUNCIL APPROVE THE FINDING OF FACTS AND RECOMMENDATION OF THE PLANNING COMMISSION FOR THE ANNEXATION OF TAX LOT 400 ON MAP 18S47E10AC AND REZONING FROM UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2025-01-01AZ BASED ON THE INFORMATION, FINDINGS, AND CONCLUSIONS SET FORTH IN THIS REPORT. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.



KIRBY moved, MILLS seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THAT THE CITY COUNCIL APPROVE ORDINANCE #2833-2025, AN ORDINANCE PROCLAIMING THE ANNEXATION OF TAX LOT 400 ON MAP 18S47E10AC AND REZONING FROM UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2025-01-01AZ, AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

FOLDEN moved, KIRBY seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THAT THE CITY COUNCIL APPROVE ORDINANCE #2833-2025 AN ORDINANCE PROCLAIMING THE ANNEXATION OF TAX LOT 400 ON MAP 18S47E10AC AND REZONING FROM UGA COMMERCIAL (UGA-C) TO CITY GENERAL COMMERCIAL ZONE (C-2) AS SET FORTH IN ACTION 2025-01-01AZ, AT A SINGLE MEETING BY TITLE ONLY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

DEPARTMENT HEAD UPDATE

Finance: Monthly Report

Kari Ott, Finance Director, was unable to attend due to the flooding. Any questions could be sent to Kari via email.

Public Works: Quarterly Report

Al Haun, Assistant Project Director, Jacobs, presented.

Councilor Kirby asked Mr. Haun to explain what a PDAC was.

Mr. Haun stated a PDAC was a Planning Design Advisory Committee meeting held prior to a development. It gave an opportunity for both the developer/builder and city staff to ask questions to assist in clarifying the requirements and standards for the project. The applicant would meet with Fire, Public Works, Building, Planning, and any other departments needed at one time. The PDAC meeting provided both information and direction before the project began.

DISCUSSION ITEMS

Discussion on Street Projects and Possible Fuel Tax

Councilor Hart stated he had done some math to see what would be feasible if a tax were to be proposed to the voters. If the city were to adopt a fuel tax, he would propose that the \$8 Public Safety Fee currently on every utility bill be removed. At \$8 a month, each bill was being taxed \$96 a year. If the city adopted a 6¢ a gallon fuel tax, taking an average car's mileage of 20mpg, the \$96 would pay, on average, for 64,000 miles worth of fuel purchases. He thought that that would be a benefit to the Ontario property owners, and that having a fuel tax could have all people fueling up in Ontario contribute to Ontario's tax revenue. He then calculated that if the \$8 public safety fee were to be removed, Ontario's revenue would decrease by around \$600K. However, potentially, the city could collect approximately \$1.2M, so there would be a net gain of about \$600K. He further stated if a fuel tax was being proposed, the city would have to have a robust informational campaign. He asked the City Manager to confirm that having this proposal on this May's ballot would be too late.

Councilor Hart stated that if the May 2025 ballot was not a possibility due to the current date, then the city could explore putting this question to the voters on the May 2026 ballot, which would give the city over a year to prepare, as well as have ample time to disperse the information to the voters.

Councilor Hart asked for confirmation from the City Manager that the city could no longer impose a sales tax.

Mr. Cummings stated that was correct at one time; however, that was no longer the case. The Council could, in fact, propose a sales tax again, if they wanted.



Mayor Folden reiterated that if a tax were to be proposed, it would go before the voters, and that the voters would have the final say-so. She wanted that to be on the record, that this would not be voted on by Council only.

Review Monthly/Quarterly/Annual Department Stats

Not discussed; moved to March 11, 2025, meeting.

Ontario Promise

Councilor Hart, a member of the Ontario Promise Committee, stated the committee was ready to disband and wanted to return the remaining funds to the City of Ontario. He would contact the state to begin the process of having the state return the unused funds.

HART moved, MILLS seconded, **THAT THE CITY STOP THE PROGRAM AND HAVE THE MONEY RETURNED TO THE GENERAL FUND TO BE DETERMINED IN THE NEXT BUDGET AND HAVE THE CITY MANAGER AND FINANCE DIRECTOR WORK WITH THE STATE IN GETTING THE FUNDS RETURNED.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

HAND-OUTS

Monthly Department Stats

Police and Code Enforcement

Minutes

County Court 02-05-2025, 02-12-2025; PWC 07-16-2024; DAC 05-15-2024, 09-18-2024, 11-20-2024, 12-18-2024

Check Register

January 2025

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

* Dan Cummings read an email to the Council from Mike Padilla, Safety and Prevention Supervisor, Ontario School District: *Mr. Cummings, I write this e-mail with a great deal of gratitude for the fine leadership you have in your police department. As we continue to update our safety measures in our school district we are appreciative of the open communication, innovative ideas and overall support to assist from Chief Cooper and Lt. Swank. In the short time Chief Cooper has accepted his leadership role we have seen an increase in police presence, support and have again received an SRO in our school as a positive resource. I would like to thank you for making a great decision in appointing Chief Cooper as I see a great outcome for our community with his leadership.*

ADJOURN

BAKEFELT moved, MILLS seconded, **THAT THE MEETING BE ADJOURNED.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-out; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

ACCEPTED:

ATTEST:

Deborah K. Folden, Mayor

Tori Barnett, MMC, City Recorder





**AGENDA REPORT
NEW BUSINESS
March 11, 2025**

To: Mayor and City Council

FROM: Deborah Folden, Mayor

THROUGH: Danny K. Cummings, City Manager

SUBJECT: DIVERSITY ADVISORY COMMITTEE

DATE: March 5, 2025

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL DISBAND THE DIVERSITY ADVISORY COMMITTEE IMMEDIATELY UPON APPROVAL OF THIS MOTION AND INSTRUCT STAFF TO BRING BACK AN ORDINANCE REPEALING TITLE 2, CHAPTER 14 IN ITS ENTIRETY, REGARDING THE DIVERSITY ADVISORY COMMITTEE.

SUMMARY:

Due to Executive Order #14151 regarding Diversity, Equity, and Inclusion (DEI), signed by President Donald Trump, it is in the best interest of the citizens of Ontario to disband the city's Diversity Advisory Committee. This action will conform with the city's oath to abide by city, state, and federal mandates, and eliminate the possibility of losing opportunities to receive federal funding due to non-compliance with a presidential order.

However, it bears noting that the City of Ontario has always hired on the basis of qualifications and policy for positions applied for, and does not discriminate against anyone for any reason.

BACKGROUND:

In 2017, at the request of some members of the community, the city established a Diversity Advisory Committee, through Ordinance #2728-2017, to assist in meeting the needs of the city's diverse citizenry. Amendments to the original ordinance were made through Ordinance #2822-2023 and #2827-2024.

Since the formation of the committee, it has struggled with recruiting and keeping its membership. Scheduled meetings have seen low attendance from the members, resulting in no quorum present, creating the inability to conduct a formal meeting.

CURRENT SITUATION:

Currently, the city has over one million dollars of federal grants that could be at risk for not following federal law, as well as plans to apply for millions more in funding. It does not seem prudent to risk keeping, expending, or applying for millions of federal dollars, which are greatly needed in this community.

A possible alternative for the existing committee members would be for the group to create their own private committee, with no affiliation with the city, to provide an opportunity to continue their work in the community for citizens and businesses. If they choose to create a private committee, the Council would welcome representation from the new committee to appear before them with ideas or suggestions they believe would benefit Ontario.

ANALYSIS:

- A. **STRATEGIC PLAN** None.
- B. **FINANCIAL** None.
- C. **TIMING** Timing of the essence to protect the city's federal grants.
- D. **POLICY/LEGAL** The City Council is the governing power that establishes and dissolves city committees.

ALTERNATIVES:

The Council could choose to keep the Diversity Advisory Committee active; however, this would place the city at risk of losing federal funding opportunities.

RECOMMENDATION:

Staff recommends disbanding the Diversity Advisory Committee, an action necessary to protect federal funding opportunities which are needed in the Ontario community.

ATTACHMENTS:

None



**AGENDA REPORT
NEW BUSINESS
March 11, 2025**

To: Mayor and City Council

FROM: Kari Ott, Finance Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **RESOLUTION #2025-105: SUPPLEMENTAL BUDGET FOR UNEXPECTED GRANTS AND DONATIONS**

DATE: March 4, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE RESOLUTION #2025-105: A SUPPLEMENTAL BUDGET TO APPROPRIATE UNEXPECTED PUBLIC SAFETY GRANTS AND DONATIONS.

SUMMARY:

Attached is Resolution #2025-105.

BACKGROUND:

Unexpected public revenues were received; expenditures needs to be appropriated in order to spend the funds.

CURRENT SITUATION:

The following unexpected revenues were received and appropriations are needed to expend the funds:

1. The Ontario Police Department received funding from Treasure Valley Paramedics in the amount of \$11,871.58. This funding will be used to purchase AED life-saving devices to put in every patrol car (so there will be 9 purchased). Also, with these funds, the police department will be able to equip all police officers with advanced trauma first aid equipment.
2. The Ontario Police Department received \$350 in donations from the American Legion Post #67 and \$400 in donations from Ontario V.F.W. Post 5452. The department would like to use these donations to purchase an Alco-Sensor FST Breathalyzer device.
3. The Ontario Fire Department received a \$35,000 Wildfire Staffing Grant from the Oregon Fire Marshall. These funds were actually received in June 2024 but needed to be spent in the 2024 fire season.

4. The Ontario Fire Department received a \$400 donation from the Ontario V.F.W. Post 5452 which will go to purchase small fire equipment.

5. The City received a \$5,000 CIS grant for public safety. This is to be used to purchase a Narc Ranger, which will allow on-site rapid analysis narcotic detection.

ANALYSIS:

- A. **STRATEGIC PLAN** No direct strategic plan impact noted.
- B. **FINANCIAL** \$52,272 will be appropriated within the police and fire departments for expenditure.
- C. **TIMING** The resolution needs to be approved in order to give budget authority to spend the funds.
- D. **POLICY/LLEGAL** A formal resolution approved by the City Council is required to expend funds per ORS 294.

ALTERNATIVES:

A. Take No Action - The Council could take no action on this matter; this would cause budget over expenditures.

RECOMMENDATION:

Staff recommends the approval of Resolution #2025-105.

ATTACHMENTS:

- 1. Resolution #2025-105 Unexpected Revenues



RESOLUTION #2025-105

A SUPPLEMENTAL BUDGET TO APPROPRIATE UNEXPECTED PUBLIC SAFETY GRANTS AND DONATIONS

- WHEREAS,** There were a few unexpected grants and donations received that need to be spent in 2024-2025; **and**
- WHEREAS,** The Ontario Police Department received a \$11,871.58 grant from Treasure Valley Paramedics, the department wishes to utilize the funds to purchase AED devices for all police cars and offices with advanced trauma first aid equipment; **and**
- WHEREAS,** The Ontario Police department received \$350 From the American Legion Post #67 and \$400 from Ontario V.F.W. Post 5452 and would like to utilize the funds to purchase an Alco-Sensor FST Breathalyzer; **and**
- WHEREAS,** The Ontario Fire Department received a \$35,000 wildlife staffing grant to be spent in 2024-2025, the funds were actually received in June 2024; **and**
- WHEREAS,** The Ontario Fire Department received a \$400 donation from the Ontario V.F.W. Post 5452, the department would like to utilize the funds for small fire equipment; **and**
- WHEREAS,** The City received a \$5,000 CIS grant for public safety, this is to be used to purchase a Narc Ranger; **and**
- WHEREAS,** The City desires to modify the 2024-2025 budget in order to appropriate the funding.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Ontario City Council, to approve the following adjustment to the fiscal year 2024-2025 budget:

Line Item	Item Description	FY 24-25 Budget	Amount of Change	Adjusted Budget
GENERAL FUND				
001-000-456150	Police Grants	\$ -	\$16,872	\$16,872
001-000-469208	Police Donations	\$500	\$750	\$1,250
001-024-613550	Patrol Supplies	\$33,149	\$17,622	\$50,771
001-000-406000	Available Cash on Hand	\$3,356,532	\$35,000	\$3,391,532
001-016-512000	Part-Time Employees	\$90,000	\$35,000	\$125,000
001-000-469100	Misc Fire Revenue	\$5,000	\$400	\$5,000
001-016-613600	Fire Equip/Replacement	\$8,350	\$400	\$8,750

EFFECTIVE DATE: Effective immediately upon passage.

PASSED AND ADOPTED by the City Council of the City of Ontario this 11th day of March 2025, by the following vote:

AYES:

NAYES:

ABSENT:

APPROVED by the Mayor this 11th day of March, 2025.

Deborah K. Folden, Mayor

ATTEST:

Tori Barnett, MMC, City Recorder



**AGENDA REPORT
PUBLIC HEARING
March 11, 2025**

To: Mayor and City Council

FROM: Tatiana Burgess, Planning Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **ORDINANCE #2837-2025 - AMENDING TITLE 10A SUBSTANTIVE ZONING REGULATIONS (SHORT TERM RENTALS)**

DATE: March 4, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO TABLE THE PUBLIC HEARING AND SCHEDULE THE HEARING FOR THE MARCH 25, 2025, CITY COUNCIL MEETING.

SUMMARY:

The Planning Commission has been working on forming a recommendation to the City Council to adopt an ordinance to amend Ontario Municipal Code Title 10A, by introducing zoning requirements to regulate short-term rentals within city limits, in all residential zones, and in the C-1, C-2 and C-3 zones.

A Planning Commission hearing was held on March 10, 2025, to meet public notice requirements; however, staff is requesting that this item be tabled until the March 25, 2025, City Council meeting during a public hearing.

