



CITY COUNCIL MEETING MINUTES April 22, 2025

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, April 22, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Penny Bakefelt, Susann Mills, Michael Braden, and Adrianna Contreras. John Kirby attended by Zoom; Ken Hart was excused.

Staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Clint Benson, Casey Mordhorst, Kari Ott, Tatiana Burgess, Al Haun, Andy Wood, Marshall Pierce, and Jon Laurenson.

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

AGENDA

This Agenda was posted Friday, April 18, 2025. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website www.ontariooregon.org.

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

CONSENT AGENDA

BAKEFELT moved, CONTRERAS seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF ADOPTION OF THE COUNCIL MEETING MINUTES OF APRIL 8, 2025, AND MAYORAL PROCLAMATION #2025-101: COMMUNITY SERVE DAY, 2025**. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1. Mayor Folden read the Proclamation into the record:

City of Ontario Mayoral Proclamation #2025-101, Community Serve Day

Whereas, Community Serve Day embodies the spirit of unity, compassion, and service, bringing together individuals, families, and organizations to address the needs of our community; and

Whereas, this annual event fosters a sense of belonging and strengthens the bonds among neighbors by encouraging acts of kindness, teamwork, and volunteerism; and

Whereas, the efforts of volunteers during Community Serve Day contribute to the beautification of our city, the support of local nonprofits, and the improvement of public spaces, leaving a lasting positive impact on our community; and

Whereas, the City of Ontario recognizes the invaluable contributions of all participants, including volunteers, organizers, and sponsors, who dedicate their time, energy, and resources to make this day a success.

Now, therefore, be it resolved that I, Deborah K. Folden, Mayor of Ontario, Oregon, do hereby proclaim April 26, 2025, as Community Serve Day in Ontario, and encourage all citizens to participate in this meaningful event, demonstrating our shared commitment to building a stronger, more connected, community. Signed this 22nd day of April, 2025.



NEW BUSINESSOrdinance #2832-2025: Adopting Public Contracting Rules & Procedures

Dan Cummings, City Manager, presented.

Currently, the city's public contracting rules and procedures were contained in its Financial Policies and Procedures Manual, which were originally adopted in 2004. Proposed Ordinance #2832-2025 enacted revised and updated local public contracting rules and procedures, which were consistent with the current Oregon Public Contracting Code.

The State Code allowed cities to establish special procurements to provide for the procurement of certain goods and services without following the competitive sealed bidding, competitive sealed proposal, intermediate procurement, or other procurement methods that would otherwise be required under the circumstances. Proposed Ordinance #2832-2025 enacted certain class special procurements.

On April 19, 2004, pursuant to Resolution #2004-111, the Council adopted the Financial Policies, which included certain purchasing policies. On November 20, 2018, the Council adopted Resolution #2018-142, which modified the Financial Policies. The public contracting provisions currently contained in the Financial Policies were outdated and were not consistent with the State Code. In order to conform with the State Code and to allow more efficient and cost-effective public contracting methods, proposed Ordinance #2832-2025 was drafted for the Council's consideration, approval, and adoption.

The city was required to comply with the State Code when soliciting and entering into contracts for goods, services, and public improvement projects. In compliance with the State Code, the city was permitted to adopt its own public contracting rules and procedures with certain limitations. Pursuant to ORS 279A.065(6), the city could adopt its own rules of procedure for public contracting that specifically stated that (a) the model rules adopted by the Oregon Attorney General did not apply to the city, and (b) prescribed the rules of procedure that the city would use for public contracts, which might include portions of the Model Rules.

In addition, the State Code allowed the city to establish class special procurements to procure certain goods and services without following the competitive sealed bidding, competitive sealed proposal, intermediate procurement, or other procurement methods that would otherwise be required under the circumstances. Adoption of class special procurements allowed for more efficient contracting and the avoidance of unnecessary expenses when procuring certain goods and services. Exhibit B to Ordinance #2832-2025 provided various classes of special procurements for the Council to consider and approve. Exhibit C to Ordinance #2832-2025 contained findings required under the State Code in order for the Council to approve the Class Special Procurements.

By the passage of Ordinance #2832-2025, the city would establish local rules and procedures governing public contracting and approve class special procurements.

MILLS moved, CONTRERAS seconded, **THE CITY COUNCIL TO APPROVE ORDINANCE #2832-2025, AN ORDINANCE OF THE CITY OF ONTARIO ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

FOLDEN moved, MILLS seconded, **IN ACCORDANCE WITH SECTION 8.2(2) OF THE CITY CHARTER, THE CITY APPROVE ORDINANCE #2832-2025, AN ORDINANCE OF THE CITY OF ONTARIO ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES. ON SECOND READING BY TITLE ONLY.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

Resolution #2025-101: Amendments-Revisions to City Financial Policies and Procedures Manual

Dan Cummings, City Manager, presented.

Due to the prospective adoption of updated City of Ontario Public Contracting Rules and Procedures, through Ordinance #2832-2024, and pursuant to proposed Resolution #2025-101, certain public contracting provisions contained in the City's Financial Policies and Procedures Manual that were outdated and inconsistent with the Local Rules and the Oregon Public Contracting Code should be correspondingly removed. Certain provisions in the Financial Policies concerning internal purchasing ethics and procedures were not outdated or inconsistent with the Local Rules and State Code; therefore, those provisions remained in the Financial Policies. *(Attached Resolution #2025-101)*

In addition, due to changes with regard to city vehicle use for business travel, revisions to the Financial Policies concerning the use of city and private vehicles for city business travel and related reimbursements were necessary.

