

**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, JANUARY 13, 2026, 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 _____ Ken Hart _____ Adrianna Contreras _____ John Kirby _____
Council President Penny Bakefelt _____ Mayor Deborah Folden _____

2) PLEDGE OF ALLEGIANCE

This Agenda was posted on January 9, 2026. Copies of the Agenda are available from the City Hall Customer Service Counter and on the city's website at www.ontariooregon.org.

3) MOTION TO ADOPT THE AGENDA

4) CONSENT AGENDA

A) Approval of Council Meeting Minutes: December 9, 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) PRESENTATION

A) Aquatic Center Update - Andrew Maeda

7) OLD BUSINESS

A) Helipad AIP25 - Independent Fee Estimate (IFE) - Century West Engineers
B) Malheur County IGA

8) NEW BUSINESS

A) Liquor License Application: Ontario F&B, LLC.
B) Appointment to City Committees
C) SDWRLF Grant Administration Services for New Water Treatment Plant Storage Tank and Booster Pump Station

9) DEPARTMENT HEAD UPDATES

A) Police: Quarterly Report

10) DISCUSSION ITEMS

A) Lion's Park Parking Lot
B) Flag Pole at SW4th/SW 9th Intersection

11) HAND-OUTS

A) Minutes: Airport 12-01-2025; County Court 12-03-2025
B) Check Register: December 2025

12) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

13) 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; (c) Labor Negotiations; (d) Real Property Transactions; (e) Exempt Public Records; (f) Trade Negotiations; (g) Litigation [Current or Potential]/Consult with Legal Counsel; (h) Performance Evaluation of Public Officers and Employees; (i) 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 December 9, 2025

The scheduled meeting of the Ontario City Council was called to order by Mayor Deborah Folden at 6:00 p.m. on Tuesday, December 9, 2025, in the Council Chambers of City Hall. Council members present were Deborah Folden, Ken Hart, Susann Mills, Michael Braden, John Kirby, Penny Bakefelt, and Adrianna Contreras.

Staff present were Dan Cummings, Tori Barnett, Corinna Hysell, Kari Ott, Jason Cooper, Tatiana Burgess, Casey Mordhorst, Marshall Pierce, and Al Haun.

AGENDA

This Agenda was posted Friday, December 5, 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-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

CONSENT AGENDA

KIRBY moved, HART seconded, **TO ADOPT THE CONSENT AGENDA, WHICH CONSISTED OF ADOPTION OF THE COUNCIL MEETING MINUTES OF NOVEMBER 12, 2025; 2026 CITY MEETINGS CALENDAR; AND LIQUOR LICENSE CHANGE OF LOCATION: HOG ROCK CAFE**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

PUBLIC COMMENTS

Eddie Melendrez, Ontario, stated: *Thank you, Mayor and Council. I'm here again, I just want to congratulate the Oasis House and all the folks that they organized to come at the last City Council meeting, and to advocate for an unhoused location, a future one, and then I want to thank you all for creating the ad hoc committee. I'm very grateful that we're exploring that. And what I'm here for is just to offer any support that I can, and if there's an extra seat, if nobody takes it, I would rather leave that to the experts that work with the unhoused community every day, but if there's a need for somebody to be on that committee, I'm more than welcome to join that and if I could get an application, I would. I think that I could bring a wealth of experience. I've served on the City Council, as well, but I just wanted to offer that. I know that sometimes on previous committees, ad hoc committees, we're looking for folks to join, and I just want to let you know that I'm willing to join that and just to give my support where I can. But other than that, I just want to appreciate all your time, and, again, I'm grateful that you all created the ad hoc committee and I hope that we're able to create a better community for all in a place that everyone's happy, that everyone can come to a place where our local businesses, our families, are able to relieve our local law enforcement and the social services that we have in our community, that everything works a little bit better and that we have a place that somebody could rest and have a cup of coffee. As we know that we're going to be in the extreme cold winter again. But, again, just thank you for all your time and I'm here to offer services to your organization. Thank you.*

Andi Walsh, Ontario, stated: *Good evening, mayor and Councilors. My name is Andi Walsh. I am a resident of Ontario. I'm here to speak to you and ask the Council to issue support for the mental health community and the threats that are being faced, that the committee is facing right now in terms of access to services. I've testified before to this committee about my own experience with my family. My father lost his life because he wasn't able to access the right mental health services, and the services that were available were community mental health center, and it failed him. And so I really, this is very passionate for me, and I want to prevent that from happening to anyone in Ontario, but I want to specifically speak to policy wise, recognizing that while the Council can't actually make the decisions on funding mental health services, you can use your voice to issue support. The risks that are happening to this community, are happening across the state. This is a position the State of Oregon has put every city in, and it's a horrific position to be put in at a time of a lot of change and fear. Cutting mental health is the last thing we need, and the last thing our community needs, in particular. In particular, Malheur*



County has the highest Medicaid rate of any county in the state, and I actually think of the county, although don't quote me exactly on that. And, there's a federal law that says you have to be able to access mental health services within 40 miles of where you're located, so asking and telling people they can access providers outside of this county not only violates federal law, but it's just, frankly, tone deaf to the reality of what our county members can do, or what our city can do. So, there are others here that have experience working in the field and working with the clients that I'm happy are here to tell you more about the actual impact, but wanted to offer that as a just policy, decision wise support. Thank you.

Heather Bergstrom, Ontario, stated: Hello, I'm Heather Bergstrom, hello Mayor and Council members. I've been an Ontario resident, and a licensed clinical social worker since 1994. I worked at the hospital here for 18 years as a medical social worker. I worked for Lifeways for five years as a mental health counselor, and I worked at Valley Family for three years as a behavioral health provider. I probably served hundreds, if not thousands, of people through those years that I've worked in this area. My concern that is after January 1st, Oregon Medicaid is going to discontinue paying for mental health services for treatment at agencies other than Lifeways, making Lifeways the only provider in Malheur County. The fit between a counselor and the client is really important to the client's wellbeing. Evidence shows that the therapeutic relationship in and of itself promotes a lot of positive change with clients or patients. Taking away choice for vulnerable clients further limits access to care. When I worked at Lifeways, my caseload was 120 to 150 people. That's about 100 more than what is recommended. I had a wait list of four to six months for people to see me. My numbers as Valley Family were very similar. I'm not being critical of either of those agencies, but that does speak to the needs in our community. The ability of other local agencies to accept Medicaid clients makes services more available and accessible. Counseling and substance use disorder treatment prevents people from more expensive hospitalizations and incarcerations, and it deters domestic violence, child abuse, alcohol and drug abuse, suicidal behavior, criminal behavior, ER visits, etc. Telehealth is a good option for some people, but not all. The technology required makes it less accessible for those living within poverty, for those who are not tech savvy, and it's not the best avenue for kids. I also would like the City Council just to show support for access to mental health services in this community by writing a statement, maybe for the County Commissioners, maybe the community GOBHI, the Oregon Health Authority, and the state representatives. Thank you.

Jackie Koehler, Ontario, stated: Thank you Mayor and Counselors. My name is Jackie Koehler, and I am a resident of Ontario. I am here today to ask you, to urge you, actually, to support the community by issuing a public letter supporting client choice and urging the Malheur County Board of Commissioners to keep all of the providers in our area able to take Medicaid clients. Sorry. I hate talking up here. We all know why. Okay, so I'm deeply concerned about the proposed changes to the mental health providers, what mental health providers, people on Medicaid, can go to because nearly 800 Oregon Health Plan members will lose their current provider January 1st. We're not just facing a health care or mental health care crisis. The City of Ontario is actually facing a fiscal disaster for our city. Let's think about the people who use these services. Your seniors at Pioneer Nursing Home that rely on twice-weekly visits to manage depression and anxiety. Without these visits, they decline rapidly and need expensive emergency care. Students from Jordan Valley all the way to Ontario are, need counseling to help them stay in school with drug and alcohol abuse. When they can't get the help they need, they drop out. Our graduation rates fall. Our state funding drops. People on Parole and Probation are staying sober and employed right now because they have therapists that they can trust. Taking that away, you put them right back in the system, costing us more than treatment ever would. Parents are fighting to keep their families together while battling addiction or depression. When they lose their provider and relapse, their children enter foster care. The human cost is devastating, but the financial cost is astronomical. Right now, workers at our local businesses are showing up because they are getting the help they need. When they can't access care, employers in our town deal with no shows, turnover, higher training costs, and loss of productivity. These providers at risk – Insight, Altruistic, Four Rivers – they aren't just businesses. They're the thin line that's preventing chaos in our city services. When someone in mental health crisis can't get an appointment with an overwhelmed single provider, they don't vanish, they show up in our ER, pulling EMTs off other calls, consuming hospital resources, often returning repeatedly to the hospital. They require police intervention, multiple officers spending hours on scene, transport, paperwork, follow-up. Our officers become de facto social workers, a role which they are neither trained nor resourced to do. They cycle through our jail, requiring medical monitoring, psychiatric medications, suicide watches, court hearings, public defenders. Our jail becomes a mental health facility at an astronomical cost. I'm going to be over in time. This isn't speculation. Other cities have seen this. It's predictable and preventable. I'm just asking that perhaps you can write a letter of support to GOBI, or the County Commissioners, to hopefully tell them our opinion on this is we need multiple providers. So, thank you.



Kathie Collins, Ontario, stated: *Good evening Mayor and Council. I am Kathie Molder Collins, and I've lived in Ontario for more than five decades. My career has included years as a newspaper editor, School District Public Information Officer, a non-profit executive director, as well as a small business owner. Because of my career path, I've had the opportunity to meet hundreds of individuals and families who are living and working throughout the Western Treasure Valley. While at the Argus Observer, the Ontario School District, and in my nine years with Treasure Valley Children's Relief Nursery, which is a child abuse prevention program, I heard time and again from families living in poverty. These were mostly working families. Malheur County, as you might know, often has the highest percentage of working poor in the State of Oregon. I was able to see firsthand the hardships that living with mental illness caused for many families, including depression, bipolar disorder, post-traumatic stress disorder, and eating disorders. I also knew several families who were caregivers to children with highly specialized needs and they needed access to therapy to address the impact those needs had on their family. The need for services to address these prevalent in our community, and while it is generally advisable to avoid duplication in terms of non-profit services, that's a given, but in the case of mental health, it's the health component which must take precedence. When it comes to our health, we always advocate for choice, just as Americans, and Ontario residents specifically, but in fact research shows that having alternatives plays a key role in the ultimate health outcome for patients, whether that care is addressing physical or mental health issues. What is best for individuals, families, and for our community, is a broader choice when it comes to behavioral health providers, not the elimination of choice. I encourage you to continue to advocate. I know you have in the past, to our state officials, county officials, in any way you can, on behalf of our community regarding this issue. Thank you for your time.*

Chrissy LaChepelle, Ontario, stated: *Hello. So, we were here last month, and we got approved to do the side committee with you guys, and I'm just here because my bosses told me to be here, and they said you guys might have questions for us about the sub-committee and things like that, but hearing these guys talk about the mental health...holy cow. If Lifeways is the only place that's going to be, like, this is new to me, but oh my goodness. I can't even imagine what that's going to do to our community. Put Oasis House aside. That's bad. But, we have our committee ready to go, and so, I just need to know what I need to do next.*

Councilor Kirby stated that issue was later on the agenda.