BACKGROUND:

A **Short-Term Rental (STR)** is a fully furnished, self-contained apartment or dwelling unit that can be rented for short periods of time – less than 30 consecutive days. An STR is also known as “transient lodging”. Currently, the City of Ontario does not have an ordinance regulating STRs.

As of August 29, 2024, there were at least eight listings on websites advertising STRs in Ontario, with some property owners listed as being hosts for at least the past eight years. There are multiple properties available in Nyssa, Vale, and Adrian, as well as in the neighboring Idaho towns. Across the United States, STRs represent a “\$64 billion market with over 2.4 million properties operated by 785,000 hosts.” (*Wheat, K., 01/24/2025, www.addressesrealestate.com*). In Oregon, there is no uniform land use legislative requirement that regulates STRs.

The proposed draft ordinance would amend Ontario Municipal Code Title 10A, in order to:

1. Set operation standards and outline a licensing and permitting process for the STRs.
2. Facilitate and regulate lodging options for visitors without a detriment to the available housing supply within city limits.
3. Maintain a good-neighbor policy by encouraging business opportunities, while preserving the rights of the property owners living in residential neighborhoods.
4. Offer an expansive ability to allow the operation of STRs beyond the residentially zoned properties and includes the commercially zoned properties within the city limits.

The proposed draft ordinance would amend Ontario Municipal Code Title 10A by introducing new definitions to Chapter 10A-03, as well as creating a new chapter – Chapter 10A-57-101 - Short Term Rentals.

All sections of the proposed Chapter 10A-57-101 are consistent with other adopted chapters of the Ontario Municipal Code, and define its purpose, set standards and requirements, and outline the application and permitting process. The introduction of the application and permitting process of STRs is critical to ensuring the safe operation and occupation of the STRs and offers a path to apply and enforce current Building Codes.

The proposed ordinance was drafted with careful consideration by reviewing existing ordinances within neighboring jurisdictions, both within the State of Oregon and the State of Idaho. Among those jurisdictions reviewed were Baker City, Sumpter, Burns, La Grande, Enterprise, Joseph, Bend, Baker County, Wallowa County, Union County, Umatilla County, Harney County, Tillamook County (OR) and Boise, Fruitland, Caldwell, and McCall (ID).

CURRENT SITUATION:

The Planning Commission held four work sessions and one public hearing to date to discuss and draft the text of the proposed short-term rental ordinance.

Findings of Fact

1. The City of Ontario substantive regulations for land development requirements are contained in Title 10C of the Ontario City Code.
2. Amendment actions are first referred to the Ontario Planning Commission for a public hearing and recommendation to the City Council.
3. Appropriate legal notice has been provided for this hearing.

The city, from time to time, may amend its zoning regulations in response to emerging technologies, business concepts, or changes in state law. The proposed amendments are measures in response to the identification of changing business concepts and the lack of uniformed state regulations. The proposed STR ordinance will expand existing approved uses in the cited zones, as well as offer an avenue to ensure the life and safety of all parties involved, through enforcement of current Building Codes.

ANALYSIS:

- A. **STRATEGIC PLAN** None at this time.
- B. **FINANCIAL** There is no financial impact for this action.
- C. **TIMING** To meet notice requirements.
- D. **POLICY/LLEGAL** The City Council is the authority for tabling actions.

ALTERNATIVES:

None.

RECOMMENDATION:

Staff recommends the City Council table the public hearing and schedule the hearing for the March 25, 2025 City Council meeting.

ATTACHMENTS:

- 1. Ord #2837-2025 DRAFT

After Recording Return to:
City of Ontario
Attn. Tori Barnett
444 SW 4th Street
Ontario, OR 97914



ORDINANCE #2837-2025

AN ORDINANCE AMENDING TITLE 10A SUBSTANTIVE ZONING REGULATIONS

- WHEREAS,** As of 01/01/2025, the State of Oregon does not have a uniformed land use code to regulate short-term rentals; and
- WHEREAS,** Amendments to Ontario Municipal Code Title 10A may be initiated by the Council or Commission by motion, or by individual by application
- WHEREAS,** The City staff has made the amendments as recommended by Planning Commission, and adopted by City Council, as noted herein.

NOW THEREFORE, THE CITY OF ONTARIO ORDAINS AS FOLLOWS:

10A-03-35.1: "BEDROOM" as defined in ORS 90.262 (4), means a habitable room that:

- (A) Is intended to be used primarily for sleeping purposes;
- (B) Contains at least 70 square feet; and
- (C) Is configured so as to take the need for a fire exit into account.

Bedroom occupancy shall not be more restrictive than two people per bedroom, as per ORS 90.262 (3). For a bedroom occupied by more than two people, the required minimum floor area of 70 square feet shall be increased at the rate of 50 square feet for each person in excess of two. No portion of a room measuring less than 5 feet from the finished floor to the finished ceiling shall be included in any computation of the room's minimum area. Where required, a bedroom shall be equipped with a carbon monoxide detector (as per Oregon Residential Specialty Code R315.3) and/or smoke alarms (as per Oregon Residential Specialty Code R314.3).

10A-03-65.1: "CONTACT PERSON" means the property owner or owner's designee for the short-term rental, authorized to act on owner's behalf. The contact person shall be available to be contacted at all times, 24 hours a day, 7 days a week. The contact person shall be able to respond by telephone within 1 hour to complaints directed by the local non-emergency line. To any additional or successive complaints, conduct of the occupants or operation of the short-term rental, the contact person shall respond in person within 2 hours.

10A-03-70.1: "DAYTIME OCCUPANTS" means the maximum number of guests who may occupy a short-term rental between 7:00 am and 10:00 pm. The maximum number of daytime occupants shall not exceed four (4) times the maximum number of nighttime occupants permitted. Daytime occupants shall not be allowed to occupy a short-term rental overnight, between 10:00 pm and 07:00 am.

10A-03-140.1: “NIGHTTIME OCCUPANTS” means the maximum number of guests who may occupy a short-term rental overnight. The maximum number of occupants shall be identified at time of permitting, based on short-term rental’s floor plan and number of rented bedrooms.

10A-03-185.1: “SHORT-TERM RENTAL” or “STR” is the rental of a dwelling unit, partially or in its entirety, on a day-to-day basis for a less than thirty (30) consecutive days.

10A-57-101 – SHORT-TERM RENTALS

10A-57-102 – PURPOSE

To provide guidance, standards and regulatory requirements to operate short-term rentals in an equitable manner, with the goal of minimizing impacts to the residential housing stock and existing neighborhoods. Short-term rentals shall be permitted in the following residential and commercial zones: RS-50, RD-40, RM-10, R-MH, C-1, C-2 and C-3.

10A-57-103 – STANDARDS AND REQUIREMENTS

All short-term rentals must be permitted and licensed. To qualify to obtain a permit and retain a license, the following standards and requirement must be met:

- (1) Two active short-term rental permits are permitted per parcel.
- (2) All short-term rentals must comply to the term “dwelling”, as defined in section 10A-03-74 of Ontario Municipal Code. No non-conforming or non-permitted dwelling units shall be permitted as short-term rentals. Short-term rentals shall not include the use of a recreational vehicle, travel trailer, tent or other temporary shelter.
- (3) All short-term rentals shall be subject to the transient lodging tax requirements, as defined in section 3-11 of Ontario Municipal Code.
- (4) Bedroom occupancy shall not be more restrictive than two people per bedroom, as per ORS 90.262 (3). For a bedroom occupied by more than two people, the required minimum floor area of 70 square feet shall be increased at the rate of 50 square feet for each person in excess of two. No portion of a room measuring less than 5 feet from the finished floor to the finished ceiling shall be included in any computation of the room’s minimum area.

The number of bedrooms of a short-term rental and maximum number of nighttime occupants of the short-term rental shall be determined based on the submitted floor plan and verified at the time of license issuance, license renewal and upon physical inspection of the short-term rental.
- (5) Each short-term rental shall have a designated contact person. The contact person shall be able to respond by telephone within 1 hour to complaints directed by the local non-emergency line. Regarding any additional or successive complaints, conduct of the occupants or operation of the short-term rental, the contact person shall respond in person within 2 hours.
- (6) Each short-term rental shall be equipped with a minimum of one functioning fire extinguisher, placed in a visible and easily accessible location. Functioning smoke detectors and/or carbon monoxide detectors shall be installed as per Oregon Residential Specialty Code requirements. All electrical outlets and light switches shall have face plates.
- (7) All parking shall be contained onsite and shall meet the parking standards defined in section 10A-57-75 of Ontario Municipal Code. Enclosed garages or fenced parking areas shall be easily accessible to guests at all times.

- (8) All short-term rentals shall comply to the noise control requirements defined in section 6-1-6.2 of Ontario Municipal Code. Quiet hours shall be observed between ten o'clock (10:00) P. M. and seven (7:00) A. M. of the following day.
- (9) Family gatherings hosted in a short-term rental, shall not exceed short-term rental's maximum number of daytime occupants, as per current short-term rental's permit. Unattended barking dogs or actions that exceed the noise control regulations are explicitly prohibited.

10A-57-104 – APPLICATION AND LICENSE REQUIREMENTS

A. All short-term rentals shall be permitted. An application must be submitted to the Community Development Center. The applicant has the burden of proof to demonstrate compliance with standards defined in section 10A-57-103 of this title. An applicant for a short-term rental shall provide and certify the following information:

- (1) Owner's and applicant's name, permanent residence address, phone number, email address and the short-term rental's physical address.
- (2) Contact person for the short-term rental and the contact person's phone number, address and email address.
- (3) A site plan and floor plan of the short-term rental, drawn to scale, showing property boundaries, proof of access to a public right-of-way, building footprint, location and dimensions of parking spaces. The floor plan of the short-term rental shall include the dimensions and locations of all bedrooms and space to be made available to the short-term renters.
- (4) Proof of garbage service.
- (5) Proof of liability insurance.
- (6) Transient lodging business registration, as required per section 3-11-7 of Ontario Municipal Code.
- (7) Inspection consent authorizing City of Ontario staff to conduct required inspections of the short-term rental, including upon issuance and renewal of the short-term rental license.
- (8) A copy of the house rules.
- (9) Licensing fees.

B. All short-term rental applications shall be filed, the appropriate fees paid, a review date scheduled, and Hearing officer review conducted according to the provisions of section 10B-04.

C. A short-term rental license is valid for one calendar year and shall be renewed annually by the last day of the month of the anniversary date of each ensuing year. A renewal notice shall be sent by the City, at least 30 days prior to the license's expiration. Permit renewal will be contingent on the short-term rental's good standing and complaints documented in the previous year. The renewal license fee shall be paid before a renewal can be authorized. If the contact person changes during the 12-month period, the property owner shall notify the City in writing within 30 days of the change and provide all new contact information. Failure to maintain current and correct contact information for the contact person or failure of the contact person to respond to calls, as required by section 10A-57-103(5) of this title, shall be considered a violation of this Ordinance and documented as a violation.

D. An approved license shall be mandatorily posted both on the interior and exterior of a dwelling unit.

The interior posted license shall include: the license number and its expiration date, the number of bedrooms permitted as a short-term rental, the maximum occupancy, the number of parking spaces, the contact person for the short-term rental and the local non-emergency number.

The exterior posted license shall be displayed on the exterior of the short-term rental, by the main entrance to the short-term rental. The exterior posted license shall include: the license number and its expiration date, the local non-emergency number, the property address and the contact person for the short-term rental.

E. A short-term rental license is not transferable and is issued to an owner and to a specific property. An owner shall hold a maximum of six short-term rental licenses at one given time. A change in ownership shall void an existing short-term rental license.

F. A short-term rental license shall be revoked if:

- (1) an owner fails to renew a license, or
- (2) if there have been 3 or more unresolved complaints or violations within a 12-month period, or
- (3) if the operation of the short-term rental presents a public, health or safety risk.

E. Upon revocation of a short-term rental permit, a property owner shall not be permitted to submit a new application for a short-term rental permit for a period of one year from the date the permit was revoked.

SEVERABILITY. The sections, subsections, paragraphs, and clauses of this Ordinance are severable. The invalidity of one section, subsection, paragraph, or clause does not affect the validity of the remaining sections, subsections, paragraphs, and clauses.

PASSED AND ADOPTED by the Common Council of the City of Ontario this _____ day of _____, 2025, by the following vote:

AYES:
NAYES:
ABSENT:

APPROVED by the Mayor this _____ day of _____, 2025.

ATTEST:

Deborah Folden, Mayor

Tori Barnett, MMC, City Recorder



Presentation by Tatiana Burgess
Tuesday, March 11, 2025

CITY OF ONTARIO COMMUNITY DEVELOPMENT

Fiscal Year 2024-25
2nd Quarter

Building
Department

Economic
Development

Planning and Zoning

Building Department Statistics



Oct-Dec 2024

Mechanical and Structural Permit Amounts and Fees Issued in 2nd Quarter FY 24-25

- Total Permits Issued **71**
- Valuation Totals **\$ 7,313,198.54**
- Total Permit Fees **\$ 101,290.30**

Out of the 71 total permits issued, 48 were Mechanical Permits for upgrades to heating and cooling installations.

1 Commercial Alarm permit issued.



Building Department Statistics



ONTARIO
OREGON

Oct-Dec 2024

Accela Permitting Software

On November 18th 2024 the Building Department started using a new permitting software – Accela. Between April and November of 2024, the Building Department staff attended multiple trainings to prepare for the conversion and worked extensively with representatives of the Oregon Building Codes Division to ensure an accurate and successful transition.