On April 19, 2004, pursuant to Resolution #2004-111, the Council adopted the Financial Policies, which included, among other policies, certain public contracting and travel expense policies. On November 20, 2018, the Council adopted Resolution #2018-142, which revised the Financial Policies. Some of the revisions to the Financial Policies included changes to the travel expense policies, while many of original provisions concerning public contracting remained unchanged.

Because many of the public contracting policies contained in the Financial Policies did not conform with the State Code and Local Rules, Resolution #2025-101 removed the majority of the public contracting provisions in the Financial Policies. Certain Financial Policies provisions concerning internal purchasing ethics and procedures were not inconsistent with the Local Rules and State Code; therefore, those specific provisions remained in the Financial Policies. *(Exhibit A to Resolution #2025-101)*

The city reduced the number of travel vehicles, which rendered certain portions of the Financial Policies concerning travel vehicles unnecessary.

Proposed Resolution #2025-101 addressed both of these developments and needed updates to the Financial Policies. Adoption of the amendments to the Financial Policies coincided with the adoption of new Local Public Contracting Rules and Procedures, and supported the current policy approved by the Council concerning vehicle use for city business travel.

MILLS moved, BAKEFELT seconded, THE CITY COUNCIL TO APPROVE RESOLUTION #2025-101, A RESOLUTION REVISING THE FINANCIAL POLICIES AND PROCEDURES MANUAL WITH REGARD TO PUBLIC CONTRACTING AND PRIVATELY-OWNED AUTOMOBILE MILEAGE REIMBURSEMENT. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

Resolution #2025-112: Amending the City of Ontario Residence and Incentive Program

Dan Cummings, City Manager, presented.

The City Council approved Resolution #2004-131, setting certain employee residency requirements and response time for public safety personnel, which were amended by Resolutions #2018-112, #2021-138, and #2022-127. Times have changed and city personnel longevity policies have changed. Therefore, another revision was now necessary to keep in tune with the current goals of the city to make Ontario a great place to work, while providing the opportunity to move up through promotions without causing a financial and or family hardship by having to relocate within the city limits.

Previous resolutions regarding this matter included:

- **Resolution #2004-131** set a response time requirement for Public Works, Police, and Fire, to live within a 20-minute response time to their primary work-site, as well as for all Department Heads to live within the Ontario Urban Growth Area (UGA).



- **Resolution #2018-112** amended the policy to require all Department Heads hired after February 27, 2018, who were not contract employees, to live within the Ontario City Limits, and that all other city employees were to live within the 8C School District. This also required all existing employees who were subsequently promoted to a Department Head position, had to comply within twelve months of said promotion. It also created the Incentive Program to give a city employee living within the city limits a \$50.00 monthly credit for their residential water/sewer bill.
- **Resolution #2021-138** amended the policy to clarify the intent of Resolution #2018-112, in that it provided a Written Policy titled "City of Ontario, Oregon Residency Policy" which required all Department Heads hired after February 27, 2018, who were not contract employees, to live within the city limits, and all other city employees to live within the 8C School District boundaries. This also required all existing employees subsequently being promoted to a Department Head position s to comply within twelve months of said promotion. It also created the Incentive Program to give a city employee living within the city limits a \$50.00 monthly credit for their residential water/sewer bill.
- **Resolution #2022-122** amended the policy incentive portion for the \$50.00 credit to include the employees of Jacobs Engineering Company and Oster Professional Group, CPA, recognizing these contract employees as being part of the city team.
- **Resolution #2022-127** amended the policy to remove the portion of the policy that required non-department head employees to live within the 8C School District boundary.

To keep pace with the current promotional policy established and to be fair to all employees who wanted to promote within the city, it was necessary to eliminate the possibility of causing family and financial hardship when accepting promotions to a department head position, by the requirement to move and/or live within the city limits.

Removing that particular requirement, would increase the ability to promote within the employee pool. This action could also potentially save the city money, as it could eliminate the need to advertise for a position if there were existing employees who were eligible and desired a promotion, but who did not want to move. Staff was seeking this proposed amendment at this time as there was a need for the authority to promote a current employee to a permanent Department Head position.

BAKEFELT moved, MILLS seconded, **THE CITY COUNCIL APPROVE RESOLUTION #2025-112: A RESOLUTION FOR REVISIONS TO THE CITY'S RESIDENCY, INCENTIVE, AND RESPONSE TIME POLICY.** Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1.

DEPARTMENT HEAD UPDATE

Airport: Semi-Annual Report

Andy Wood, Airport Manager, presented.

Finance: Monthly Report

Kari Ott, Finance Director, presented. Ms. Ott informed the Council, with regard to the PERS side account with the 25% match, the city had received the match, and it had to be paid by June 15, 2025. That would give the city \$159K. The city maxed out what could be received, based on the city's liability.

HAND-OUTS

Minutes

County Court 03-26-2025, 04-02-2025, 04-09-2025; DAC 03-19-2025

Check Register

March 2025



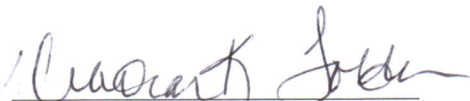
CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS

Mr. Cummings stated the Diversity Advisory Committee met and reviewed the ordinance changes as recommended by the City Attorney. There were some questions and some possible changes. The committee chose to take more time to review the document, and were hoping to hold a special meeting so they could try to have a recommendation to the Council by the next meeting.

ADJOURN

MILLS moved, CONTRERAS seconded, **THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Braden-yes; Kirby-yes; Hart-out; Contreras-yes; Bakefelt-yes; Folden-yes. Motion carried 6/0/1. Meeting concluded at 6:43 p.m.

ACCEPTED:


Deborah K. Folden, Mayor

ATTEST:


Tori Barnett, MMC, City Recorder