Ms. LaChepelle: *Okay. That's all I need. They just told me to be here in case you guys had any questions or anything you wanted to ask me.*

Sarah Dagnan, Ontario, stated: *Hi. I just want to correct myself real quick. I put on there that I'm a resident of Ontario; I'm not. I'm a resident of Star, in Idaho. I'm here as a representation for Ontario because I work with the Ontario community, working at Altruistic as a community mental health provider. I am a social work for community mental health, and my concern involves with absolutely everyone in this room, from the homeless population that we have, and that we're advocating for, to the veterans, to the other services that are being provided outside of just mental health, the police, and everything. We are, I'm a veteran. I came here to get access to the veterans who are not close enough to the Boise hospital in order to get services. I stayed because I see a need in this community and I want to help, and that's what I stayed for. I've been given multiple position possibilities at the VA, which would take my 14 years in the military service and make it so I can retire in six years, but I've stayed because I care about this community, I care about the individuals here, and I care about the families I've been in contact with. We just found out about this two weeks ago with EOCCO. I have one client already who had to switch over because of a family thing with DHS, and they were given an intake that same week – fantastic – but then they were told they wouldn't be seen for another appointment for a month and a half. This mom called me crying. I can't see her as a client and be paid, so I'm seeing her pro bono until she can be seen because that's what's important. That child's mental health is what's important. A child should not be placed on a month wait list, to go through the trauma that they're experiencing because there's no options available. That shouldn't be our fallback. So I'm here to ask the committee to consider, I know this is heavy, I know this is like well what are we supposed to do? I get that you guys feel that your hands are tied, but you guys have the voice that we elected you officials to present for us. Speak to the County Commissioners. They can create not necessarily an addendum but they can require that EOCCO provide the facts that they are claiming that they are able to see everybody, which is clearly not the case. It's not even January 1st and they are already failing to meet that requirement. Great, you can see them for an intake. What's next? That's not adequate health care. That's not serving this community. That's not okay. When we talk about telehealth being an option? That's not an option. You sit with a five year old and try to do telehealth with them when they've experienced family trauma and they're in the room with their foster parent who they don't trust yet, or anything else. They can't do that. They have to be in a safe environment. We have to have that therapeutic connection. We have to be able to be face to face with our clients. This is cutting a HUGE amount of client access and I know, again, I'm sorry*



I'm over my time, but I want you guys to know that you guys have a voice, and we need you guys to reach out and speak up for us. Thank you.

Councilor Kirby stated last week there was a meeting at TVCC that brought our Oregon Senator and Oregon Representative to Ontario. They voiced concern about the upcoming session. The audience was full of mainly clients from two organizations, Altruistic and Snake River Counseling Resources. There might have been others. They addressed some concerns expressed at the current Council meeting by members of the audience. It surprised Representative Mark Owens and Senator Mike McLane. For those who thought this issue only occurred over the last ten days, he agreed. Since then, however, he did some research. In speaking with a former state legislator, Lynn Findley, he obtained some background on this heavy subject. He heard them making some recommendations that night as to what to do or where to go, but he wasn't certain as to the way to go about things. In 1963, President Kennedy wanted to get community mental health under discussion, and a bill passed that focused on community based health care. Federal funding became available for funding some of those health care facilities. In 1973, in Oregon, the Community Mental Health Program Act was established, which formed the Local Mental Health Authority [LMHA]. That meant you were represented by the county you were in. Oregon has truly diverse counties. Some were largely populated, some had very little. The western counties decided to be in the mental health care business. There were 12 counties in Eastern Oregon, Malheur County being one of them, who didn't feel they should be in that type of business. Those counties met and decided to contract with an organization that would do that for them, which was Lifeways, located in Ontario at that time. There had been at least four or five CEO's of that organization. In 1994, there was an organization created name Greater Oregon Behavioral Health, Incorporated [GOBHI]. When the counties in Eastern Oregon went with Lifeways. The county courts were all on the Board of Directors of Lifeways. When speaking about going to the county court, those people would have had to abandon their role within the organization for which they were on the Board for. That wouldn't be fruitful. In Western Oregon, where the counties were upset, the counties themselves were going after the state. But, when speaking about a county, there was no way this county would abandon an organization they sat on the Board of Directors for. Further rumors were that this was happening due to Trump cutbacks, but those cutbacks wouldn't even hit until 2027, so it could definitely get worse. Basically, it was the funding metrics that the State of Oregon created in 1973, and it has never been changed. Therefore, the State was underfunding mental health care, not the feds. Representative Owens and Senator McLane were who they needed to speak with, who had been caught unaware. Many were saying to choose their own provider, and while that might be a good saying, it wasn't going to work. They were going to have to take what was available because health care in this region was limited. But, he understood they had a cause, and they wanted to follow up on it, but if they did, they needed to know where to fight. Unfortunately, the clients were the bottom rung on the ladder, and the city was only the rung up. Entrepreneurs could lose their investments; landlords with contracts could lose their renters. He had also heard at the meeting last week that 35 counselors could lose their jobs, but maybe they could hire on with Lifeways. Individuals who needed lifelong care, people with bipolar disorder, for example, would be referred to Lifeways. This Council did represent the people of Ontario, but in this venue, they hadn't created it. It had been created at the state level, so any solutions would come from that same level. Those two gentleman – Owens and McLane – was where they needed to go. It had all happened quickly, and he didn't know where they would go from here. While a client might not get the counselor they wanted, mental health would be available.

Councilor Hart stated Valley Family was a federally qualified health clinic and they could, and would, continue to see Oregon Medicaid patients for behavioral health issues. However, they were currently at capacity. There were over 10 providers, and there was a waiting list. They wanted to continue to help their patients, and their current patients had all be notified. They were still able to assist people in the community. He suggested they, as a Council, based on an email that day from Becky Woolery at Insight, addressed to the Malheur County Court, and one thing she suggested, and he believed the City Council could do a letter, but the one thing still confusing where they could ask for clarification, was requesting a meeting with EOCCO, GOBHI, and OHA. They were the key. OHA had been given the direction by the governor and legislation to provide services. That was where he believed there was an opportunity to ask OHA, because they had the money, and they rolled that money down, but to ask the questions about service volumes, wait lists, workforce impacts, and the community needs. It got back to the points of network adequacy. That was a health care term that said were there enough providers in "x" area to be able to take care of those that you said you could if they took the money. If they took the money, they were saying yes, there was adequacy; or, there were providers but there was a wait list, and if you only give me so much money, I can only have so many providers. Providers were not unlimited. But, that would be a role for Ontario, to encourage the county court to ask for that understanding and meeting with OHA, and inviting Representative Owens and Senator McLane to attend. He had spoken with them both, and told them he wasn't sure what OHA was doing, and if it was a lack of funds, just say so, because then



they'd at least know. Or, was it that they were only going to allow certain entities to be able...in speaking with leaders from Altruistic and Insight, it didn't appear they were given an opportunity to be contractors. While he could be completely wrong, and he didn't want to judge anyone, but having that information from OHA, that would really help to say if there was enough money, but they needed a bigger network, then how could they do that? How could they get Altruistic and Insight the ability to contract with the state so they could provide those services. Valley Family was able to provide those services, but he had concerns because on January 1st, when he had more people show up at Valley Family, it would be difficult to get them in, and it would be difficult to continue to help the people already being helped. That was valid, and Councilor Kirby might disagree.

Councilor Kirby stated it wasn't that he disagreed, it was because of the makeup of the organization as it was put together years ago. What he got out of Mr. Findley was that the LMHA, when the counties took that up, in Western Oregon they basically were the ones that would have the greatest strength in the state. Malheur County could be bidding itself against 11 or 12 other counties within the organization. He only presumed that after conversations with Mr. Findley. His goal had been to inform those in the audience that night was that he felt their pain, but didn't know that the Council was the right avenue to take it. It was certainly within their rights to contact Representative Owens and Senator McLane, to tell them to get back here. Senator McLane was on the OHA Advisory and Funding Board. If anyone would have sway, it was him. This whole issue had caught the eye of the press, and everyone in Western Oregon, and this was the home of Lifeways. But in this business where they were limited on providers, they had to try to make something work. He had found out that the independent providers received more money than Medicaid reimbursement. But their vision was good enough to say there was a payday coming when the State of Oregon wasn't going to be able to afford them. They then applied for a certificate to come back and receive the same reimbursement rate that Lifeways did, and they received that certification. He wasn't defending Lifeways, it was just what he'd heard from those he had spoken with, who were reasonably in authority and what was in print from other organizations.

Mayor Folden stated if she had the consensus of the Council, she'd gladly provide a letter of support. She did hear what the community was saying, and she understood their position. She thought this was very important.

Mayor Folden asked for a consensus.

Councilor Bakefelt abstained from the action as she was an employee of Lifeways.

There was Council consensus to write a letter of support from the City Council to Representative Owens and Senator McLane.

PRESENTATION

Grants Committee: Semi-Annual Report

Tatiana Burgess, Planning Director/Grant Committee Chair, presented.

THE GRANT COMMITTEE :

- ⇒ was organized in 2023
- ⇒ is made up of city department members
- ⇒ is focused on seeking and securing grant funding for city projects to complement the city budget
- ⇒ identifies funding opportunities, coordinates applications
- ⇒ ensures that awarded grants align with the city's priorities and community needs.

COMMITTEE MEMBERS

 Brian Cummings CITY MANAGER	 Joan Cooper CHIEF OF POLICE SHERIFF/CLERK	 Cindy Brown CHIEF OF POLICE SHERIFF/CLERK	 Melissa Ward PUB. RELATIONS ADMINISTRATIVE MANAGER
 Michelle Walker CITY MANAGER SHERIFF/CLERK	 Tatiana Burgess PLANNING DIRECTOR COMMITTEE CHAIR	 Linda Brown ALPHA NEEDED COMMITTEE MEMBER	 Christina Powell PUB. RELATIONS ASSISTANT TO THE CITY MANAGER



WORK SESSIONS

- Monthly meetings to discuss new grant opportunities
- Discuss financial and budget updates
- Review ongoing grants status

FINANCIAL OVERVIEW

The Grant Committee was allocated a \$55,000 budget line in 2024 and \$50,000 in 2025.

This budget is expended for consulting services, grant matching funds and meal expenses.