Building Department Forms and Website

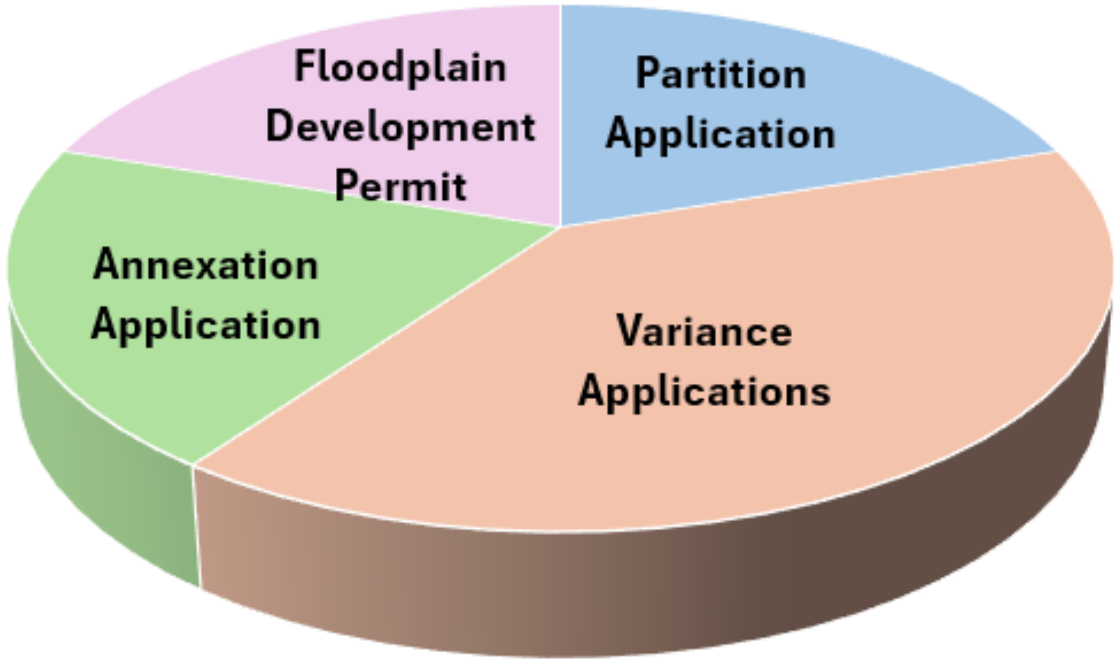
Building Department has updated all its permitting forms, to be consistent with the requirements of Accela, as well as to streamline the application process.

Building Department has made all applications available to its website, along with providing other useful materials and resources, so that customers can apply for their permits and find all the information in one, easy to find location.

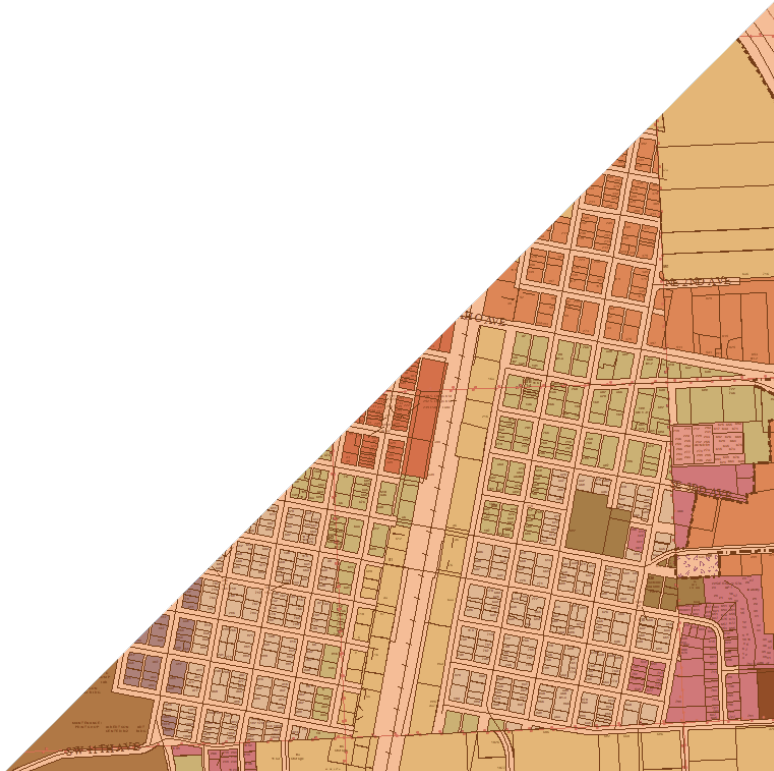


Planning and Zoning Department

Oct, Nov, Dec 2024



Total Land Use Applications	5
Total Fees for the Quarter	\$3,726.28



Planning and Zoning Department

Oct, Nov, Dec 2024



SHORT TERM RENTAL ORDINANCE No.XXXXX

Other existing definitions can be found in Title 10A-03

Definitions to be added to Title 10A-03:

10A-03-35.1: "BEDROOM" means a room intended and permitted to be used for sleeping purposes as defined by Oregon Residential Specialty Code, and has the following attributes, including but not limited to: a minimum of 70 square feet of floor space and not less than 7 feet in any horizontal dimension; a ceiling height of not less than 7 feet; light, ventilation and heating; an emergency escape and rescue opening, as defined by Oregon Residential Specialty Code; a smoke alarm and a carbon monoxide detector.

10A-03-65.1: "CONTACT PERSON" means the property owner or owner's designee for the short-term rental, authorized to act on owner's behalf. The contact person shall be available to be contacted at all times, 24 hours a day, 7 days a week. The contact person shall be able to respond by telephone within thirty (30) minutes to complaints directed by the local non-emergency line and shall respond in person within thirty (30) minutes to any additional or successive complaints, conduct of the occupants or operation of the short-term rental.

10A-03-83.1: "ESTATE HOME" means a single-family dwelling with five (5) or more bedrooms.

10A-03-185.1: "SHORT-TERM RENTAL" or "STR" is the rental of a dwelling unit in its entirety, on a day-to-day basis for a less than thirty (30) consecutive days.

10A-57-101 – SHORT-TERM RENTALS

10A-57-102 – Purpose

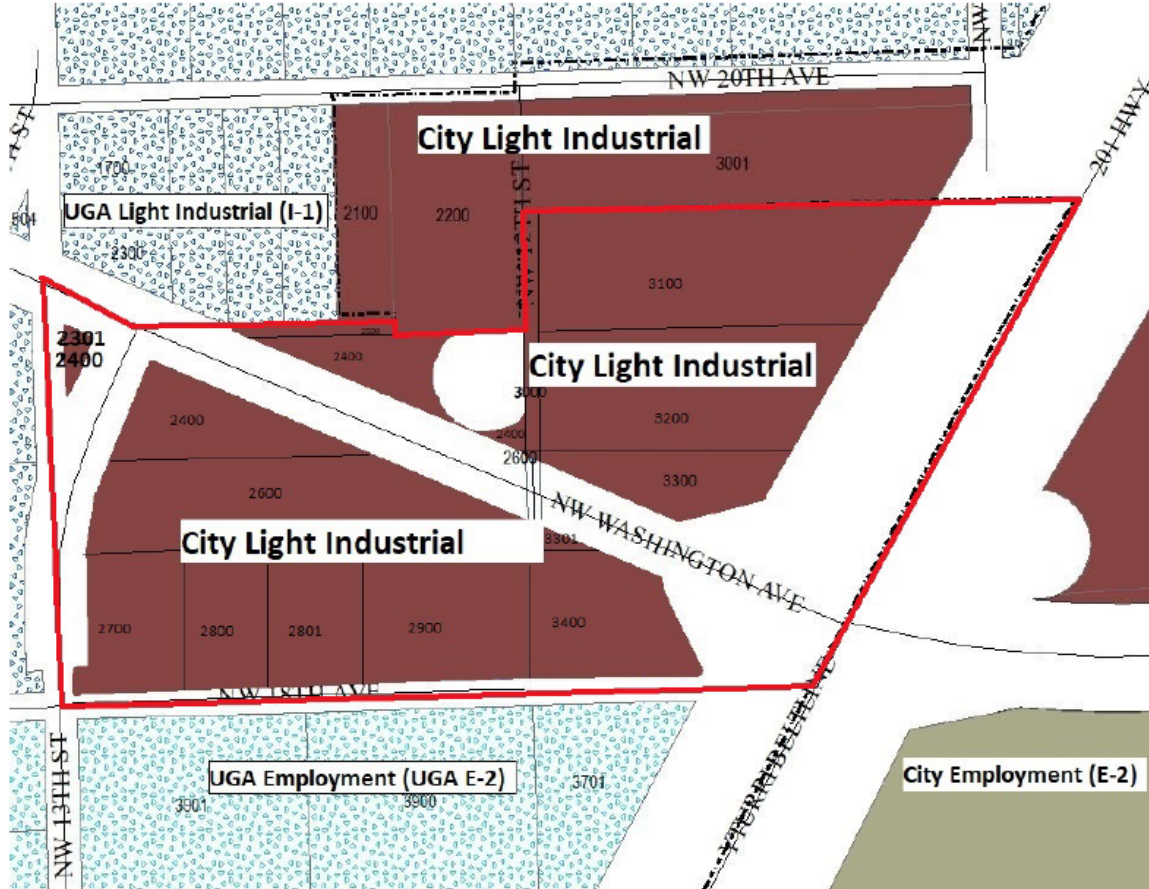
To provide guidance, standards and regulatory requirements to operate short-term rentals in

Planning Department has been working on drafting an ordinance to regulate short-term rentals within the City limits. Planning Commission met during several work sessions discuss details of the proposed ordinance.



Planning and Zoning Department

Oct, Nov, Dec 2024



At the November 18, 2024, Planning Commission hearing, it was recommended to City Council to annex approximately 6.958 ac across multiple parcels, NW of the intersection of NW Washington Ave and Yturri Beltline.

Phase III Façade Grant Program



ONTARIO
OREGON

Facade Grant Program Phase III

SW 4th Ave: from Yturri Beltline to Oregon Street

Idaho Ave: from NW 9th St to West side of I-84 Interchange

Oregon St: from SW 6th Ave to NW 8th Ave

SW 9th St: from SW 4th Ave to W Idaho Ave

SW 2nd St: from SW 5th Ave to W Idaho Ave

SW 1st St: from SW 5th Ave to W Idaho Ave

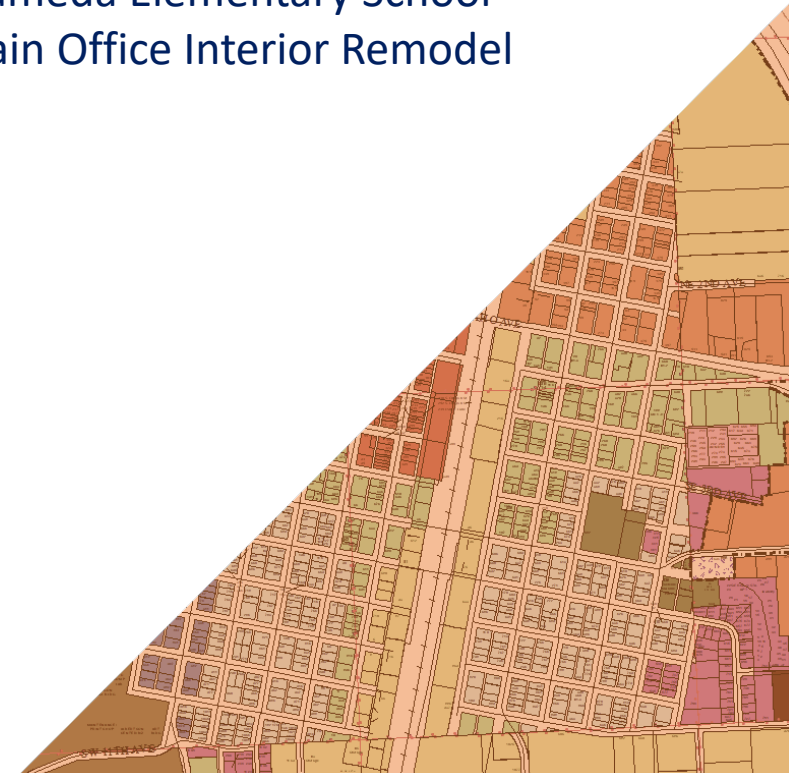
SE 2nd St: from SE 5th Ave to E Idaho Ave

As of 12/31/2024 – available
grant amount remaining is
\$26,961.79

Completed Projects



Alameda Elementary School
Main Office Interior Remodel



Completed Projects



COMPLETED:
DMV Office Relocation
215 East Ln N #4



COMPLETED:
Penn Hangar
140 Golf Runway

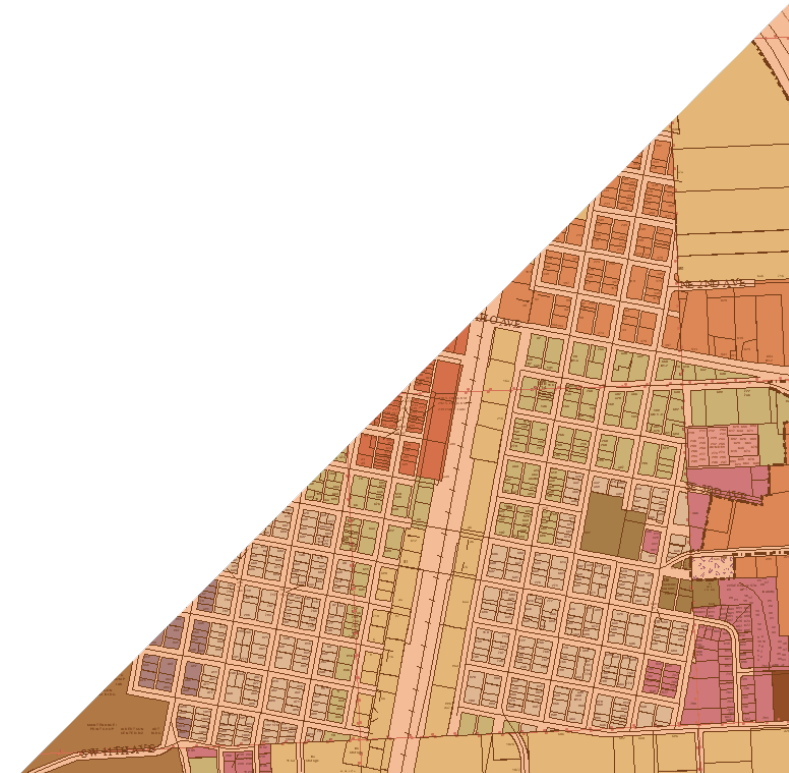


Certificates of Occupancy



Commercial:

- Ontario 8C Alameda Elementary School Remodel (1252 Alameda Dr, Ontario)
- Penn Hangar (140 Golf Runway, Ontario)
- DMV Office Relocation (215 East Ln N #4, Ontario)



THANK YOU





**AGENDA REPORT
DISCUSSION ITEMS
March 11, 2025**

To: Mayor and City Council

FROM: Dan Cummings, City Manager/Community Development Director
Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: **STREET PROJECTS AND POSSIBLE FUEL TAX**

DATE: March 4, 2025

PROPOSED MOTION:

THERE IS NO PROPOSED MOTION PROVIDED.