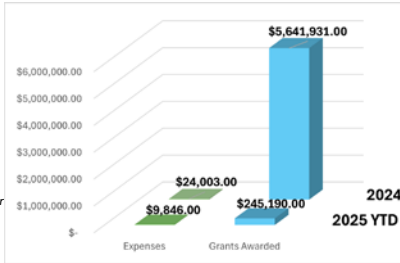


FINANCIAL OVERVIEW

The visual represents:

- the expended grant committee budget (green)
- the leveraged total awarded grants in each year (blue)

*Note:
2024 includes the entire calendar year data.
2025 includes year-to-date data only



SUCCESS RATE METRICS

YEAR	Amount Requested (\$)	Amount Awarded (\$)	Award Rate (%)	Total Applications Submitted	Total Successful Applications	Successful Applications Rate (%)
2023	\$1,620,434	\$633,356	39.09 %	5	2	40.00 %
2024	\$7,503,031	\$5,641,931	75.20 %	16	11	68.75 %
2025 YTD	\$350,190	\$245,190	70.02 %	8	7	87.50 %
TOTAL	\$9,473,655	\$6,520,477	68.83 %	29	20	68.97 %



NEW BUSINESS

Resolution #2025-127: Surplus Property [1991 Ford Bucket Truck]
Dan Cummings, City Manager, presented.

During the 2025-2026 budget process, the City Council/Budget Committee approved the purchase of a bucket truck out of the Street Fund. With the purchase of the new (used) truck, the old bucket truck was no longer needed. In a recent meeting between Dan Cummings, Ontario City Manager, and Jim Meret, Nyssa City Manager, it was discovered that the City of Nyssa was in need of a bucket truck, but could not afford one. Staff determined that the vehicle had a value in its current condition of between \$1,500 and \$2,000 and would also require the expense to advertise the vehicle for sale, reducing the net value of the vehicle.

The Public Works Department has taken possession of a newer bucket truck, which was a 2011 Ford F550 and needed to surplus out the older 1991 bucket truck to get it removed from city insurance.

Mr. Cummings and staff felt it would be in the best interest of public relations to donate the surplus 1991 Ford Bucket truck to the City of Nyssa. Doing so would keep the vehicle local with the possibility of Ontario having the opportunity to borrow the bucket truck in the future if a need arise.

Staff would like to surplus and dispose of the property as soon as possible to save on insurance costs for the vehicle.



The City Council could choose not to declare the vehicle surplus, which would require the Street Department to retain the vehicles, or, they could choose to surplus the vehicle and sell the vehicle instead of donating it.

BAKEFELT moved, CONTRERAS seconded, **THE CITY COUNCIL TO APPROVE RESOLUTION #2025-127: A RESOLUTION DECLARING THE 1991 FORD BUCKET TRUCK SURPLUS PROPERTY AND APPROVE THE DONATION OF THE SURPLUS VEHICLE TO THE CITY OF NYSSA AND APPROVE THE CITY MANAGER TO SIGN ALL DOCUMENTS REQUIRED TO MAKE THE TRANSFER.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Resolution #2025-128: Create an Ad Hoc Committee for a Homeless Shelter

Dan Cummings, City Manager, presented.

At the November 12, 2025, Council meeting, following a presentation by the Oasis House on the need for a homeless shelter, a motion was made to create an Ad Hoc Subcommittee to investigate the need and possible location of a shelter. This action would adopt the proposed resolution to create a Homeless Shelter Ad Hoc Committee to explore the impact and needs of a Homeless Shelter within the community. Staff prepared a resolution creating the Ad Hoc Committee for the Council to consider, which addressed the request that the committee would consist of two City Councilors, two from Oasis House, one unhoused individual picked by Oasis, and two Citizens at Large. That would be if they chose to have it a 7-member committee. Oasis House would like to get something going as soon as possible. However, the Council also had the option of not creating an Ad Hoc Committee.

Chrissy LaChepelle asked who was on the committee. She didn't understand. She thought that two City Councilors would be on the committee, and then Oasis House was forming the actual committee. She, along with the Oasis House board of Directors thought that was going to be how it was put together.

Councilor Hart stated this issue had been raised with other committees. If this became an ad hoc committee of the City Council, it got more complicated. He supported that if that was what they wanted, but they fell under the public meetings laws versus two members of the Council on the committee to meet more as a community group. There would be more flexibility.

Ms. LaChepelle stated she believed that was what Oasis House wanted to do. To have two members from the Council just sit as committee members. They didn't want another add on committee. They just needed brains from City Council, brains from Oasis, and brains from the community working together to fix this problem.

Councilor Hart stated it might be easier to do it that way, instead of a city committee. It became more complicated and rules had to be followed.

Councilor Bakefelt asked if they had a mission statement for what the committee was actually going to do?

Mr. Cummings stated he had added it in, but it appeared there had been some miscommunication.

Ms. LaChepelle stated they didn't want a city committee, just two Councilors to sit on that committee. They didn't want to have to deal with a bunch of red tape. They wanted to help the people that needed it. When someone approached them because they couldn't get into Lifeways or Altruistic, she had a person that could say they'd meet with them pro bono. That's what mattered.

Mr. Cummings stated the Council should, to make that committee successful, since they wanted the support of the Council by having two Councilors have seats, then just make a motion or take volunteers who committed to attending the meetings.

Ms. LaChepelle stated it was important the city and Oasis House worked together. This was a city problem, or a city/county problem. It was here and they needed to fix it.

Councilor Kirby stated he didn't mind doing that, but if they were to have a city ad hoc committee, there were things the city offered in the way of zoning instructions or limitations, availability, just knowledge of property that might be available, but maybe that information could be available to the Councilors on the committee.

Mr. Cummings agreed. The committee could always contact the city departments.



Councilor Kirby suggested inviting city staff to meetings, as well.

Mr. Cummings agreed. If the committee was questioning certain properties, they could invite him, or the City Planner, to meetings.

Ms. LaChepelle stated they had already looked into the Mallard's property, and Tatiana [Burgess] talked with Kylee and found out about all the liens against it, so they stopped that one.

Mr. Cummings stated a private committee was probably the best way to go.

Mayor Folden stated she'd like to volunteer to be on the committee.

Ms. LaChepelle stated she thought Councilor Kirby had also expressed interest. Was that still the case?

Councilor Contreras stated her interest in being on the committee.

Ms. LaChepelle stated they needed one more, so that was perfect.

Mr. Cummings just reminded them not to go over three Councilors.

Ms. LaChepelle said that was great – three it was!

Councilor Kirby asked Ms. LaChepelle how many they had fed over Thanksgiving.

Ms. LaChepelle stated they fed 250 people. It was great, because there were three other churches that stepped up with Thanksgiving meals, and they had just as many people. She had been able to sit at every table and talk with people. They even sang to one gentleman whose birthday was the day after. Her husband did all the work while she got to mingle with everyone. He had heard a million times how people couldn't believe they were doing that. It was great to see Mormons and Christians and Catholics and homeless and rich and in-between all in the same room, talking to each other. That was her goal.

Mr. Cummings stated as there was no action on this, they could move on to the next action.

Helipad AIP25 – Independent Fee Estimate (IFE) – Century West Engineers

Dan Cummings, City Manager, presented.

FAA AIP Handbook Order 5100.20C outlined Programming Control and Reporting Procedures Grant-In-Aid Program procedures. The next process was to have an Independent Airport Engineer estimate the project formulation, design, bidding, and construction services. The IFE Contract was within the budget to date with the funding from FAA at 95% and ODAV at 4%. Local City Council matching funds were 1% of the complete project.

Century West Engineering from Bend, Oregon, was approached to provide the fee estimate contract and could turnaround Century West's fee estimate within two weeks of receiving the signed contract. Century West Engineering was a reputable airport engineering company that gave a competitive, fair, reasonable estimate that satisfied FAA requirements.

The Ontario Airport Committee was requesting the approval of the City Council to sign the Century West Independent Fee Estimate contract. The FAA would reimburse the City of Ontario for the cost of the IFE. The FAA and ODAV agreements are subject to the AIP Project Development Schedule.

MILLS moved, KIRBY seconded, **THAT THE CITY COUNCIL APPROVE THE CITY MANAGER TO SIGN THE CENTURY WEST ENGINEERS INDEPENDENT FEE ESTIMATE (IFE) CONTRACT FOR \$4,500.00 ONCE THE GRANT HAS BEEN AWARDED TO THE CITY.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Task Order (TO) Award: Anderson Perry – Finalize North Park Design

Marshall Pierce, City Engineer (Jacobs) presented.

The city desired to finish the North Park Roadway Extension Project. This project was completed through the 95% design package in 2023, but not finalized. Finishing this project would extend the North Park street section to the north by approximately 1,100 feet. Additional improvements included underground sewer and water lines for new development in the future. This TO award was for Anderson Perry to finish what they started. The city was in a position to sign Anderson Perry and get this project wrapped up. The city would utilize remaining funds from the East Lane Project to completely fund this final design project.

MILLS moved, CONTRERAS seconded, **THE CITY COUNCIL APPROVE THE ANDERSON PERRY TASK ORDER TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE COMPLETION OF THE NORTH PARK ROADWAY EXTENSION PROJECT, IN THE AMOUNT OF \$15,000, AND AUTHORIZE THE CITY MANAGER TO SIGN ALL DOCUMENTS.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Task Order (TO) Amendment: Consor – Services During Construction (DSC) for Floc Mechanism Replacement Project at the Old Water Treatment Plant (WTP)

Marshall Pierce, City Engineer (Jacobs) presented.

The city signed with Consor (engineering firm on the city's roster) to perform the design of the old Water Treatment Plan Floc Mechanism Replacement Project. This was completed in the Fall of 2024. Having bid and awarded the project for construction earlier this year, staff was ready to sign Consor to support the construction phase of this project. The city was in a position to sign a Task Order Amendment with Consor to provide Construction Services for the old Water Treatment Plant Floc Mechanism Replacement Project.

The project would be funded by the Utility Capitalization Fee (UCF). The design phase had a budget under-run of approximately \$35,000, which was utilized for services during bidding and early construction phase. This TO Amendment was to fund the full amount needed. Funds were needed within the next few weeks to allow Consor to continue to support this project. Not awarding this phase would put the project's successful completion in jeopardy.

MILLS moved, HART seconded, **THE CITY COUNCIL APPROVE THE CONSOR TASK ORDER AMENDMENT TO PROVIDE SDC FOR THE OLD WATER TREATMENT PLANT FLOC MECHANISM REPLACEMENT PROJECT, IN THE AMOUNT OF \$59,020, PLUS A 10% DESIGN CONTINGENCY, AND AUTHORIZE THE CITY MANAGER TO SIGN ALL DOCUMENTS.** Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

Ordinance #2842-2025: Renewal of Cascade Natural Gas Company Franchise Agreement

Dan Cummings, City Manager, presented.