SUMMARY:

At the request of the City Council, staff put together project costs for needed street improvements with the possibility of looking into a fuel tax to help pay for the needed street construction and repair.

In summary, the city street repair costs are estimated to be \$9 million. The estimated matching funds for the safety plan needed repairs are estimated to be \$1.1 million. These two costs result in needed funding of \$10.1 million. See attachments.

It is estimated if the city imposes a fuel tax to cover some of the street maintenance costs, which are currently being provided within the General Fund, it could free up to approximately \$230,000 from the general fund, and those funds could then be used for other public safety needs. Another option is the possibility of removing the \$8 street fee from the citizens' utility bill.

BACKGROUND:

The city gets very little funding for street construction and upkeep and is in need of finding more funding for much-needed repairs and improvements.

New development usually builds streets and roads in front of their development, but once done, it is up to the city to maintain the road surface.

The attached project list and total project cost table is for city streets. These projects were developed by Public Works staff based on priority improvements needed, and this could be further prioritized as needed. The unit prices are current and reflect the last three years' worth of actual ACHD bids received in the upper Treasure Valley. The unit prices are per square yard,

and are loaded rates, so they include labor, material, and profit, but they don't include items such as mob/demob, traffic control, etc. It is difficult to estimate items such as traffic control, especially on the major collectors that will require extensive TC and off-hour work. This is a pretty high level, but it should be possible for the citizens to see the need to have a revenue source to fix the streets.

Also attached is the estimated cost of matching funds to go after grants for light and street improvements outlined in the recent safe streets for all reports.

The city receives funding from cannabis sales. In the past, the city has used a portion of that funding for street maintenance. Unfortunately, due to increases in the cost of all products, wages, and PERS funding, these funds are very limited now and could possibly be less in the near future. Because of this, the Council is looking into alternate funding sources to help maintain the street infrastructure.

This information is being presented to the Council to look at a possible fuel tax to cover the cost of street repair and construction.

CURRENT SITUATION:

Staff were asked to check the deadline dates for submitting a ballot if and when the city decided to ask the citizens to approve a fuel tax. Chart is attached.

ANALYSIS:

- A. **STRATEGIC PLAN** Beautification and desirability, as well as having safe streets.
- B. **FINANCIAL** None at this time.
- C. **TIMING** This would be a Council decision, as to when and if they want to proceed with this.
- D. **POLICY/LEGAL** State law and the City Charter require a fuel tax to go out to the vote of the citizens of Ontario.

ALTERNATIVES:

Council could choose not to act on this at this time.

RECOMMENDATION:

Staff makes no recommendation as this item was provided for discussion.

ATTACHMENTS:

- 1. 2025 LOCAL ELECTIONS CALENDAR
- 2. OREGON CITIES with GAS TAX_12-1-2024
- 3. Existing City Street_Rebuilds needs projections
- 4. Projected Transportation Action PLAN costs
- 5. Ontario Possible Local Fuel Tax data

 Conduct of Elections	March 11	May 20	August 26	November 4
Last day to mail ballots to military/overseas voters	January 25	April 5	July 12	September 20
First day to mail ballots to out of state voters	February 10	April 21	July 28	October 6
Last day to register to vote	February 18	April 29	August 5	October 14
First day to mail ballots	February 19	April 30	August 6	October 15
Last day to mail ballots to voters without daily mail service	February 21	May 2	August 8	October 17
Last day to mail ballots	February 25	May 6	August 12	October 21
Last day required to mail absentee/replacement ballots	March 6	May 15	August 21	October 30

 District Candidates	March 11	May 20	August 26	November 4
Last Day for County Elections Official to Publish → notice of district board election (ORS 255.075)	November 30	February 8	May 17	July 26
Last Day to file with Local Elections Official → verified signatures or \$10 filing fee (ORS 255.235)	January 9	March 20	June 26	September 4
→ a statement for inclusion in county voters' pamphlet	January 13	March 24	June 30	September 8

 **County and City Candidates:** Deadlines applicable to county and city office are not included on this calendar. Candidates for those offices, unless otherwise provided for by charter or ordinance, are elected at the primary or general election. If a county or city charter provides for candidates to be elected at an election other than the primary or general election but does not specify a deadline or adopts the statutory filing deadline, ORS 249.722 applies.

 **District Candidates:** The enabling statutes, or principal act, of a district specifies how board members are elected. Most districts, as defined in ORS 255.012, elect board members at the regular district election which is held in May of odd numbered years or at the Primary or General Election. As provided for in ORS 255.235(2)(a), the March and August deadlines included above are only applicable if the election is a district's first election to elect board member and are not included in the daily calendar.

 Measures	March 11	May 20	August 26	November 4
Last Day for County, City or District Governing Body to File with Local Elections Official → ballot title for publication of notice or → referral text for drafting of ballot title	December 20	February 28	June 6	August 15
Last Day for Local Governing Body to File with County Elections Official → Form SEL 801 Notice of Measure Election - County  Form may only be filed upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
→ Form SEL 802 Notice of Measure Election - City  Form may only be filed upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
→ Form SEL 803 Notice of Measure Election – District  Form may not be filed until after the deadline for the immediately preceding election has passed and only upon completion of the ballot title challenge process.	January 9	March 20	June 26	September 4
Last Day to File with County Elections Official → arguments for inclusion in county voters' pamphlet	January 13	March 24	June 30	September 8

OREGON CITY GAS TAX

Gasoline Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Astoria	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Canby	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Coburg	\$0.06	\$0.40	\$0.184	\$0.644	ODOT FTG
City of Coquille	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Cottage Grove	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Eugene	\$0.05	\$0.40	\$0.184	\$0.634	ODOT FTG
City of Hood River	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Milwaukie	\$0.02	\$0.40	\$0.184	\$0.604	ODOT FTG
City of Newport (Jun 1st - Oct 31st)	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG

Gasoline Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Newport Nov 1st - May 31st)	\$0.01	\$0.40	\$0.184	\$0.594	ODOT FTG
City of Portland	\$0.10	\$0.40	\$0.184	\$0.684	ODOT FTG
City of Reedsport (May 1st - Oct 31st)	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Reedsport (Nov 1st - Apr 30th)	\$0.00	\$0.40	\$0.184	\$0.584	ODOT FTG
City of Springfield	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Tigard	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Troutdale	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Veneta	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Warrenton	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
City of Woodburn	\$0.01	\$0.40	\$0.184	\$0.594	ODOT FTG

Gasoline Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
Multnomah County	\$0.03	\$0.40	\$0.184	\$0.614	ODOT FTG
Washington County	\$0.01	\$0.40	\$0.184	\$0.594	ODOT FTG
Without Local Tax Locations	\$0.00	\$0.40	\$0.184	\$0.584	ODOT FTG
City of Cornelius	\$0.02	\$0.40	\$0.184	\$0.604	City
City of Dundee	\$0.02	\$0.40	\$0.184	\$0.604	City
City of Happy Valley	\$0.02	\$0.40	\$0.184	\$0.604	City
City of Hines	\$0.01	\$0.40	\$0.184	\$0.594	City
City of North Plains	\$0.03	\$0.40	\$0.184	\$0.614	City
City of Oakridge	\$0.03	\$0.40	\$0.184	\$0.614	City
City of Sandy	\$0.02	\$0.40	\$0.184	\$0.604	City

Gasoline Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Scappoose	\$0.03	\$0.40	\$0.184	\$0.614	City
City of Silverton	\$0.02	\$0.40	\$0.184	\$0.604	City
City of Sisters	\$0.03	\$0.40	\$0.184	\$0.614	City
City of Stayton	\$0.03	\$0.40	\$0.184	\$0.614	City
City of The Dalles	\$0.03	\$0.40	\$0.184	\$0.614	City
City of Tillamook	\$0.015	\$0.40	\$0.184	\$0.599	City

OREGON CITY DIESEL TAX

Diesel Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Astoria	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Canby	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG

Diesel Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Coquille	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Cottage Grove	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Eugene	\$0.05	\$0.40	\$0.244	\$0.694	ODOT FTG
City of Hood River	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Milwaukie	\$0.02	\$0.40	\$0.244	\$0.664	ODOT FTG
City of Newport (Jun 1st - Oct 31st)	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Newport (Nov 1st - May 31st)	\$0.01	\$0.40	\$0.244	\$0.654	ODOT FTG
City of Portland	\$0.10	\$0.40	\$0.244	\$0.744	ODOT FTG
City of Reedsport (May 1st - Oct 31st)	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Reedsport (Nov 1st - Apr 30th)	\$0.00	\$0.40	\$0.244	\$0.644	ODOT FTG
City of Springfield	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Tigard	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Troutdale	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Veneta	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG
City of Warrenton	\$0.03	\$0.40	\$0.244	\$0.674	ODOT FTG

Diesel Tax Rate					
Jurisdiction	Tax Rate	State	Federal	Total Tax/Gallon	Administered by
City of Woodburn	\$0.01	\$0.40	\$0.244	\$0.654	ODOT FTG
Without Local Tax Locations	\$0.00	\$0.40	\$0.244	\$0.644	ODOT FTG
City of Cornelius	\$0.02	\$0.40	\$0.244	\$0.664	City
City of Dundee	\$0.02	\$0.40	\$0.244	\$0.664	City
City of Happy Valley	\$0.02	\$0.40	\$0.244	\$0.664	City
City of Hines	\$0.01	\$0.40	\$0.244	\$0.654	City
City of North Plains	\$0.03	\$0.40	\$0.244	\$0.674	City
City of Oakridge	\$0.03	\$0.40	\$0.244	\$0.674	City
City of Sandy	\$0.02	\$0.40	\$0.244	\$0.664	City
City of Scappoose	\$0.03	\$0.40	\$0.244	\$0.674	City
City of Silverton	\$0.02	\$0.40	\$0.244	\$0.664	City
City of Sisters	\$0.03	\$0.40	\$0.244	\$0.674	City
City of Stayton	\$0.03	\$0.40	\$0.244	\$0.674	City
City of The Dalles	\$0.03	\$0.40	\$0.244	\$0.674	City
City of Tillamook	\$0.015	\$0.40	\$0.244	\$0.659	City

Project	Classification	Width of Roadway (ft)	Length of Roadway (ft)	Area of Roadway (yd^2)	Labor & Material Cost (loaded)	Mob/Demob (10%)	General Conditions (10%)	Traffic Control (25%)	Construction Contingency (10%)	TOTAL PROJECT COST
SE 2nd (from 5th Ave to East Idaho)	Minor Collector Industrial	46	1500	7667	\$ 644,468.52	\$ 64,446.85	\$ 64,446.85	\$ 161,117.13	\$ 93,447.94	\$ 1,027,927.29
SE 4th (from 8th and 9th Ave)	Local Residential	36	300	1200	\$ 68,768.79	\$ 6,876.88	\$ 6,876.88	\$ 17,192.20	\$ 9,971.47	\$ 109,686.22
11th Ave (5' trench down middle of roadway)*	Local Residential	5	2000	1111	\$ 63,674.81	\$ 6,367.48	\$ 6,367.48	\$ 15,918.70	\$ 9,232.85	\$ 101,561.32
Alameda Dr (from Frost to 14th)	Minor Collector	36	1000	4000	\$ 303,447.92	\$ 30,344.79	\$ 30,344.79	\$ 75,861.98	\$ 43,999.95	\$ 483,999.43
SW 24th (from south edge of apartments to 4th Ave)	Local Residential	46	450	2300	\$ 131,806.85	\$ 13,180.69	\$ 13,180.69	\$ 32,951.71	\$ 19,111.99	\$ 210,231.93
Dorian Dr. (W Idaho to NW 4th)	Local Residential	36	1400	5600	\$ 320,921.03	\$ 32,092.10	\$ 32,092.10	\$ 80,230.26	\$ 46,533.55	\$ 511,869.04
Hollars St (adjacent to Love's truck stope)	Local Residential	36	400	1600	\$ 91,691.72	\$ 9,169.17	\$ 9,169.17	\$ 22,922.93	\$ 13,295.30	\$ 146,248.30
SE 1st (from 8th to 9th)	Local Residential	36	600	2400	\$ 137,537.58	\$ 13,753.76	\$ 13,753.76	\$ 34,384.40	\$ 19,942.95	\$ 219,372.45
NE 1st, 2nd, 3rd, 4th, 5th, 6th, ST AND AVE (Next to Pilot)	Local Residential	36	8750	35000	\$ 2,005,756.42	\$ 200,575.64	\$ 200,575.64	\$ 501,439.11	\$ 290,834.68	\$ 3,199,181.50
NE 1st, 2nd, 3rd, 4th, 5th, 6th, ST AND AVE (Next to Pilot)	Minor Collector	36	4000	16000	\$ 1,213,791.67	\$ 121,379.17	\$ 121,379.17	\$ 303,447.92	\$ 175,999.79	\$ 1,935,997.71
SW 14th Ave (SW4th and South Park Blvd.)	Minor Collector	36	1300	5200	\$ 394,482.29	\$ 39,448.23	\$ 39,448.23	\$ 98,620.57	\$ 57,199.93	\$ 629,199.26
Alameda Dr (section)	Minor Collector	36	1000	4000	\$ 303,447.92	\$ 30,344.79	\$ 30,344.79	\$ 75,861.98	\$ 43,999.95	\$ 483,999.43