Cascade Natural Gas Corporation, a Washington corporation, currently operated a natural gas utility within the City of Ontario, an Oregon municipal corporation, pursuant to the terms of a franchise agreement contained in Ordinance No. 2706-2015, dated September 8, 2015. The term of the original Agreement expired on September 7, 2025.

If approved, the ordinance granted Cascade Natural Gas the right, privilege, and franchise to place, erect, lay, maintain, and operate in, upon, over, and under the public streets, alleys, avenues, thoroughfares, highways, places, and grounds within the franchise area, lines, pipes, boxes, stations, laterals, conduits, valves, pumps, and other facilities for a natural gas distribution system, subject to the terms and conditions contained in this ordinance. Once approved, Cascade Gas would continue to pay to the city a franchise fee based on the new Agreement. This action needed to be approved as soon as possible as the existing Agreement had expired.

Councilor Kirby asked if the different franchise agreements had different rates.

Mr. Cummings stated they used to have varied rates, but when any are renewed they are now going to the same percentage rate. This particular agreement authorized them to use the city's rights of way. The fee was to replace and repair areas they used.



HART moved, CONTRERAS seconded, THE CITY COUNCIL APPROVE ORDINANCE #2842-2025: AN ORDINANCE OF CITY OF ONTARIO GRANTING CASCADE NATURAL GAS CORPORATION, A WASHINGTON CORPORATION, THE RIGHT AND PRIVILEGE TO PLACE, ERECT, LAY, MAINTAIN, AND OPERATE IN, UPON, OVER, AND UNDER THE PUBLIC STREETS, ALLEYS, AVENUES, THOROUGHFARES, HIGHWAYS, PLACES, AND GROUNDS WITHIN CITY OF ONTARIO, MAINS, LINES, PIPES, BOXES, STATIONS, LATERALS, CONDUITS, VALVES, PUMPS, AND OTHER FACILITIES FOR THE NATURAL GAS DISTRIBUTION SYSTEM ON FIRST READING BY TITLE ONLY. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

HART moved, KIRBY seconded, THE CITY COUNCIL TO APPROVE ORDINANCE #2842-2025, AN ORDINANCE OF CITY OF ONTARIO GRANTING CASCADE NATURAL GAS CORPORATION, A WASHINGTON CORPORATION, THE RIGHT AND PRIVILEGE TO PLACE, ERECT, LAY, MAINTAIN, AND OPERATE IN, UPON, OVER, AND UNDER THE PUBLIC STREETS, ALLEYS, AVENUES, THOROUGHFARES, HIGHWAYS, PLACES, AND GROUNDS WITHIN CITY OF ONTARIO, MAINS, LINES, PIPES, BOXES, STATIONS, LATERALS, CONDUITS, VALVES, PUMPS, AND OTHER FACILITIES FOR THE NATURAL GAS DISTRIBUTION SYSTEM ON SECOND READING BY TITLE ONLY. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0.

DEPARTMENT HEAD UPDATES

Finance: Monthly Report

Kari Ott, Finance Director, presented.

Community Development: Quarterly Report

Tatiana Burgess, Planning Director, presented.

Public Works: Quarterly Report

Casey Mordhorst, Public Works Director, presented.

Councilor Kirby suggested looking into high strength vinegar for weed control.

DISCUSSION ITEM(S)

December 23, 2025, Council Meeting: Hold or Cancel [Due to Christmas Holiday]

Council consensus to cancel the December 23, 2025, Council meeting due to the Christmas holiday.

EV Charging Stations

Dan Cummings, City Manager, stated: *In your packet, I've provided some information about it. I was contacted by a company that actually told me that they were doing a study on installing EV chargers in front of the Depot, and I contacted them and I said no, you're not going to do that. We have minimal parking stalls there, and they're for the Depot, so I said it's just not a good space. I said the city only owns the building. We lease the property, so under that agreement anything we put there has to have Union Pacific Railroad approval, and that's a long, drawn out process. So then they asked about the parking lots across the street, and I said yes, the city owns those, and I told them that before we went very far with the planning process of them pending money doing their study, seeing if there's power needs there, or how much that would cost, I told them I'd bring it front of the Council to get a consensus of whether this is a good idea, a good use of some of those parking. I'm proposing that we would put them, they want to put three charging stations, and in the Exhibit in there, there's a couple locations shown. These are not set in gold. It would be based on truly where the power needs are. At first, I wasn't sure I liked the idea, but then from past personal experience, and I'll just use my sister. This last year for the 4th of July, our family reunion, she bought a brand new EV, coming from Southern California up to about around the Reno area, and it's normally about a six hour drive. It took her 25 hours. And the reason being is all the charging stations, most of them are broke down, the others were in an out of the way area, she said she was totally afraid. She had to keep the doors locked, there was no place to even get a cup of coffee or anything. So I'm using these things, and I'm going wow, that's not a very good idea. And she was stressed out because it's a brand new car. She'd just bought it days before, so she didn't even know how to charge it properly. She didn't know she had all these extra pigtails. But, long story short, that got me thinking, and most of these*

are being put in in good commercial areas, just for that reason. High visibility, and they help provide, most these cars have to charge at least an hour, some of them an hour and half, or whatever, and so they like them close to businesses where they can go in and have lunch or dinner or a cup of coffee, so, after thinking about it, it might be a good idea for the Council to use a couple three of the spots against Depot Lane. I don't think we want to put them up close to the buildings. Most of you that have been around quite a while that when there's stuff going on, doing business, most that parking lot against Depot Lane is vacant anyway. Anyway, I asked them to send me this information so I could get it to you because I didn't want to go through, have them spend all the money on the study and see if it's even feasible and write up a contract. I had them send me a sample contract, so I could review it and see what the rules are. But basically, if you think about letting them put it there, then there would be no cost to the city at all. They, under their grant that they got from the government to put all these in, they have a minimum of a six-year operation and maintenance contract in there. Under that grant requirement if you showed up to charge at that station and the card reader wouldn't work, couldn't do it, they have to let you charge for free. I guess there's a safety system in there. But under the grant they can't just say well I couldn't get the card to operate, the reader was down, then they'd have to go find another one. Under this agreement, they have to allow them to charge for free. So, anyway, again, I just wanted to see if the Council thinks that's a good use of our property back there, to allow these charging stations that, in my mind, could help our downtown businesses, maybe.

Mayor Folden stated the thought it would bring people into town, to downtown, and they might stop and eat, or do some shopping, while charging.

Mr. Cummings stated the only one he was aware of in Ontario was at the Ontario Marketplace.

Councilor Hart asked if they leased the space from the city?

Mr. Cummings stated no. They were providing a benefit to the community. In a quick review of the proposed agreement, the company would have to maintain everything over the first six years. Then the city would have the option of taking ownership. He didn't think they'd want that, but that was his opinion. Maybe let them stay there and take care of them. If they didn't want them anymore, remove them and restore the area back to what it was prior to the installation of the stations. He didn't think the city needed to get into the EV business.

Councilor Kirby stated the Idaho legislation was contemplating doing the same thing. He believed their mandate was that they have charging stations every 50 miles. Because of Ontario's proximity to Idaho, they might let them know that, if this action moved forward, there were charging stations available here.

Mr. Cummings stated that as this was from grants, not private businesses, everyone who had the EV would have an app that showed where all the charging stations were located.

Given no more discussion, Mr. Cummings stated he would move forward with the action.

Malheur County IGA

Dan Cummings, City Manager, stated: *I was contacted by the county attorney, Stephanie Williams, to ask if the city would be interested in going into an IGA to, she didn't come right out and say it because I stole their Planner, but she was hinting close at it, but they're without a Planner right now so therefore they don't have a Floodplain Administrator that really has any background right now. Their Building Official, City Attorney, and the Judge is trying to cover things and none of them really have the true background. Now, Adele, with the Building Department, because she has to deal with floodplain stuff in the Building Code, she's familiar with them, but again, she's loaded just trying to just do her part of it. Anyway, they asked, I told Stephanie, send me a sample IGA, then Tatiana and I edited it somewhat to fit what we say needs because if we do this we don't want to do it long-term. We'll do it until they get a Planner. At first, Stephanie said well if we don't get a Planner that has it, we'll want to continue it, and I said, no, we're saying that when you get a Planner, this goes away because, again, we want to stress that you need to find a Planner to cover that. We can't cover the whole county, and we don't want to. We're busy enough without it. But, being a good neighbor thing again, staff's not against doing this. You'll see in there, the rate charge, again, that's open for discussion. All I put in there, I found, I got what Tatiana's fully-burdened cost is and rounded it up to the nearest dollar, but that's, again, that's up to the Council if they so, do they want to do it for our cost only, or whatever. That's totally up to you. I wanted to bring it to you to see if you want to do it. If you choose not to even want to do it, that's fine too. I'll tell them that.*

Mayor Folden asked if the \$75 per hour listed was....



Mr. Cummings stated it was the fully-burdened. He just rounded it up.

Councilor Hart strongly suggested they do a cost plus 10%. That covered the city having to do billing with them and whatever, and that was reasonable. That way, if there was a salary adjustment or something for city staff, the contract would not have to be redone.

Mr. Cummings stated that was in there.

Councilor Hart reiterated his suggestion for cost plus, and 10% was very reasonable. In addition, was this additional time on top of the 40-60-90 hours she was already working for the city every week? How was that balanced? Or was this ultimately going to save the city money? Like the city was going to allocate .10 for FTE, then to them, did that overburden her, or whoever was doing it. How was that approached?

Mr. Cummings stated he asked Tatiana about how many permits per year there were, and she indicated there was about 20, or approximately one to two per month. The city itself jumped around, maybe doing four or five a year. It would be extra work for Tatiana, yes, but it would be during normal business hours. She would not be asked to go above and beyond, but to just fit it in during the regular workday. It would also be written that at any time it didn't work out, the county would be given notice that it was done. He put the billable hours in the IGA, and then cost plus 10% for any other things. It did have the clause that the city would not have to redo the IGA if Tatian's wages increased, so did the IGA fee. That was all in there. The county had an IGA with Jordan Valley and Adrian, and Stephanie asked him if the city wanted to take those over, and he told her no., to just keep the IGA, and the city's IGA would be with the county. It was also in the IGA that eh city was only responsible for the permits that the city reviewed and issued. The city would not be responsible for any other floodplain violations in the county. The city didn't have the staff for that type of activity. The advantage for the city with this IGA was making sure that any building permits within the UGB were following the rules. This gave the city more hammer to ensure the floodplain permits required by FEMA and DEQ were being done in the UGB. If the Council didn't think this was a good idea, he'd tell the county no.

Councilor Hart verified it was just cost on the salary, fully loaded, and then any other cost was?