TOTAL ALL PROJECTS: \$ 9,059,273.85

PROJECTED ESTIMATES AT 2024 VALUES

Project Name:	Ontario Transportation Safety Action Plan
Task Name:	Preliminary Cost Estimates
Client:	City of Ontario
Prepared By:	Kittelson & Associates
Reviewed By:	SAM/JFR
Date:	November 2024

Project Summary	
SW 4th Avenue Total	\$ 3,200,000
SW 2nd Street Total	\$ 690,000
Idaho Avenue Total	\$ 1,700,000
Project Total	\$ 5,500,000

USALLY ON MOST FEDERAL GRANTS THERE IS A 20-40% MATCH WHICH AT 20% THE CITY WOULD HAVE TO HAVE \$1,100,000 FOR MATCHING FUNDS FOR ALL PROJECTS.

PROPOSED ONTARIO FUEL TAX			
Year	Gasoline	Diesel	Total
	Existing sales gallons		
2020	10,188,690	22,945,244	33,133,934
2021	10,913,687	21,397,212	32,310,899
2022	10,265,404	18,401,977	28,667,381
2023	9,469,976	20,534,675	30,004,651
	Average sales with Tax		
TAX	MEAN	MEAN	TOTAL COMBINED
Gallons	10,209,439	20,819,777	31,029,216
\$0.01	\$102,094.39	\$208,197.77	\$310,292.16
\$0.02	\$204,188.79	\$416,395.54	\$620,584.33
\$0.03	\$306,283.18	\$624,593.31	\$930,876.49
\$0.04	\$408,377.57	\$832,791.08	\$1,241,168.65
\$0.05	\$510,471.96	\$1,040,988.85	\$1,551,460.81
\$0.06	\$612,566.36	\$1,249,186.62	\$1,861,752.98
\$0.07	\$714,660.75	\$1,457,384.39	\$2,172,045.14
\$0.08	\$816,755.14	\$1,665,582.16	\$2,482,337.30
\$0.09	\$918,849.53	\$2,081,977.70	\$2,792,629.46
\$0.10	\$1,020,943.93	\$2,081,977.70	\$3,102,921.63

Jacobs Public Works Department Monthly Report February 2025



Jacobs



Broken limbs cause by snow fall.

Monthly Business Review

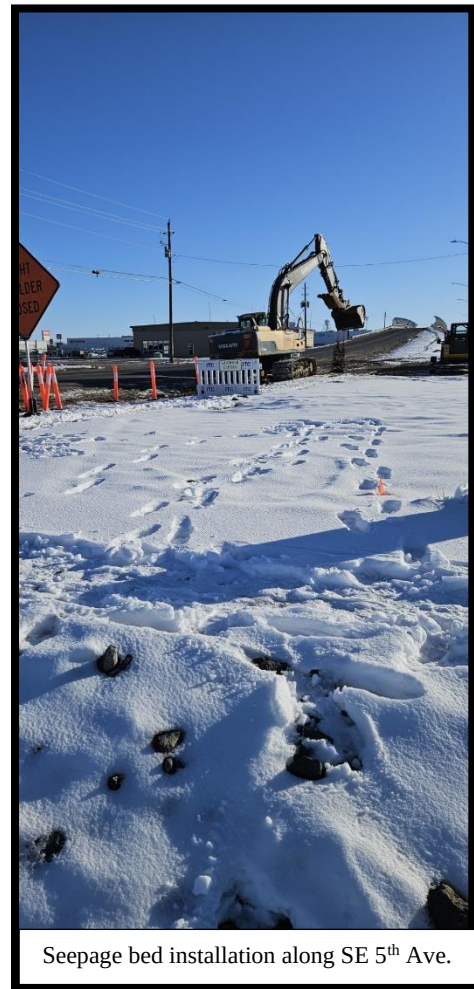
Public Works Department

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



Getting ready to salt roads.



Seepage bed installation along SE 5th Ave.

February Business Review

DEVELOPMENT REVIEW

ACTIVITIES FEBRUARY 2025

- Issued 2 ROW Permits
- Issued 1 New Address to new resident.
- Attended 1 PDAC meeting to discuss the expansion of a business.
- Attended 1 PDAC meeting to discuss a new hanger.
- Attended 1 PDAC meeting to discuss new businesses.
- Attended 3 PDAC meetings to discuss the addition of residential housing.
- Attended the Jacobs monthly safety meeting.
- Inspected the abandonment of 1 Backflow devices on irrigation systems.
- Mailed out 141 backflow test notifications due by the end of March.
- Multiple plan reviews for new construction
- Multiple construction inspections
- Beck Park Pond Trail is approximately 95% completed but has been delayed due to the weather.
- SE 5th Ave Sidewalk Project- Substantial Completion was issued and we are working with IRVCO on punch list items. Approved Change Orders will start in the spring.
- IRVCO completed the seepage bed along SE 5th Ave to handle the stormwater.
- City Hall Elevator Modernization is still in the engineering process.
- Headworks Screen Replacement- RH2 is continuing to work on concept design for the new Headworks Screen at the Wastewater Treatment Plant.



February Business Review

WATER: TREATMENT PLANT AND DISTRIBUTION SUMMARY

ACTIVITIES FEBRUARY 2025

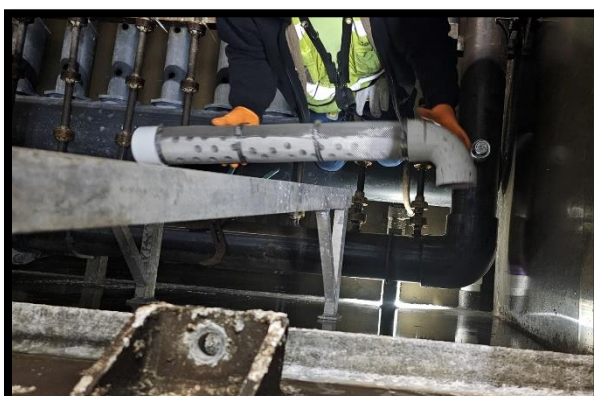
- Water treatment staff run diagnostic checks (jar testing) weekly to ensure that the chemical dosing is correct for the river water quality.
- Monthly Bacterial samples taken.
- UCMR5 samples taken
- 47 meters changed out.
- 3 leak checks.
- 9 water meters turned on customer request.
- 21 meters checked for high consumption.
- 8 meters off customer request.
- 21 meters read verified.
- 12 meters off for non-payment.
- 13 meters on for payment.



Air relief Valve on well #17



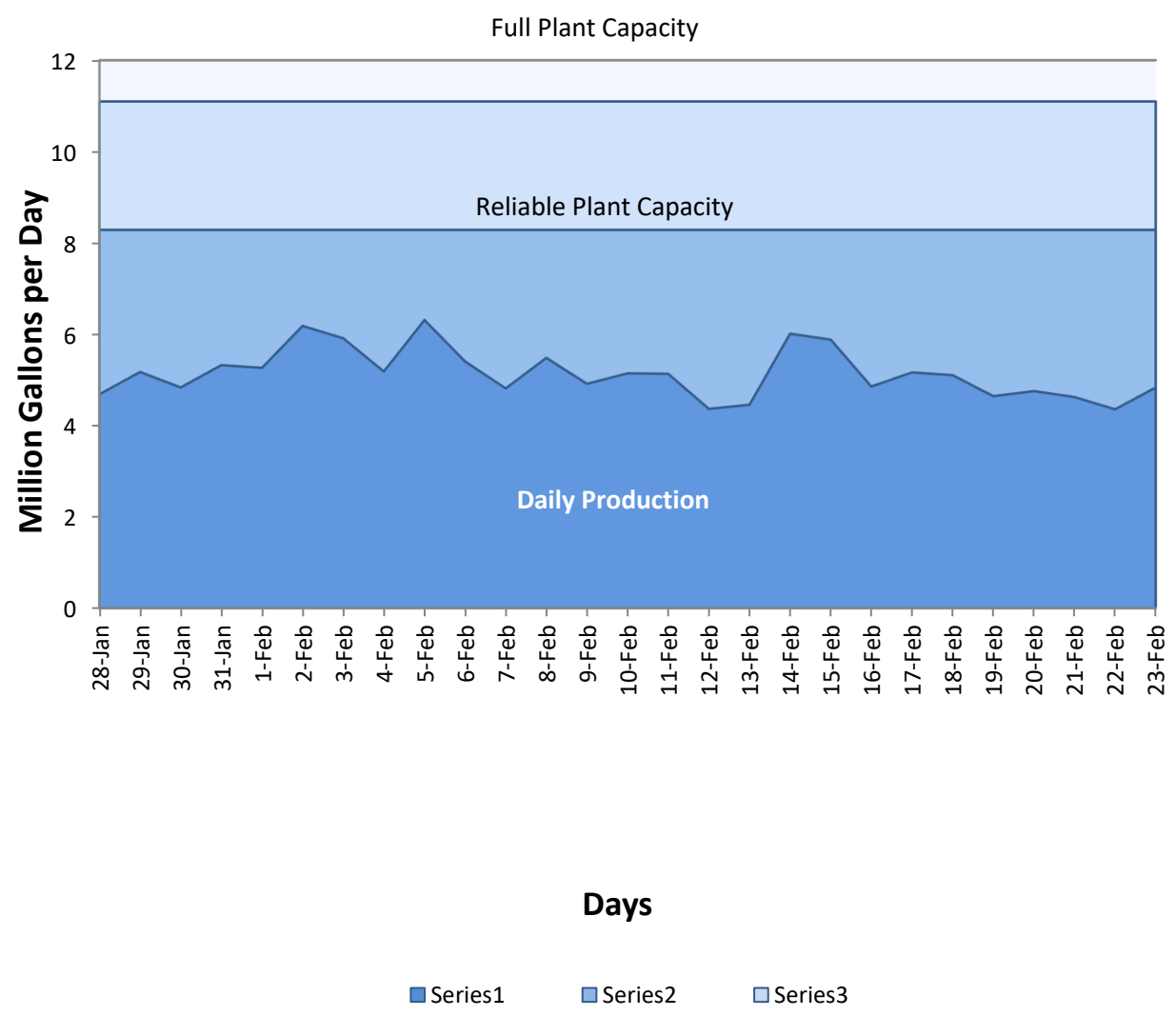
New VFD installed on River Pump #1



Annual Maintenance on WesTech Clarifier #1, repair air diffusers

WATER TREATMENT PLANT PRODUCTION VS. CAPACITY

Demand vs. Availability Jan 28 - Feb 25, 2025



February Business Review

WASTEWATER TREATMENT PLANT AND COLLECTION SYSTEM SUMMARY

ACTIVITIES FEBRUARY 2025

- All sampling and reports per the 2019 NPDES permit have been completed.
- All OSU samples were completed for the month.
- All piezometer readings taken for the month.
- Maintaining 2.5 MGD effluent flow due to wet weather.
- We currently have 24 days of storage in the WWTP lagoons at our current influent flow.
- Skyline Reservoir is currently at 7.2 ft of storage.
- NSI performance and MDL testing were completed for the lab.
- HACH annual service our CL 17 chlorine analyzers.
- Aerator cable and aerators 3,4 and 5 were reinstalled.
- With the assistance of the Ontario Fire Department, a full sulfur dioxide tank installed and put in standby.

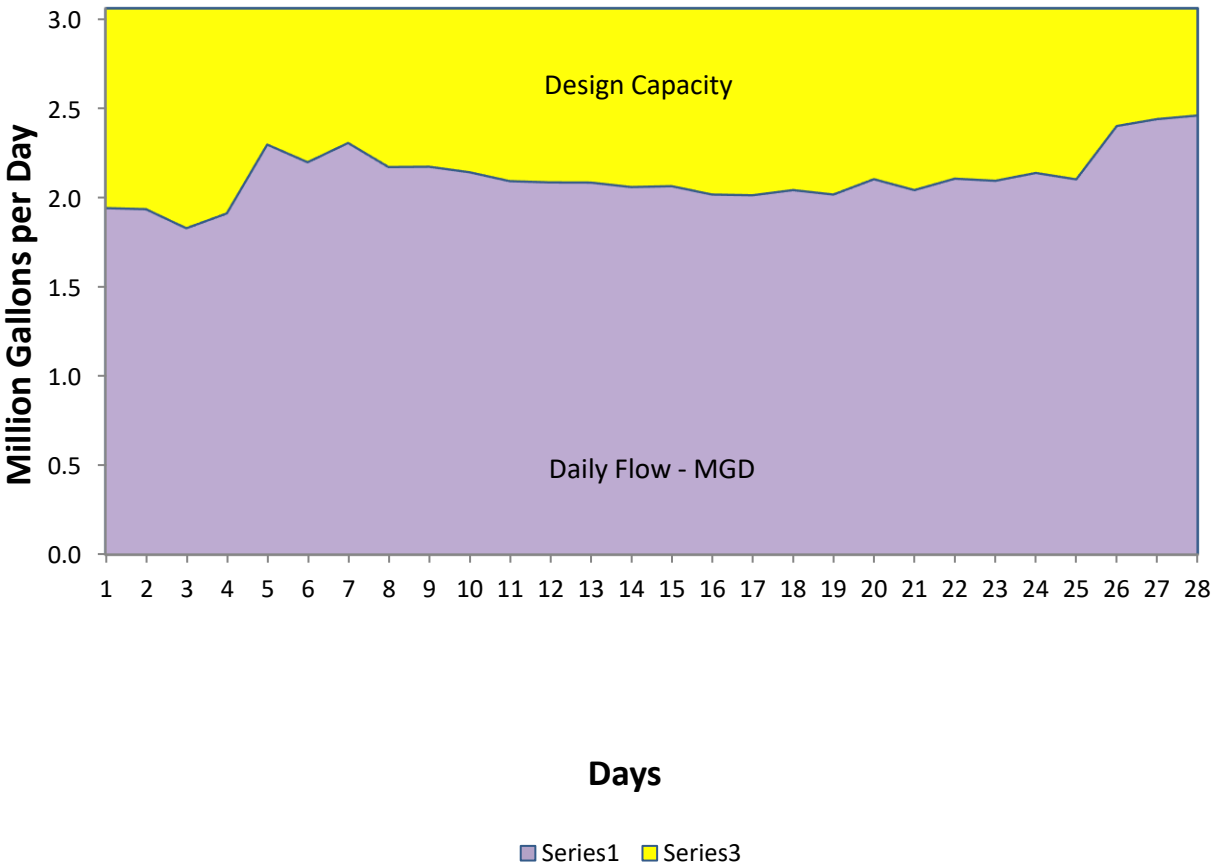


Aerator Cable installation 2



WASTEWATER TREATMENT PLANT

Wastewater Treatment Flows
Jan 29, 2025 - Feb 25, 2025



February Business Review

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

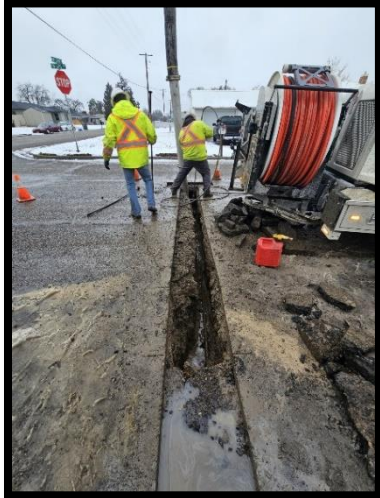
ACTIVITIES FEBRUARY 2025

- Repaired water service at public works shop.
- Two rounds of underpass and downtown sweeping.
- Repaired water service at 140 S Oregon ST.
- Pothole repair at NE 2ND AVE.
- Repaired Stop sign at NW 4TH STAND 8TH AVE.
- Pulled West Idaho lift station pump due to being clogged.
- Performed routine maintenance on equipment.
- Salted roads during snow event.
- Repaired School sign that was hit on W IDAHO AVE.
- Continue cleaning catch basins.
- Vac out service NW 3RD AVE, leak was on customer side.
- Repaired water service at 1096 SW 6TH AVE.
- Backfill W IDAHO main brake hole.
- Pothole repair at the underpass.
- Cleaned downtown of snow.
- Cleaned culvert with vac truck for the county.
- Pothole repair on SE 5TH AVE and W IDAHO.
- Applied MAG to roadways and intersections before snowstorm.
- Plowed roads during snowstorm.
- Used vac truck to remove standing water on SE 5TH AVE.
- 1600 gallons of MAG used.
- Repaired Stop sign on Alameda.
- Pothole repair on EAST LANE and SE 14TH AVE.
- Repaired Stop sign at SE 5TH N 10TH.
- Performed routine maintenance on snowplows.
- Cleaned Murakami wet well.
- Repaired walk behind cutting saw.
- Repaired manhole cover on NE 3RD ST.
- Pothole repair across town. 2 new meters installed.
- 29 utility locates completed.

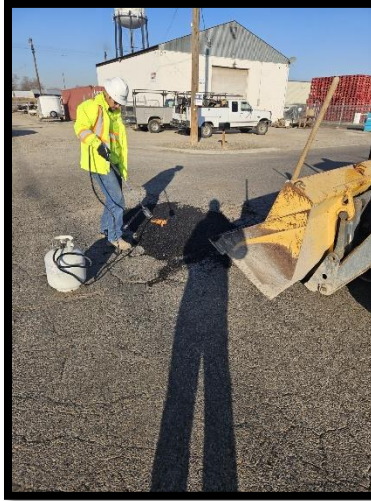
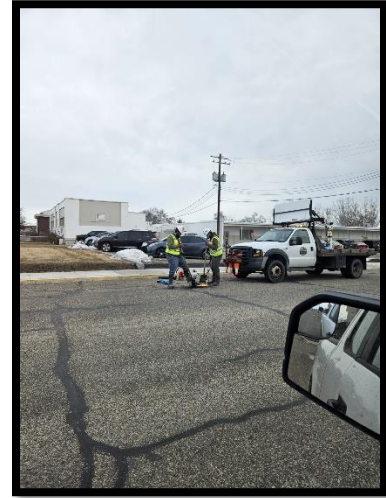
February Business Review

OPERATIONS MAINTENANCE: STREETS AND COLLECTION/DISTRIBUTION SUMMARY

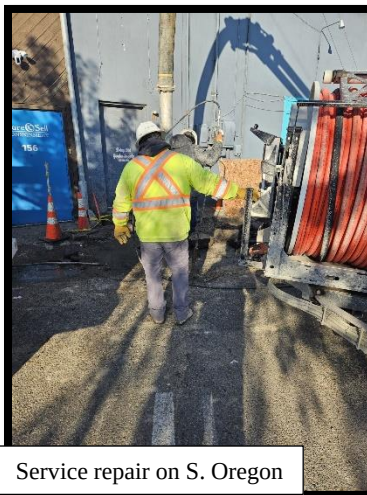
ACTIVITIES FEBRUARY 2025



Pothole repair



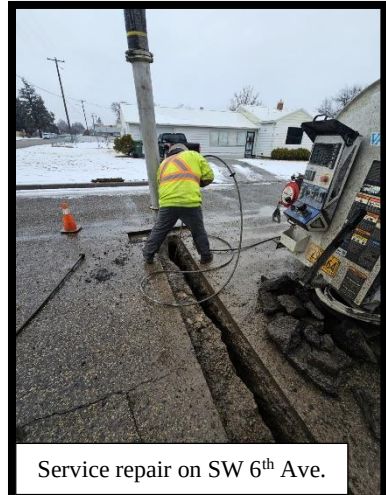
Removing water on SE 5th Ave.



Service repair on S. Oregon



Sign down on S. Park Blvd.



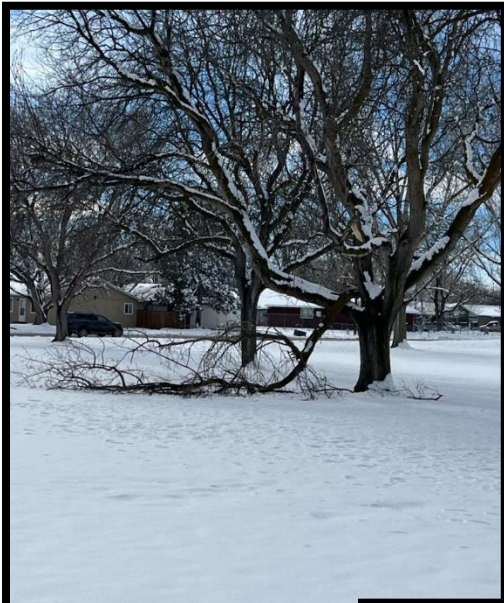
Service repair on SW 6th Ave.

February Business Review

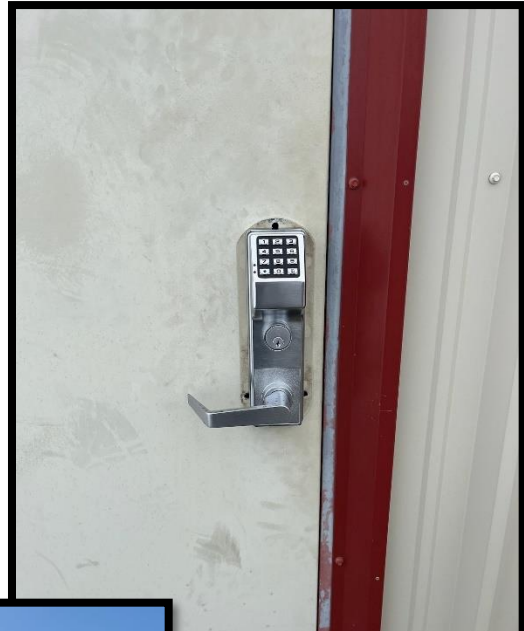
FACILITIES, CEMETERIES, AND PARKS SUMMARY

ACTIVITIES FEBRUARY 2025

- 2 new Programmable door handles put on at Fire Station 2.
- Repaired bridge at Beck Park due to vandalism.
- Repaired HAVC in the computer room at City Hall.
- The heavy snowfall knocked down some trees and broke some limbs in the Parks and Cemetery.
- Sewer line at City Hall plugged up and had to be cleaned.
- 2 funerals at Evergreen Cemetery, and 0 at Sunset Cemetery.



Broken limbs from snow

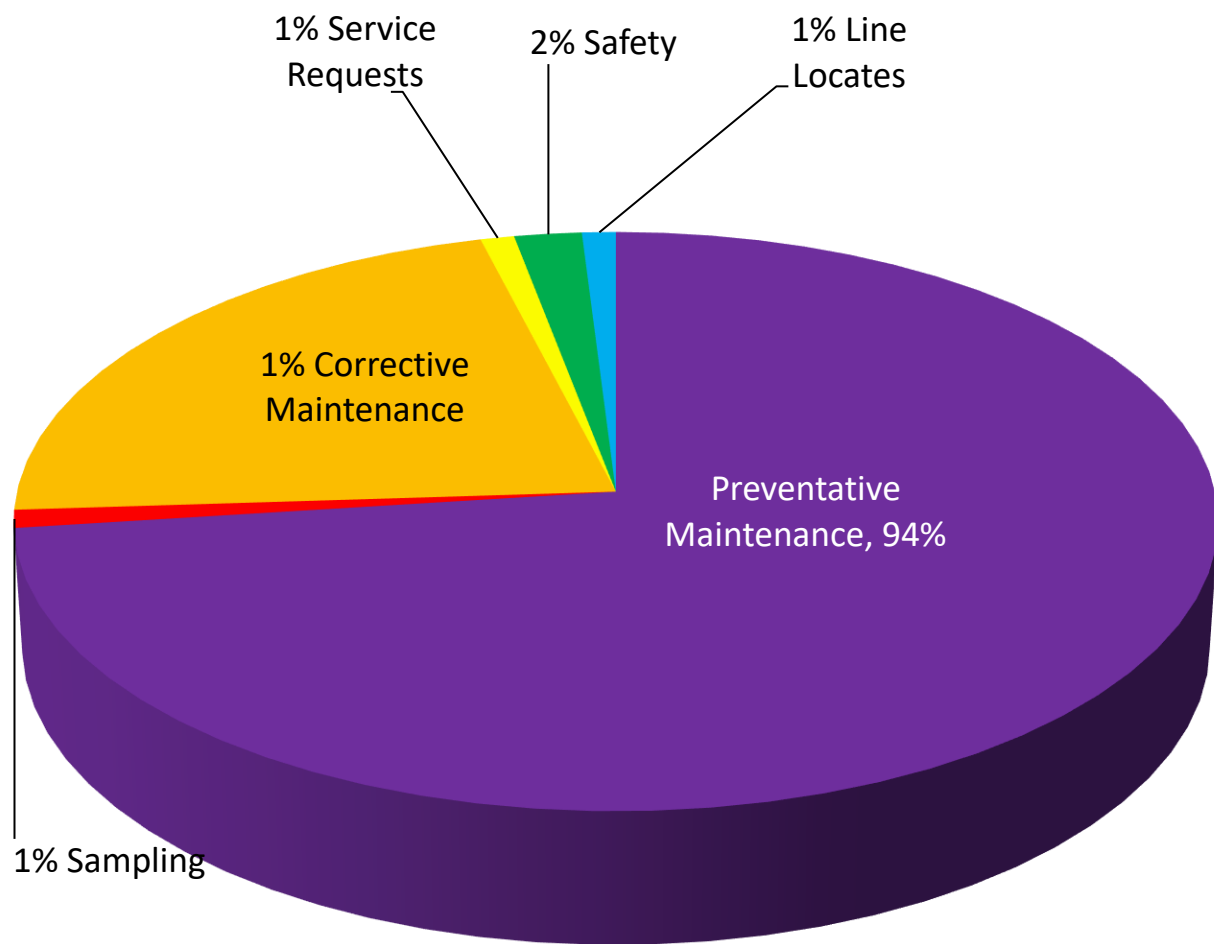


New door handle at Station2



Repaired broken bridge at Beck Park

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.