Mr. Cummings stated cost plus 10%.

Councilor Hart stated it was not 10% on her salary.

Mr. Cummings stated no, but they could. He wanted the Council to tell him what they wanted.

Councilor Hart stated the city had to do all the billing associated with it, and if that was covered, that was appropriate, but it would be his recommendation that the contract would be for her time and expenses, and then the city would bill the county, the county would pay the invoice, plus 10% on top of that. It gave the county more incentive to get the position filled.

Mr. Cummings stated agreed they needed an incentive.

Mayor Folden stated it looked like that was in the IGA already.

Mr. Cummings stated the cost plus 10% was for all the other incidentals. It was his understanding that Councilor Hart wanted to include that 10% on the hourly fee being charged.

Councilor Braden stated he had asked Mr. Cummings some questions about this today, and he had two to voice. Did the city have proper indemnity under this IGA? For Tatiana doing the work as a city employee, was that potentially binding under an error that was made on the floodplain work in the county, because the city was under contract to do that work?

Mr. Cummings stated that would part of the cost plus if the city chose to move forward. His next step would be for him to contact the city's insurance carrier to ensure there was coverage for the city employees working outside of the city limits. It was covered in the contract, but was part of the steps he'd have to take. The city's insurance carrier could say no, no coverage, or maybe a rider costing "x" amount. That would be an additional cost, plus 10% the county would have to pay. The liability was limited to the projects the city worked on.

Councilor Braden stated he felt possessive of the city's Planner after obtaining from the county. The county contacting him to try and get her services and expertise that the city invested in and maintained, and the city was very thankful for, he wanted to ensure this stayed short term in duration. They wanted to be a good neighbor and help them out. They've reached out to Dan, and he wanted to be a good neighbor. But he was thinking, not knowing if he'd be a jack* saying cost plus 100%, but he wanted to make sure the city had a way to sink teeth into this and make it stay short term in duration. Councilor Hart proposed cost plus 10%, and he'd present cost plus 100%, and they could carry that for three months, six months, if needed, but finding a Planner is on them.

Mr. Cummings verified that he was saying on the wages, instead of the \$75, it'd be \$150. And any incidental costs would also be cost plus 100%.

Councilor Braden stated yes, that was his proposal. Yes, that might be steep and not good neighborly, but he shared his reasons for making that case.

Mr. Cummings stated he just needed Council approval. He suggested putting the \$150 rate in the agreement, and increase whatever percentage her increase was. And the other items cost plus 100%.

Councilor Hart stated Mr. Cummings did have the ability at any time to say this was too much, or more than originally thought, and he could pull it back. The Council needed to trust staff to say they could take on this extra work and be helpful, but if it continued on and on, then they'd need to pull the plug. He'd lean more toward his proposal because that other would not look very neighborly. They needed to make it very clear this was not a long-term solution.

Councilor Braden stated he had voiced dissent, and made his point, but cost plus 10% was feasible for him.

Mr. Cummings stated Stephanie had already taken it to the County, the City of Adrian, and the City of Jordan Valley.

Mr. Cummings stated there were three clauses in the IGA. First, the IGA could be annulled by an agreement through both parties without any notice. Second, if the city wanted out, we'd be required to give a 90-day notice. And, third, when the county hired a County Planner, the IGA would be over. But, this could take time as good Planner's were hard to find.

HAND-OUTS

Minutes

Airport 10-06-2025, 11-03-2025; County Court: 10-29-2025, 11-05-2025, 11-12-2025

Check Register(s)

October 2025 and November 2025

CORRESPONDENCE, COMMENTS, AND EX-OFFICIO REPORTS.

Councilor Kirby stated he had received a news article from a constituent, and it was a release from the Oregon Department of Transportation. It read, in part: *Vital bus service returns on I-84. Federal funds awarded by ODOT help restore bus service between Portland Union Station and the Boise Airport, December 9, 2025.* It had contact information with Jenny Cherrytree in Portland. *Portland, Oregon. The Oregon Department of Transportation awarded Northwestern Stagelines with a federal grant to restore vital intercity bus service for rural cities between Portland, Oregon, and Boise, Idaho on Interstate 84. Since January, many rural Oregonians have had no long distance bus service to travel to doctor appointments, to work, or to visit family and friends outside their local town. This grant helps fulfill a gap, giving Eastern Oregonians access to travel options, said Susann Carlson, ODOT Public Transportation Division Administrator. Residents rely on transit to reach vital services from health care and employment, to education and family support. This new bus route restores access, connecting travels to Amtrak, airports, and regional and national bus lines, opening the door to (someone coughed)...across the United States. The \$600,000 ODOT grant funds, a portion of the route between The Dalles and the Boise Airport for one year. This service is funded through the Federal Transit Administration Intercity Bus Program Grant.* The rest of the article was just fill, but it was here, and it showed up on Facebook and had been forwarded to him. At some point, the Council should receive it.



Councilor Folden invited everyone to attend and support her and the Oregon Food Bank during the Karaoke for a Cause event, Saturday, December 13, 2025, at 6:00pm, at the Frosty Badger, 505 NW 1st Street. She didn't sing, but agreed to do it to help raise money.

Mr. Cummings stated he received an email from the Basque Club, who invited the Council to the Depot so they could show all the remodeling they'd done. And they would be providing hors d'oeuvres. They suggested January 20th, at 6:00pm or 7:00pm. If they'd all look at their calendars to see if they were available, please get back to him. They opted for a date between Council meetings; however, they weren't locked into that date.

Mr. Cummings provided an update on a few things from the departments:

- Matsy's Restaurant would be closing on December 20th, but would continue doing the catering service. The Council approved a liquor license to be transferred over to that building, so someone else would be operating the restaurant portion.
- Edge Performance was expanding their facility on North Oregon.
- Veteran's Village on Alameda had all their structural permits issued.
- The Alameda Schoolyard Project – they were upgrading their playground equipment;
- For Police, the city had received the final report from the company who addressed red light issues, and those documents were being reviewed. Chief Cooper was working on a presentation for that.
- The city submitted the RFP for the body cameras, opening December 8th and closing December 22nd.
- There was a lateral police officer candidate who passed the background and psych test, and would have medical/hearing/drug testing this next week. Maybe a start date of January 2, 2026. Another police officer candidate was in background, about 50% complete. There was an oral board and two police officer candidates were selected and submitted for background.
- The Code Enforcement candidate was also in background. The permitting process, Accela, also used in planning, which was free, had a module for Code Enforcement, so staff was in training on that.
- For fire, the dorm privacy project, fire bay remodel into the new police sergeant area, and the locker project had been reviewed by the Building Official, and Pat Woodcock with Northwest Engineering was designing the plans. 95% of the plans were submitted for review. That was all budgeted.
- For Public Works, the NPDES permit was under negotiation, hoping for resolution.
- The water tank booster station RFQ had been reviewed, and a selection made for the design engineer.
- The Airport had two projects being closed out: the jet apron expansion, and the east fence and gate project was close. However, the gate had been malfunctioning, so that wasn't ready to close completely.
- Also, the helipad project, which had been discussed earlier that evening.
- The city attorney was still working on the Code Enforcement issue.

Councilor Mills commented on how nice Moore Park looked with the new sod.

ADJOURN

MILLS moved, HART seconded, **THE MEETING BE ADJOURNED**. Roll call vote: Mills-yes; Braden-yes; Hart-yes; Contreras-yes; Kirby-yes; Bakefelt-yes; Folden-yes. Motion carried 7/0/0. Meeting concluded at 8:31 p.m.

ACCEPTED:

Deborah K. Folden, Mayor

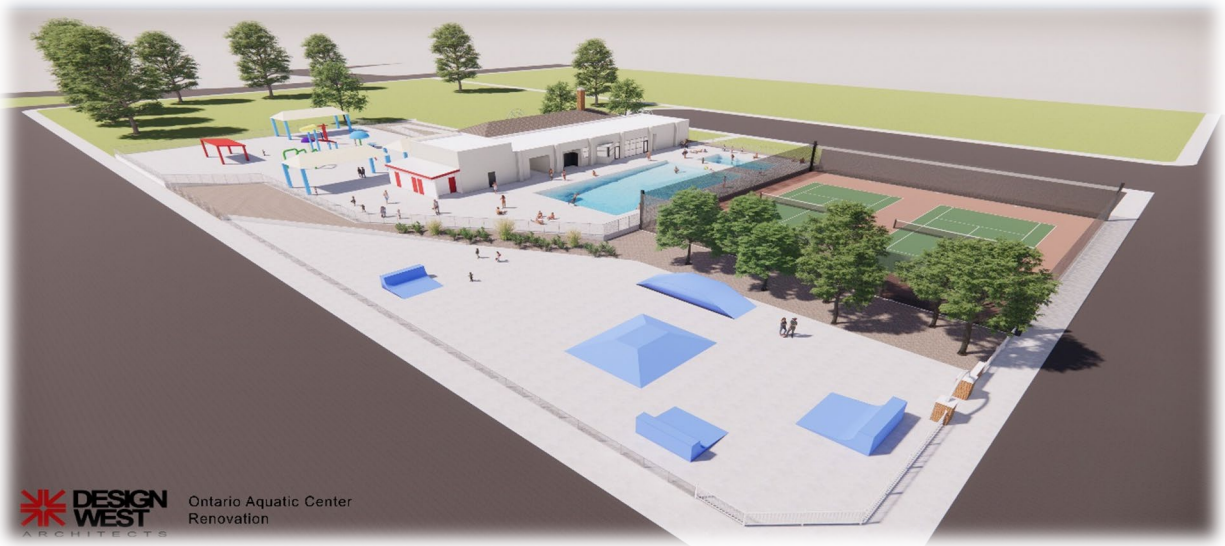
ATTEST:

Tori Barnett, MMC, City Recorder



FUNDRAISING OUTLINE PAST & PRESENT

<u>2024</u>			<u>2026</u>		
\$ 3,500,000.00			\$ 5,500,000.00		
<i>Target Amount</i>	<i>Funding Prospects</i>	<i>Goal Met</i>	<i>Target Amount</i>	<i>Funding Prospects</i>	<i>Goal Met</i>
\$775,000	ORD	X	\$1,000,000	BIZ OR	X
\$750,000	ORD	X	\$1,000,000	OPRD	X
\$500,000	ORD	X	\$1,000,000	EOBEDB	X
\$400,000	ORD	X	\$775,000	ORD	X
\$400,000	ORD	X	\$750,000	ORD	X
\$320,000	City of Ontario	X	\$500,000	ORD	X
	Local Donors	X	\$400,000	ORD	X
\$320,000	Local Donors	X	\$400,000	ORD	X
	TOT Tax	X	\$320,000	City of Ontario	X
\$125,000	EOBEDB Grant	X		Local Donors	X
\$3,590,000 Goal Met March 2024			\$320,000	Local Donors	X
<i>GMP Returned at \$4,000,000.00 exceeding project budget by \$500,000.00</i>				TOT Tax	X



Ontario Aquatic Center Business Plan

Business Name: Ontario Aquatic Center

Location: Ontario, Oregon

Business Type: Public Special District Local Government – Tax Exempt.

Mission: To provide families in our rural community with a safe, affordable, and fun outdoor space for swimming, play, and healthy recreation.

Vision: To become a beloved community hub where families gather, kids learn to swim, and everyone has access to affordable summertime fun.

Executive Summary

Ontario Recreation District has created a unique early intervention strategy for youth and at-risk youth, through the developments of our partnerships and community operations. This facility can and will make the most significant difference in the lives of our community, and most importantly the future lives of the next generation of our community. The Ontario Aquatic Center will serve as the central feature of the Ontario Community Recreation Center in the heart of Ontario, Oregon. This facility will include a 25meter six lane swimming pool, kids pool, and splash park as aquatic features.

Objectives

1. Build and launch the community recreation facility by May 20th 2027
2. Establish this facility as both a community center and competitive swim meet space
3. Host weekly community nights, swimming lessons, and seasonal events.
4. Become financially self-sustaining by Year 3 through memberships and local partnerships.

Facility Overview

- 25 Meter competitive/lap main pool (with shallow-to-deep progression)
- Splash pad with water features for toddlers
- Baby and young child pool area with zero grade entry to three-foot deep progression
- Lounge chairs and shaded picnic spots
- Restroom and family-friendly changing facilities
- Snack shack (with local produce/ snack options)
- Eco-friendly features: solar panels, Rainwater collection, energy efficient mechanical room operations.



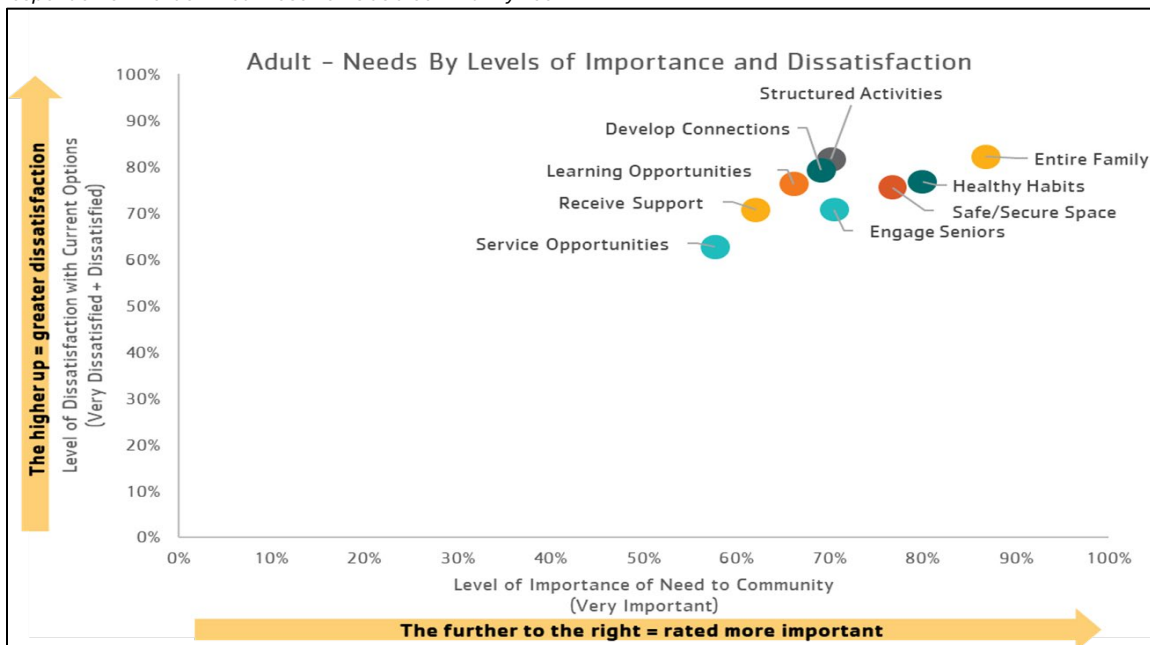


Community Context & Market Need

In rural communities like Eastern Oregon, families often lack access to public recreational spaces, especially aquatic facilities. The nearest pool may be 20+ miles away, creating barriers for low-income or single-vehicle households. This has been demonstrated through a community needs assessment survey facilitated and conducted by the YMCA of the treasure valley and the Mountain States Alliance of YMCAs in 2020. The survey included over 1100 responses that provided a confidence interval of 2.9% with a confidence level of 95%.

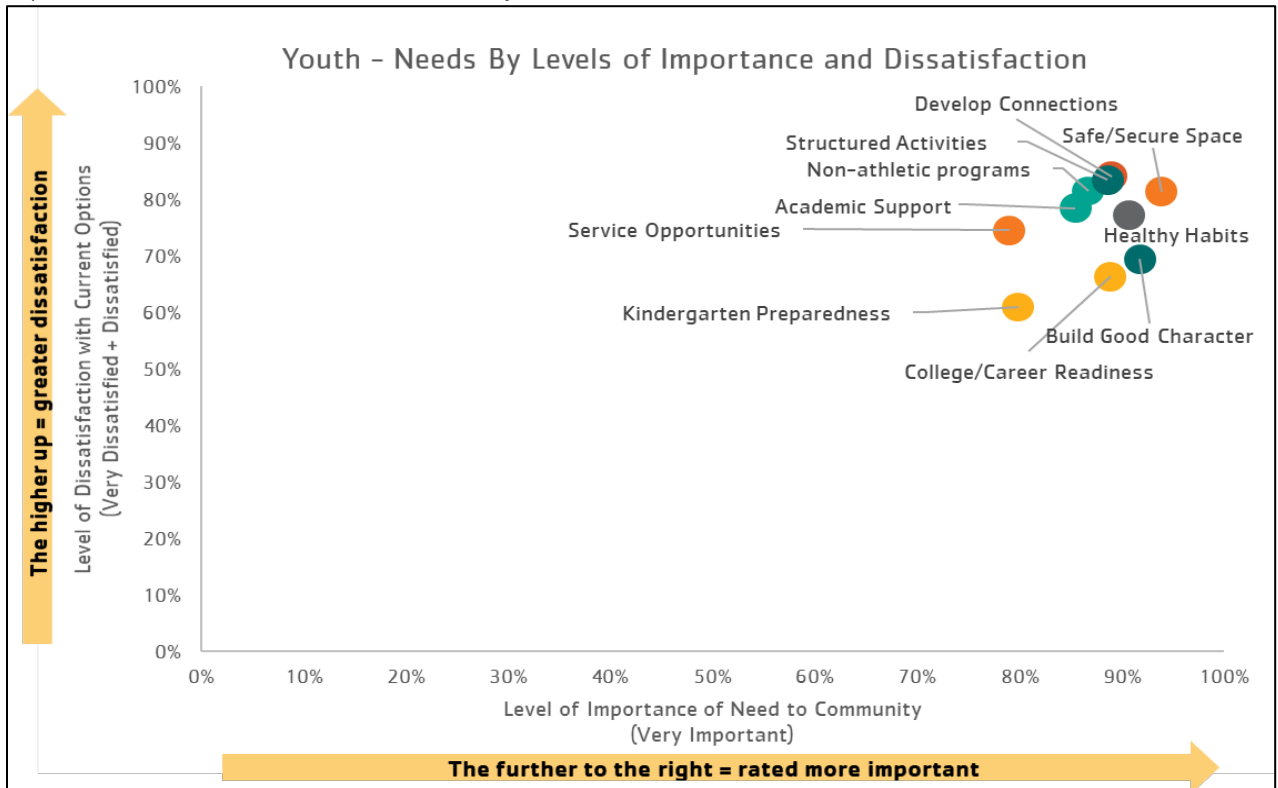
Results for Questions Relating to Adults	% Identifying Topic as a Community Need
Availability of services aimed at engaging the entire family unit	78%
Adults are supported in practicing positive habits that include physical activity and healthy eating	68%
Presence of safe and secure community spaces for adults	65%
Adults have convenient access to structured activities in a community facility	63%
Availability of services that engage senior populations	62%
Presence of community spaces where adults can develop connections with others	62%
Availability of learning opportunities for adults	57%
Adults receiving support from groups within the community	52%
Availability of service or volunteer opportunities for adults	46%

On the left, you can see all the different needs-related items that were listed on the survey. In the right column is the percent of survey respondents who identified those items as a community need



Results for Questions Relating to Youth/Teens	% Identifying Topic as a Community Need
Safe and secure community spaces for our youth	81%
Presence of community spaces where youth can develop connections with others	80%
Youth have convenient access to structured activities in a community facility	78%
Availability of non-athletic programs that draw out youth skills, creativity, and confidence	77%
Youth are supported in practicing positive habits that include physical activity and healthy eating	75%
Availability of academic support structures for youth outside of school (tutoring, mentoring, etc.)	75%
Youth have opportunities to build good character	69%
Youth exit high school with college or career readiness skills	67%
Availability of service or volunteer opportunities for youth	66%
Children enter into kindergarten prepared for success	59%

On the left, you can see all the different needs-related items that were listed on the survey. In the right column is the percent of survey respondents who identified those items as a community need.





Target Market

The target market for a community outdoor public swimming pool includes a diverse cross-section of the local population. The key segments can be grouped by demographic, psychographic, and behavioral factors, as well as institutional and organizational users.

1. Families with Children

- Age: Parents aged 25–45; children aged 2–12
- Needs/Preferences: Safe, affordable recreational activities; swimming lessons; social environment for children; shaded areas and seating for parents
- Usage Patterns: Weekends, holidays, and summer afternoons
- Marketing Channels: Local schools, parenting groups, community newsletters, Facebook parenting groups, district online accounts/registration platform.

2. Teens and Young Adults

- Age: 13–24
- Needs/Preferences: Social interaction, fun and active leisure, a hangout spot in summer, access to slides or water features and after-hours events.
- Usage Patterns: After summer work, weekends, and peak summer months
- Marketing Channels: Social media (Instagram, TikTok, Snapchat), school newsletters, local youth clubs, Youth-In-Action center through ORD. *Additional employment opportunities through our district will also be marketed.*

3. Fitness and Recreational Swimmers

- Age: 25–65+
- Needs/Preferences: Lap swimming, water aerobics, health and wellness programs, quiet or dedicated swim times
- Usage Patterns: Early mornings, weekday evenings, off-peak hours
- Marketing Channels: Local gyms, fitness groups, wellness newsletters, health clinics, and social media.