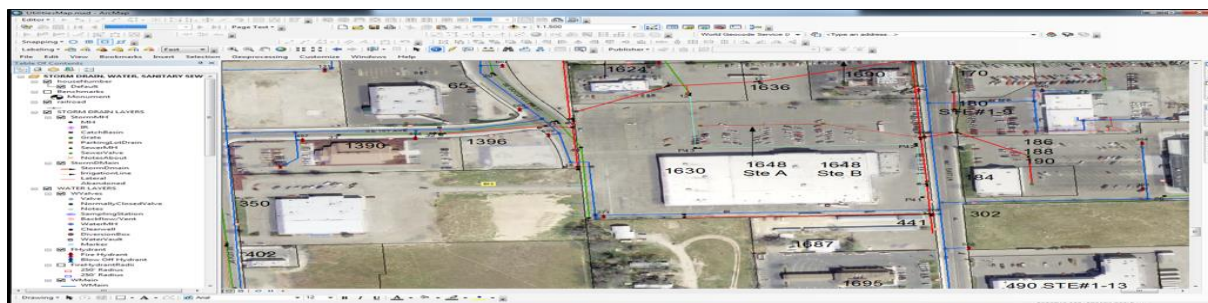
Public Works maintains a water system that complies with the EPA and Division of Health requirements. Staff also maintains the Wastewater Collection system and Wastewater Treatment facilities to meet DEQ standards. These same employees provide sewer and water line construction and maintenance to the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



February Business Review

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.

February Newsletter

ONTARIO FIRE
AND RESCUE

CHIEF CLINT BENSON ♦

3 March, 2025



Welcome to March! *Hoping for*
'In Like a Lion, Out Like a Lamb'!

COMMUNITY INVOLVEMENT

1 On 2/11 The Community Risk Assessment/Standard of Cover Study presented to City Council and Rural District Board. ESCI presented the highlights of the 94 page study. **You can view the whole study by visiting our webpage.**
*All City Hall Meetings are **accessible via City F.B. Page.**

2 OF&R shared water & supplies to support the 'Overnight Warming Shelter' that serves our community members who are in need of a warm place to be and supplies to help them.

3 We would like to big a very warm and grateful 'thank you' to all of the local businesses and individuals who have donated multiple resources for our Annual Benefit Dinner/Dance. Your continuous support is what keeps us going, and we couldn't do it without you!

4 Thanks for the visit Tommy! We loved being able to show you around- you were our '**BEST DRESSED**' visitor!

WE ARE HONORED TO HELP
AND SERVE THE GREAT
CITIZENS OF
ONTARIO, OREGON.

*Ontario Fire
& Rescue*

In this newsletter
you can expect:

Community
Involvement

Response
Statistics

Inspections

Burn Permits
Issued

Professional
Developments
& Trainings

Significant
Incidents

Department
Updates

OTHER COMMUNITY INVOLVEMENTS	
MONTHLY MALHEUR COUNTY L.E.P.C MEETING	RETIRED FIRE-FIGHTERS MONTHLY BREAKFAST
NNO COMMITTEE MEETING	RIBBON CUTTING CEREMONY FOR THE FROSTY BADGER





Response Statistics:

February 2025 Calls for Service	City	Rural	Total	
Medical Emergencies	160	13	173	
Tiered Medical Calls (Non-Emergency)	23	2	25	13%
Fire Related Calls	16	5	21	10%
Hazmat	0	0	0	
Generals	2	2	4	
Mutual Aid Given	1	0	1	
Overdoses	6	0	6	
Total	199	20	219	
	91%	9%		



INSPECTIONS:

- ZIONS
- ASHLEY MANOR
- MACKEY'S
- COOKIES
- SIMPLOT
- FIESTA GUADALAJARA
- 189 S. OREGON ST.

BURN PERMITS	
CITY OPEN BURNS -0	RURAL OPEN BURNS -15
CITY BURN BARRELS -0	RURAL BURN BARRELS -0



Professional Development & Trainings:

Every month our Firefighters participate in weekly 'Drills' They also participate in daily trainings throughout the month. These trainings are to help them be prepared for when emergencies happen so they are ready to respond with up to date training, procedures, and professionalism.

- **Mega Code**
- **VEIS- Search and Rescue**
- **Haz-Mat Team Training**
- **Haz-Mat Awareness Ops**
- **OSFM Access & Water Supply/A&R**
- **SRV Chiefs & Training Officers Meeting**
- **Table Top Fridays**



SIGNIFICANT INCIDENTS:

- **OFR responded to 39 slips, trips and falls for lifting assistance in February.**
- **On 2/25/25 OFR completed a water rescue of two adults and their family dog, Buddy. The family was trapped by rising flood waters of the Malheur River.**
- **On 2/26/25 OFR responded to a fully involved backhoe with structures threatened on East Island Road. The fire was contained to the backhoe which was a total loss.**

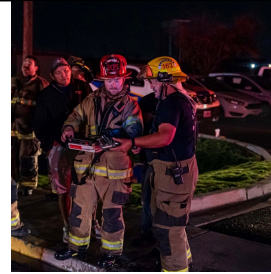
DEPARTMENT UPDATES:

Welcome to Austin Findling: We are excited to announce our newest full-time fire-fighter to Ontario Fire and Rescue. Austin comes to us from Vale, where he started 14 years ago as a Junior F.F.

Chief Benson met with Bend Fire & Rescue as well as Umatilla Fire District Chiefs to discuss Ontario's CRA/SOC Study.

Ontario Volunteer Firefighter's Association has been VERY BUSY this month preparing for our Benefit Dinner, Dance & Auction (which was a HUGE success)!

OF&R has open positions for P/T Firefighters:
Please apply @ ontariooregon.org



CONGRATULATIONS TO OUR NEWEST FULL-TIME FIRE FIGHTER: MR. AUSTIN FINDLING!



THANK YOU TO OUR
RETIRED
FIREFIGHTERS!
WE ARE HONORED
TO MAKE BREAKFAST
FOR YOU EACH
MONTH!



**THANK YOU TO ALL WHO JOINED US FOR
THE 45TH ANNUAL
ONTARIO FIRE & RESCUE BENEFIT!
WE APPRECIATE YOUR DONATIONS AS WELL
AS YOUR PRESENCE!
IT WAS TRULY A FANTASTIC TIME!**

ONTARIO FIRE AND RESCUE



Ontario Fire & Rescue
444 S.W. 4th Street | 541-881-3233
Ontario, OR. 97914





ONTARIO
OREGON

"The Gateway to Adventure"

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

Airport Committee Meeting Minutes

February 3, 2025

The committee meeting was called to order by Chairman Shawn Coleman at 6:01 pm.

- 1) **Roll Call:** Bill Hager-present, John Freeburg-present, Gary Taylor- absent, Charlotte Hatch-present, Michael Franks-present, Rick Todd-present, Chairman Shawn Coleman-present, Alternate Jim Beaumont- present

Ex Officio members: Ken Hart (City Council)-present, Dan Cummings (City Manager)-present.

Airport Manager: Andy Wood-present

FBO: Silverhawk: Absent

Public attendees: Toby Epler and colleague Lee (JUB Engineering), BLM representative, Alexander Heap, Pete Morgan.

- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman.

- 3) **MOTION TO ADOPT THE AGENDA:** *Charlotte Hatch moved to approve the agenda as presented. Rick Todd second. Roll call vote: Bill-yes, John-yes, Gary-out, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 7/0/1.*

- 4) **APPROVAL OF MINUTES:** *Mike Franks moved to approve the minutes from 1/6/2025 as presented pending name correction under paragraph 6(A). Charlotte Hatch second. Roll call vote: Bill-yes, John-yes, Gary-out, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 7/0/1.*

5) PUBLIC COMMENT

The BLM representative expressed frustration with fueling difficulties from the previous summer for their pilots. They were billed for a large amount of callout fees due to lack of FBO fuelers available during and occasionally outside of business hours. He brought up the option of bringing in outside fuel and the airport's required policies were discussed. Andy will be creating a pilot-reference pamphlet for airport fueling procedures.



"The Gateway to Adventure"

Developer Alexander Heap spoke about his plan to build a second FBO, essentially an executive jet center, to increase airport revenue. The Committee suggested Alexander put together an official proposal and submit it for review.

6) NEW BUSINESS:

- A) *Nominations for Airport Committee Secretary:* Rick Todd nominated Charlotte Hatch for Secretary. Mike second. Roll call vote: Bill-yes, John-yes, Gary-out, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 7/0/1.*
- B) *Airport Fees – Landing and Tie Down Fees:* Andy presented his findings on landing and tie down fees from other airports in the surrounding area. The fees would target larger aircraft. Discussion followed on methods to track and collect such fees and the impact on the airport's business. No motion at this time.

7) REPORTS

- A) *Hangar Address Corrections:* Andy presented the change of the hangar addresses of 214 Golf and 218 Golf to 214 Foxtrot and 218 Foxtrot.

8) HAND-OUTS/DISCUSSION ITEMS

- A) *2025 NSTOL Event Update:* Andy updated the Committee that he was unable to secure adequate funding in time to host the event this year and will attempt for 2026.
- B) *Silverhawk FBO 5YR Lease Renewal – September 30, 2026:* Dan Cummings requested the Committee begin to review Silverhawk's current FBO leases and suggest any needed changes. This discussion will continue later to decide if the airport will renew the FBO lease.

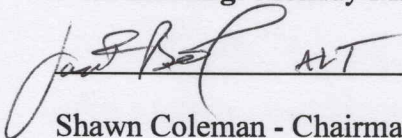
9) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

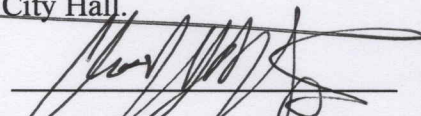
Toby Epler and colleague Lee from JUB engineering reported the apron is scheduled for paving late April to early May. The BLM seat base is continuing their planning and close to moving forward.

- 10) ADJOURN** *Moved by Bill Hager, Second by John Freeburg.* Roll call vote: Bill-yes, John-yes, Gary-out, Charlotte-yes, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 7/0/1.*

The meeting was adjourned at 8:08 pm.

Next meeting: Monday March 3, 2025, at 6 pm at Ontario City Hall.


Shawn Coleman - Chairman


Charlotte Hatch - Secretary

MALHEUR COUNTY COURT MINUTES

February 26, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Jacobs and Commissioner Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in-person. 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 # [2025-0508](#)

EXECUTIVE SESSIONS

Executive Session was held in accordance with ORS 192.660(2)(a) with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were Administrative Officer Lorinda DuBois, Melissa Ney, and Evan Manger. No decisions were made during the session.

Executive Session was held in accordance with ORS 192.660(2)(h) with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were County Counsel Stephanie Williams, Administrative Officer Lorinda DuBois, IS Director Joshua Kreger, and IS Coordinator Ty Hemeon. No decisions were made during or following the session.

Executive Session was held in accordance with ORS 192.660(2)(e) with Judge Joyce presiding and Commissioner Jacobs and Commissioner Mendiola present. Also present were County Counsel Stephanie Williams and Administrative Officer Lorinda DuBois. No decisions were made during or following the session.

COURT MINUTES

Commissioner Mendiola moved to approve Court Minutes of February 19, 2025 as written. Commissioner Jacobs seconded and the motion passed unanimously.

WILDFIRE HAZARD CLASSIFICATION AND WUI APPEAL

Commissioner Jacobs explained that he would like the Court to submit an appeal to Oregon Department of Forestry (ODF) for six (6) properties owned by Malheur County that have been designated on the Statewide Wildfire Hazard Map as a High Hazard Zone and within the Wildland-Urban Interface (WUI). Additionally, Commissioner Jacobs requested the Court submit an appeal of all properties in Malheur County that have been designated as a High Hazard Zone and within the WUI (approximately 579 tax lots).

Commissioner Jacobs moved to appeal the Statewide Wildfire Hazard Map designation for six (6) County-owned properties that have been designated as High Hazard Zone and within the WUI. Commissioner Mendiola seconded and the motion passed unanimously.

Commissioner Jacobs moved to appeal the Statewide Wildfire Hazard Map designation for all properties in Malheur County that have been designated as High Hazard Zone and within the WUI (approximately 579 tax lots). Commissioner Mendiola seconded and the motion passed unanimously.

PERS RETIREE EMPLOYMENT AGREEMENT- HARRIMAN

Commissioner Jacobs moved to approve Lieutenant Malheur County Sheriff's Office - employment of PERS retiree Employment Agreement with Richard Harriman. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-0509](#)

WILDFIRE HAZARD CLASSIFICATION AND WUI APPEAL

County Counsel noted that some counties are drafting resolutions in opposition rather than submitting the ODF appeal forms for the tax lots that are classified as High Hazard and within the WUI (not county-owned properties). A letter in opposition from the Court could also be drafted; Judge Joyce noted that Eastern Oregon Counties Association (EOCA) had submitted a letter in opposition.

UNCOLLECTIBLE PERSONAL PROPERTY TAXES

Commissioner Jacobs moved to approve Order GO-04-25: In the Matter of Uncollectible Taxes on Personal Property Situated within Malheur County and the Cancellation Thereof. Commissioner Mendiola seconded and the motion passed unanimously. One account was cancelled; total charge off is \$1311.45. See instrument # [2025-0510](#)

CONTRACT WITH LIFEWAYS FOR MEDICATION-ASSISTED TREATMENT (MAT)

Commissioner Jacobs moved to approve Personal Service Contract between Lifeways, Inc. and Malheur County for Buprenorphine/Medication-Assisted Treatment for Opioid Addictions (MAT) to Adults-In-Custody (AIC) within the Malheur County Jail. Commissioner Mendiola seconded and the motion passed unanimously. Payment to Lifeways for services is through Eastern Oregon Coordinated Care Organization (EOCCO); the County received a grant from the Criminal Justice Commission for training, supplies and licensing fees for services under this contract.