4. Senior Citizens

- Age: 65+
- Needs/Preferences: Low-impact exercise like water aerobics or therapy swims, social interaction, accessibility (ramps, handrails, etc.)
- Usage Patterns: Mornings and mid-day during weekdays
- Marketing Channels: Senior centers, local newspapers, community boards, word of mouth

5. Schools and Youth Organizations

- Target: Local public and private schools, summer camps, after-school programs, Scouts, etc.
- Needs/Preferences: Group swim lessons, recreational outings, event rentals
- Usage Patterns: Weekday mornings or reserved times; seasonal or recurring group visits



- Marketing Channels: Direct outreach to schools and camps, municipal partnerships exist to continue to pursue grant funding to offset program costs and allow free swimming lesson opportunities for youth.

6. Tourists and Visitors

- Age: All ages
- Needs/Preferences: Affordable family-friendly activities, cool-off spot, amenities (lockers, showers, snack bar)
- Usage Patterns: Peak season, daytime
- Marketing Channels: Visitor centers, local hotels, travel blogs, Google Maps, summer recreation program events that include baseball/softball tournaments and after event specials to tourists.

7. Low-Income Residents

- Age: All ages
- Needs/Preferences: Affordable or free recreational options, community inclusion, subsidized swim programs
- Usage Patterns: Variable
- Marketing Channels: Community centers, public housing programs, local outreach initiatives. All rec program sports scholarship recipients information provided and incurred.

8. Event Organizers and Community Groups

- Target: Organizations planning birthday parties, charity events, or recreational gatherings
- Needs/Preferences: Space rentals, group discounts, access to amenities and event facilities
- Usage Patterns: Weekends, special booking times
- Marketing Channels: Direct inquiries, local directories, community event platforms
-

Summary of Core Needs Across Segments:

1. Affordability

- ORD will offer in-district discounted rates to taxpayers within the Ontario boundary. Costs will also be offset through the sports scholarship fund that exists to support such programs. Additionally local partnerships with school districts and non-profit entities will allow grant and state funding opportunities to provide free or reduced program costs to residents.

2. Safety and cleanliness

- Following the COVID-19 pandemic, ORD recognized the importance of early design and planning strategies to ensure our facilities are limited by the impacts of disease or unsafe facilities. As a new facility the safety guidelines and operations will be circumvented through a risk management evaluation by the Special Districts Association of Oregon. Using UV-C filters and double filtered options within our water treatment process will ensure cleanliness of



facilities. This includes a quick response to changes and adjustments through live monitoring of facility operations through the use of wireless accounts and chemical management systems.

3. Accessibility and inclusivity
 - ORD utilizes existing adaptive equipment to ensure accessibility and inclusivity are considered for our local communities. No one should be denied access to our facility simply due to accessibility limitations. We have and will continue to make the purchasing and use of adaptive equipment a priority for our facilities and programs.
4. Variety of programming (recreational, fitness, educational)
 - ORD has mastered recreational programming as demonstrated by our administration of over 20+ programs annually with program enrollments exceeding 1000 participants in some programs. Aquatic facility programming will primarily be based on revenue needs through top program offerings such as open swim, lap swim, and aerobics. Specialty programming such as on water movie nights, night parties, etc. will fit within nonoperational hours listed in normal operations.
5. Community engagement and sense of belonging
 - ORD has found our point of community engagement and belonging through our model of early intervention for youth and at-risk youth. This model includes this facility as a needed point for hiring additional employees. This model serves to identify, correct, and redirect at risk youth down a positive and impactful life course. Producing a greater next generation of our community to improve our health outcomes, poverty outcomes, and education outcomes.

Services Offered

1. Daily admission and seasonal family passes
 - Daily admissions and passes will account for 45% of our revenues and must be the primary focus of marketing and services offered in this facility. Providing amenities that are appealing and enticing to continue to attract visitors will be a primary goal. This reach will need to expand into all local communities.
2. Group and private swimming lessons
 - Swimming lessons currently have limited availability across the entire region and local counties of both Oregon and Idaho. Due to the high demand and limited facilities and lessons offered, many choose to travel to even further Idaho locations for swimming lessons. Efficiency for swimming lessons is not only essential to the 10% of annual projected revenues but also to ensuring safety is taught and continued to be taught to youth living in an area with



access to local large rivers and lakes that have claimed the lives of several youth over the last decade.

3. Lifeguard training and teen employment

- The hiring, training, and retention of lifeguards is the primary focus of our operations to ensure we can maximize our attendance to the facility but also ensure continuous years of staffing possibilities for our facility. We have already demonstrated this through our splash park facility that resulted in over 80 applications this year for 9 positions. We remain as the largest employer of youth ages 14-18 years old in our region that help us operate our facilities and recreational programs. Additionally, our pay structure and Oregon minimum wage requirements will allow us to show competitive wages relative to Idaho locations and extremely rural Oregon facilities. We believe becoming a lifeguard training facility will add to our revenues in the future.

4. Community swimming nights and movie events

- While we believe these services will provide unique opportunities for revenue and community support, these events must remain within limited hours or hours unrestricted within normal operations. Primary revenues must come from the most popular and interesting programs such as open swim, lap swim, and aerobics. These events will remain a focus but will not remove opportunities from revenues projected through regular operating hours.

5. Birthday party and picnic area rentals

- Party rentals and unique food access options will ensure the facility can remain open while rentals add to significant revenue options. The flexibility of these rentals to bring their own food, possibly cook food on small propane grills, and have their own private space will allow them to remain a high interest that also provides increased margins on admission revenues. While rentals are estimated below 10% of total revenues. We have seen rentals become more and more interested by families, school districts, and local entities looking to host private events.

6. Snack stand with affordable food options

- Concessions will be the unique opportunity and focus of our district to attempt to break even or generate a small amount of revenue out of our facility. We have taken examples from other rural Oregon facilities such as Pendleton Oregon, where over \$75,000.00 is generated seasonally through concessions sales. This is where we believe we will not only offer a unique service through the options provided, but also our partnership with a neighboring major business called Burger West, who will provide online and in person ordering options to be delivered to patrons at our facility. We believe the concession options will be significant in our attempts to generate true revenue from this facility.



Operations Plan

Season: Memorial Day to Labor Day

Hours: 6 a.m. – 8 p.m., 6 days/week (Sunday Open Swim 1 p.m. -4 p.m.)

Staffing:

- 2 Aquatics Supervisors (full season)
- 1 Assistant Manager
- 6–8 Lifeguards (part-time/rotating) & Swim Instructors
- 2 Attendants/Concessions/Entry Staff

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00am	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Lap Swim	Closed
7:00am	Water Aerobics	Water Aerobics	Water Aerobics	Water Aerobics	Water Aerobics	Water Aerobics	
8:00am	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	Swim Lessons	
9:00am							
10:00am							
11:00am							
12:00pm	Closed for Upkeep	Closed for Upkeep	Closed for Upkeep	Closed for Upkeep	Closed for Upkeep	Closed for Upkeep	
1:00pm	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	
2:00pm							
3:00pm							
4:00pm							
5:00pm	Lap Swim/Aerobics	Lap Swim/Aerobics	Lap Swim/Aerobics	Lap Swim/Aerobics	Lap Swim/Aerobics	Lap Swim/Aerobics	
6:00pm	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim	
7:00pm							
Personnel Requirements:							
	Position	Hours	Rate	Expense	Season	Taxes	Total Cost
	Supervisors	90.00	\$18.50	\$ 1,665.00	\$ 24,975.00	\$ 2,122.88	\$ 27,097.88
	Lifeguards	135.50	\$15.50	\$ 2,100.25	\$ 31,503.75	\$ 2,677.82	\$ 34,181.57
	Attendants	85.00	\$14.70	\$ 1,249.50	\$ 18,742.50	\$ 1,593.11	\$ 20,335.61
	Total Personnel Expenses:				\$ 75,221.25	\$ 6,393.81	\$ 81,615.06

Local Partnerships:

- County wide School districts for swim programs
 - Ontario School district and Four Rivers Community School 2nd/3rd Grade “Everyone Swims Program” through USA Swimming Grant.
- Community center and churches for promotion
 - Ontario Senior Center and Youth programs at local Churches for events.
- Local farms/vendors for snack shack supplies
 - Burger West of Ontario will offer onsite ordering and delivery in addition to our concession stand.
- Volunteer groups for fundraising and events
 - Utilizing existing 501(c)(3) Ontario Swim Club Inc. to operate and manage fundraising events for facility events and programs.
- Local entities and staff discounts to help recruit families to our community.
 - Boys and Girls Club of Western Treasure Valley.



Marketing Plan

This marketing plan aims to promote the community outdoor public swimming pool as an inclusive, affordable, and enjoyable destination for recreation, fitness, and social connection. The strategy focuses on increasing usage across all demographic groups, improving public awareness, and enhancing seasonal engagement.

1. Marketing Objectives

- Attain 1% of in-district population attendance daily for 110 days to reach revenue goals of \$40,000.00
- Attain 50% of 1% of in-district population through season passes and punch passes.
- Reach 50-75% of available youth ages 4-14yrs in district through swimming lessons.
- Engage at least 3 local schools/youth programs in partnerships.
- Improve visibility through online platforms and community channels.

2. Target Markets

Refer to the previous response for detailed segmentation. Prioritized groups:

- Families with children
 - Young children under 5yrs account for 6.4% of our local in-district population of 759 people.
- Teen and young adults
 - Teens and young adults under 18yrs old account for 24.4% of our local district population of 2895 people.
- Recreational/fitness swimmers
 - One additional add on will be competitive swimming teams and meets.
- Senior citizens
 - Over 65yrs old account for 19.9% of our local district population of 2361 people.
- Schools and youth organizations
 - Existing partnerships exist with local school districts in Ontario, Vale, Nyssa, Adrian and the Boys and Girls Club of the Western Treasure Valley.