ENVIRONMENTAL HEALTH DIRECTOR

The Court directed staff to develop a workplan for an underfill for the Environmental Health Director position.

DECLARATION OF STATE OF EMERGENCY

Lieutenant Rich Harriman and Sheriff Travis Johnson met with the Court. Lieutenant Harriman presented a resolution declaring a state of emergency within Malheur County due to flooding and high water conditions. Also present was District Attorney Dave Goldthorpe. Heavy rains, warmer temperatures and melting snow have contributed to excessive flows in the Malheur River; Hwy 20 has been closed due to water over the roadway since February 24th and other roads are impassable due to high water; leaks

have developed in the Bully Creek Levee system resulting in an emergency level 1 notice being sent to Vale residents; and the Nevada ditch on Hwy 20/26 broke and is filling up a field and will start spilling over the highway. Commissioner Jacobs moved to approve Resolution R25-07: In the Matter of Declaring a State of Emergency within Malheur County. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-0497](#)

OREGON GOVERNMENT ETHICS COMMISSION OPINION

County Counsel shared an Oregon Government Ethics Commission (OGE) letter of advice with the Court members. Per the OGE public officials must declare a potential conflict if they own property affected by the wildfire hazard map. Commissioner Jacobs and Commissioner Mendiola confirmed they do not own property designated as both a high hazard zone and within the wildland-urban interface. Judge Joyce did not believe that any of his properties were designated as both high hazard zone and within the wildland-urban interface; he will review the OGE opinion and his properties.

COURT ADJOURNMENT

Judge Joyce adjourned the meeting.

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



**Ontario Visitors and
Convention Bureau**

**Thursday, March 6, 2025, 7:00 AM, MT
Ontario Chamber Office 251 SW 9th ST**

CALL TO ORDER: This agenda was emailed on March 3, 2025

Roll Call: Bob Quinn _____ Debbie Blackaby _____ Cheryl Cruson ____ Doug Dean ____
Terry Dols ____ Adrianna Contreras _____ Lynelle Christiani _____
City Manager: Dan Cummings _____ V&C Director: John
Breidenbach _____

NEW BUSINESS: Grant Request- Sister City Student Visit

Approval of Minutes February 6, 2025 Meeting.
Review Financial Report – Terry Dols

V&C Director Report- John Breidenbach

COMMENTS FROM COMMITTEE MEMBERS

Attachments

- 1. Grant request***
- 2. February 6, 2025 Minutes***
- 3. V&C Financials***

The City of Ontario does not discriminate in providing access to its programs, services, and activities based on race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at (541) 889-7684 at least one working day prior to the need for services, and every reasonable effort to accommodate the need will be made.



VISITORS AND CONVENTION BOARD

C/O Ontario Area Chamber of Commerce

251 SW 9th St.

Ontario, OR 97914

541-889-8012 (Voice) 541-889-8331 (Fax)

info@ontariochamber.com

PROMOTION AND EVENT FUND APPLICATION

GENERAL INFORMATION:

Name of Applicant Organization: Ontario Sister City Committee

Complete Mailing Address: 1266 Moore Way, Ontario, Oregon 97914

Telephone: (208) 739-2360 Fax: _____ E-Mail: cyasuda@tvcc.cc

Principal Contact Cathy Yasuda

Complete Mailing Address: 650 College Blvd., Ontario, Oregon 97914

Telephone: (208) 739-2360 Fax: _____ E-Mail: cyasuda@tvcc.cc

Name of Event and Date and Time Event Will Be Held: Sister City Student Visit March 13-25

Has organization applied for a V&C Grant Before: ☒ Yes ☐ No

**If yes was the V&C grant request approved and for what amount:*

☐ Yes ☐ No / \$ 2000

**If grant request was approved did the organization give their 90 day follow-up report*

☒ Yes ☐ No

Description of Promotion or Event: Each year in the spring we have hosted a delegation of students from

Ontario's Sister City Osakasayama, Japan. This long-standing tradition has now reached a unique milestone.

This year marks 50 years of friendship between the two municipalities. Every year our visitors stay with host

families throughout the Ontario area and experience a whirlwind of activities that have included seeing local

attractions, historic places and experiencing the tastes, sounds and events of our community.

NATURE OF PROMOTION/EVENT:

☒ Tourism based capital project

☐ Multi-night local lodging event

☒ Special media promotion

☒ Education and/or training project

Amount of Funding Support Requested: \$ 1000
Total Promotion/Event Budget: \$ 1640

What specific expenditures will the granted funds be used for?*: Grants funds will be used to cover a portion of the costs for meals at local restaurants for the delegation, goodie bags that feature items from local businesses and the Farewell Appreciation Dinner we host at the conclusion of their visit. Our Sister City Program is funded through donations from individuals and businesses.

List promotion/event supporters or partners***: Our partners include the Snake River JACL Chapter, individuals, our host families, Sister City Committee members and local businesses, clubs and organizations who provide discounts, services and that help cover the costs of our meals and other activities that we provide for our visitors during their almost 10 day stay in the local Ontario area.

PROJECTED PROMOTION/EVENT IMPACT:

Describe how the promotion/event will impact the Ontario economy (e.g., room nights, number of visitors/attendees, restaurant sales, retail sales, etc.):*

Our Sister City Program impacts the local economy through support of our local businesses, restaurants, and retail stores. Most of the meals for the visits are at local restaurants and eateries. The visitors also prepare a dinner for their host families and committee and they buy most of their groceries from local businesses for the meal. This visit is also a huge promotion for Ontario and the surrounding community. The group tours City Hall, onion sheds, the Owhyee Dam, FRCC, TVCC, the local golf course, gun club, airport, Buddhist Temple and many other local attractions that the students love to see and engage in. Most of all this program builds long-standing friendships and ties between the two cities that have spanned several generation of the past 50 years.

FINANCIAL REPORTING REQUIREMENTS:

For established groups, please provide two years of P & L Statements, a current Balance Sheet, and a proposed budget for this year's promotion/event. For newly formed groups, please provide a proposed budget of revenues and expenditures in a form similar to the one below:

PROPOSED REVENUES

Source #1	<u>Snake River JACI Chapter</u>	Amount \$	<u>500</u>
Source #2	<u>Private donations</u>	Amount \$	<u>250</u>
Source #3	<u></u>	Amount \$	<u></u>
Source #4	<u></u>	Amount \$	<u></u>
Source #5	<u></u>	Amount \$	<u></u>

TOTAL REVENUES \$ 750

PROPOSED EXPENDITURES

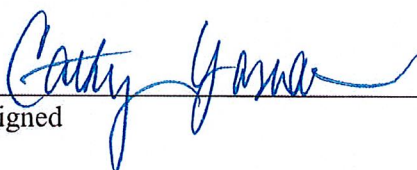
Use #1	<u>goodie bags</u>	Amount \$	<u>90</u>
Use #2	<u>meals and food costs</u>	Amount \$	<u>825</u>
Use #3	<u>Farewell Appreciation Dinner</u>	Amount \$	<u>550</u>
Use #4	<u>Misc. admission/entry fees/supplies</u>	Amount \$	<u>175</u>
Use #5	<u></u>	Amount \$	<u></u>
Use #6	<u></u>	Amount \$	<u></u>
Use #7	<u></u>	Amount \$	<u></u>
Use #8	<u></u>	Amount \$	<u></u>
Use #9	<u></u>	Amount \$	<u></u>
Use #10	<u></u>	Amount \$	<u></u>

TOTAL EXPENDITURES \$ 1640

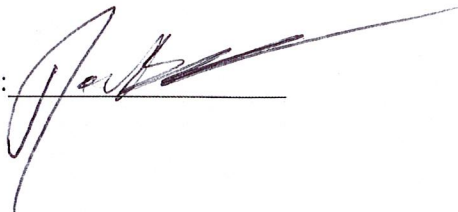
REVENUES MINUS EXPENDITURES \$ 890

As a final condition to accepting granted funds, the applicant agrees to provide the Ontario Visitors and Conventions Board with a final report summarizing results of the promotion/event (e.g., attendance, local and regional publicity, hotel/motel occupancy, closing revenue and expenditure report, etc.) within 90 days of the event/promotion.

2/20/2025
Date


Signed

Printed Name of Applicant

Date Received: 2/20/25 Ontario Area Chamber President/CEO: 

Ontario V&C Minutes
February 6, 2025
7:00 am
Ontario Area Chamber of Commerce Office

The meeting was called to order at 7:00 am. Bob Quinn

Roll Call – **Board Members present** Bob Quinn, Debbie Blackaby, Cheryl Cruson, Lynelle Christiani, Terry Dols, Adrianna Contreras

Board Members absent: Doug Dean,

Ex-Officio Members Present: V&C Director John Breidenbach, City Manager Dan Cummings

NEW BUSINESS

Grant Request Serve Day A motion was made by Lynelle Christiiani to approve the grant. For \$2000 for the new Banners and Seconded by Debbie Blackaby, the motion passed 6-0

Follow-up Report Ashton Chapman Gave a Follow-up report from the Procon Gaming Convention.

MINUTES/FINANCIALS

January 9, 2025, minutes were reviewed. Debbie Blackaby motioned to approve with a correction of Cheryl's absence, as she was on the phone for the January meeting, and Lynelle Christiani seconded.

Motion passed 6-0

Terry Dols presented the financials. Lynelle Christiani motioned to approve, and Debbie Blackaby seconded. Motion passed 6-0

Adjourn: Motion by Terry Dols motioned, and Lynelle Christiani seconded.
To adjourn at 8:30 am, the motion passed 6-0

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
ACTIVITY SUMMARY
BEGINNING SEPTEMBER 1997**

DATE	REQUESTOR	REQUESTED	GRANTED	DISBURSED
APR 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
MAY 2024	Valley Family Health Care <i>2024 Family Health Fair</i>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
JUN 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JUL 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
AUG 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
SEP 2024	Treasure Valley Community College <i>TVCC New Student Orientation</i>	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
SEP 2024	Vale Mural Society <i>Permanent Audio Tour / City Murals</i>	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
OCT 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
NOV 2024	ProCon Gaming Convention, LLC Ashton Chapman <i>January 2025 Tabletop Gaming Convention</i>	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
NOV 2024	Four Rivers Cultural Center & Museum <i>Artificial 25' Lit Christmas Tree Addition to Exterior Light Show</i>	\$ 700.00	\$ -	\$ -
NOV 2024	R & R PROMOTIONS Ron Dillon / Ontario Speedway <i>Fall Maze Motorcycle & 4-Wheeler Race</i>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
NOV 2024	Treasure Valley Community College <i>Light Up the Season - Christmas Light & Music Display</i>	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00
DEC 2024	NO NEW ACTIVITY	\$ -	\$ -	\$ -
JAN 2025	ONTARIO MUNICIPAL AIRPORT <i>Oregon Trail STOL</i>	\$ 15,000.00	\$ -	\$ -
FEB 2025	BETTER TOGETHER, INC. <i>2025 Serve Day</i>	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
		\$ -	\$ -	\$ -
	2/24/2025	\$ 926,368.04	\$ 792,472.77	\$ 792,472.77

**CITY OF ONTARIO
VISITORS AND CONVENTIONS BOARD
PROMOTIONS AND EVENT FUND
BALANCES THROUGH
DRAFT FEBRUARY 2025**

2024	<i>RESOURCES</i>	<i>EXPENSES</i>	<i>BALANCE</i>
BALANCE FORWARD	\$822,814.15	\$804,239.60	\$18,574.55
T.O.T. Disbursement \$2500			
JUL'24 Disbursement <i>Jun'24 Returns/Collected Jul'24</i>	\$2,500.00	\$0.00	\$21,074.55
AUG'24 Disbursement <i>Jul'24 Returns/Collected Aug'24</i>	\$2,500.00	\$0.00	\$23,574.55
SEP'24 Disbursement <i>Aug'24 Returns/Collected Sep'24</i>	\$2,500.00	\$4,000.00	\$22,074.55
OCT'24 Disbursement <i>Sep'24 Returns/Collected Oct'24</i>	\$2,500.00	\$0.00	\$24,574.55
Nov'24 Disbursement <i>Oct'24 Returns/Collected Nov'24</i>	\$2,500.00	\$7,100.00	\$19,974.55
Dec'24 Disbursement <i>Nov'24 Returns/Collected Dec'24</i>	\$2,500.00	\$0.00	\$22,474.55
2025			
JAN'25 Disbursement <i>Dec'24 Returns/Collected Jan'25</i>	\$2,500.00	\$0.00	\$24,974.55
FEB'25 Disbursement <i>Jan'25 Returns/Collected Feb'25</i>	\$2,500.00	\$2,000.00	\$25,474.55
MAR'25 Disbursement <i>Feb'25 Returns/Collected Mar'25</i>			\$25,474.55
APR'25 Disbursement <i>Mar'25 Returns/Collected Apr'25</i>			\$25,474.55
MAY'25 Disbursement <i>Apr'25 Returns/Collected May'25</i>			\$25,474.55
JUN'25 Disbursement <i>May'25 Returns/Collected Jun'25</i>			\$25,474.55
TOTAL FISCAL	\$20,000.00	\$13,100.00	
ACCRUALS FROM JULY 1997 TO PRESENT	\$842,814.15	\$817,339.60	\$25,474.55