3. Unique Selling Propositions (USPs)

- Affordable access to clean, safe, outdoor recreation
- Family-friendly amenities (splash pads, shallow zones, lifeguards)
- Fitness options (lap lanes, water aerobics, swim lessons)
- Community-focused programming (events, learn-to-swim, senior mornings)
- Convenient location with seasonal hours and accessible facilities

4. Promotional Strategies

A. Digital Marketing



- Social Media Campaigns
 - Platforms: Facebook, Instagram, TikTok
 - Content: Event promos, weather-related pool reminders, safety tips, user-generated content (photos/videos)
 - Paid ads: Geo-targeted ads for nearby zip codes
 - Influencer partnerships: Collaborate with local parents or fitness bloggers
- Google Business Profile
 - Ensure accurate hours, high-quality images, and current announcements
 - Encourage satisfied visitors to leave reviews
- Email Marketing
 - Monthly newsletters featuring upcoming programs, pool hours, events, and health tips
 - Segmented lists: parents, fitness users, seniors
- Website
 - Mobile-friendly, with:
 - Daily schedule
 - Online registration for swim lessons and passes
 - Live weather or capacity updates
 - FAQ and safety policies

B. Community Outreach

- School Partnerships
 - Offer group discounts or field trips
 - Provide flyers for backpacks and teacher newsletters
 - Sponsor school sports/swim teams
- Community Events
 - Open house weekends or “free swim” days
 - Themed pool parties (e.g., movie nights, glow swims)
 - Collaborate with food trucks, local bands, or vendors
- Senior Centers and Health Clinics
 - Offer “Senior Splash” mornings and therapy swim sessions
 - Distribute brochures through senior organizations and local doctors
- Local Media
 - Press releases to local newspapers and radio
 - Feature stories on seasonal opening, upgrades, or community impact

C. Print Materials

- Posters/flyers distributed to:
 - Libraries, recreation centers, schools
 - Grocery stores and cafes
- Banners at major intersections or nearby parks



- Flyers in local water bills or municipal newsletters

D. Incentives & Promotions

- Family Discounts for multi-pass purchases
 - Early Bird Pass Sales with discounts before the season starts
 - Refer-a-Friend reward programs (e.g., free guest pass)
 - Punch Cards for regular visitors (e.g., swim 9 times, 10th is free)
 - Birthday Party Packages with included swim time and shaded rental space
6. Budget Allocation (*Marketing & Advertising budgeted through Rec Programs*)
- Digital Ads & Social Media: 30%
 - Print Materials: 10%
 - Community Events & Partnerships: 25%
 - Website & Online Tools: 15%
 - Incentives & Promotions: 10%
 - Contingency/Other: 10%

6. Measurement and Evaluation

- Attendance records and season pass sales annually.
- Swim program enrollments.
- Website and social media analytics (clicks, reach, engagement)
- Customer surveys and community feedback
- Google review ratings and public comments

7. Timeline

Month	Activity
March	Finalize program schedule, print materials, update website
April	Launch early bird pass sales, contact schools and partners
May	Grand opening promotions, start social media ads
June–August	Run events, peak promotions, collect feedback
September	Thank-you campaign, season wrap-up, evaluation, and future planning



Financial Plan

Estimated Project Startup Costs

Item	Cost Estimate
Land acquisition/prep	\$7,280.00 (<u>Completed in 2021</u>)
Pool construction	\$5,053,048.00
Splash pad	\$750,000.00 (<u>Completed in 2018</u>)
Restrooms and facilities	\$255,000.00 (<u>Completed in 2018</u>)
Equipment/furniture	\$25,000.00
Permits, insurance, legal	\$15,000.00
Launch marketing	\$10,000.00
Working capital (3–6 months)	\$50,000
TOTAL	\$5,153,048.00

Funding Sources:

• Ontario Recreation District Capital Outlay:	\$3,288,830.00
• Rural Economic development grants :	\$909,000.00
• Fundraisers, Entity Donations:	\$250,000.00
• Business and Community Donations:	\$88,480.00
• Transient Lodging Tax (Repairs/Maintenance):	\$257,476.28
• <i>Oregon Parks & Recreation Department Grant:</i>	<i>\$1,000,000.00 (Approved 8/2025)</i>
• <i>Financing Option (~4.2% 20yr):</i>	<i>\$1,000,000.00 (Approved 2025)</i>
TOTAL	\$6,813,786.28

**Cost estimates and funding sources derived from Ontario Aquatic Center Renovation 12/25 official Bid Opening Day and existing ORD 2025-2026 approved budgets.*



Revenue Projections (May-September 2027)

Revenue Source Est. Annual Income

Daily Admissions \$40,000 (Daily Target:145)
 Season Passes \$30,000 (Daily Target:2-3)
 Swim Lessons \$15,000 (Daily Target:2-3)
 Concessions \$50,000 (Daily Target: \$575)
 Party Rentals \$10,000 (Daily Target:1-2)
 Sponsorships \$10,000 (Daily Target:1-2)

Revenue \$155,000.00

TLT Tax 1% \$90,000.00 (TLT 1%)

Aquatics Budget \$389,750.00 (55%)

Total Revenues \$643,750.00

Daily Rates	Price		
Gen. Admission	\$4.00		
Senior/Child	\$3.00		
Lap Swim/Aerobics	\$2.00		
Memberships	Price		
10 Visit Punch Pass	\$35.00		
Monthly In District	\$50.00		
Monthly Out of District	\$80.00	Rentals	Price
Monthly Family In District	\$100.00	Party Room 2hr Min.	\$100.00
Monthly Family Out of District	\$250.00	Sm. Shade/Pergola 2hr Min.	\$50.00
Season In District	\$120.00	Lg. shade 2hr Min.	\$75.00
Season Out of District	\$200.00	Full Splash Park Hourly	\$100.00
Season Family In District	\$200.00	Full Pool Hourly	\$200.00
Season Family Out of District	\$500.00	Full Facility Hourly	\$300.00
Lessons	Price	Sponsorships	Price
Group Lessons 8x30min.	\$60.00	Beat The Heat!	\$100.00
Private Lessons 8x30min.	\$110.00	Free Swim Days!	\$100.00

Expense Projections (May-September 2027)

Operating Costs (Est.):

Personnel: \$80,262.00
 Utilities: \$28,829.49 (Reimbursed Annually through 2022 TLT 1% Tax)
 Repairs & Maintenance: \$29,413.59 (Reimbursed Annually through 2022 TLT 1% Tax)
 Office Supplies: \$28,249.76
 Pool Chemicals: \$12,562.98 (Reimbursed Annually through 2022 TLT 1% Tax)
 Facility Supplies: \$10,441.89
 Insurance: \$5,845.83
 Equipment: \$4,782.40 (Reimbursed Annually through 2022 TLT 1% Tax)
 Training/Travel: \$3,172.98
 Licenses/Permits: \$714.44
 Debt Services: \$75,000.00
 *Capital Outlay: \$75,000.00 (Budgeted reserve funding)
 *Contingency: \$100,000.00 (Budgeted reserve funding)

Gross Expense: **\$455,275.35**

Season Revenues: **\$155,000.00**

TLT 1% Reimbursement: **\$90,000.00 (Reimbursed by City of Ontario)**

Projected Net Subsidy: \$210,275.35 (Includes \$175,000.00 Reserve Funding)

Projected Budget Impact: 33% of Aquatics Budget (\$643,750.00)



Risks & Mitigation

Risk	Strategy
<p>Unpredictable weather</p>	<p>Budget conservatively (33%); rainy day passes to avoid refunds. -Ontario averages roughly 2.46 rainy days annually between May and September. Reserving just 3% of the remaining 66% of the aquatic facility budget will be sufficient to cover losses through 3-4 rainy day closures.</p>
<p>Low turnout in early years</p>	<p>Offer deep community discounts and family bundles. -ORD currently operates a splash park with several community partnerships and discounts that will allow us to continue to market to our local communities. Attendance currently sits between 100-200 attendees per day. The addition of this facility will increase this with the understanding that we must meet daily and weekly admission projections. Unique programs and offerings will drive admissions and memberships in the following years.</p>
<p>Lifeguard staffing</p>	<p>Hire locally early; offer training and bonuses -ORD currently remains the largest employer of youth ages 14-18yrs old. We have also continued to operate an aquatic facility through 7-9 staff throughout the summer with applications of over 80+ for these positions. In addition to this and the minimum wage requirements set through Oregon, our competitive lifeguard wage of 15-20\$ hourly will more than double Idaho facility wages and be more sustainable than existing Oregon facilities. We will also remain as one of the few with a 25m six-lane swimming pool needed to test and train lifeguards.</p>
<p>Maintenance challenges</p>	<p>Budget for upkeep and sustainability (67% in contingency) -Long term sustainability has been our focus since the inception of this project. This has not only included design and future operational considerations, but also the additional passing of a 1% Transient Lodging Tax that will only be for funding maintenance and repairs. While upfront maintenance and repairs will not be required out of a new facility, we will continue to earmark this as contingency for future repairs and maintenance to the facility. Currently that tax has generated roughly 125k annually since its inception in 2023. This is in addition to the existing 100k ORD outlined within the budget for contingencies. Essentially covering the entire annual operating expenses on just maintenance and repairs alone.</p>



Conclusion

The Ontario Aquatic Center will be a cornerstone of rural life, giving children a place to learn, families a place to bond, and the whole community a reason to celebrate summer. By focusing on affordability, safety, and connection, this pool will pay dividends in community health and joy for generations.

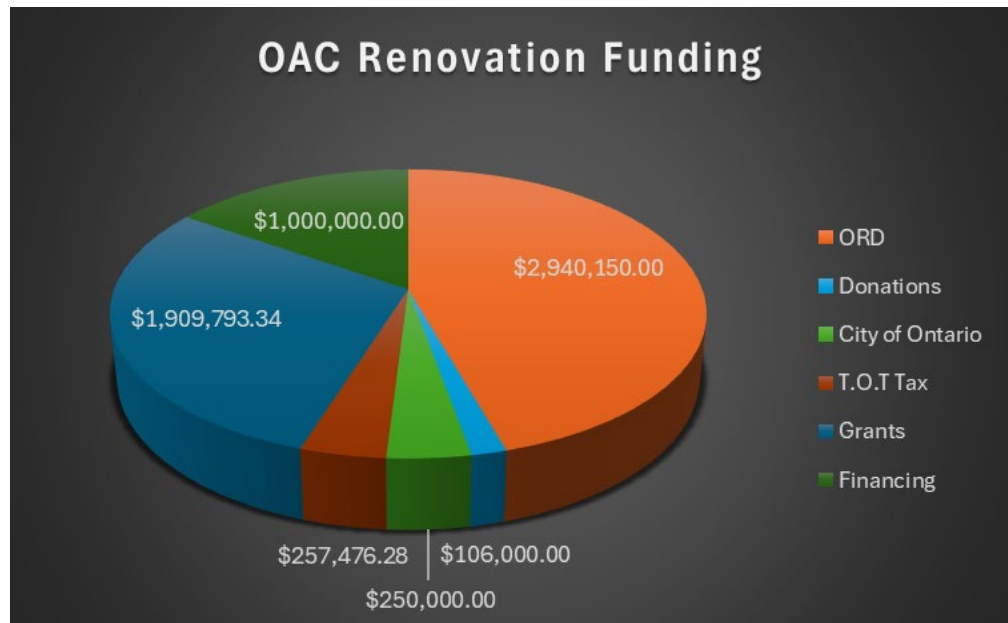
The Ontario Community Recreation Center and Aquatic Center represent more than just a place to swim—it is a vibrant, inclusive space where residents of all ages can connect, stay active, and enjoy affordable recreation. By offering a wide range of programs, from swim lessons and fitness classes to family-friendly events, the facility will serve as a cornerstone of community health, wellness, and engagement.

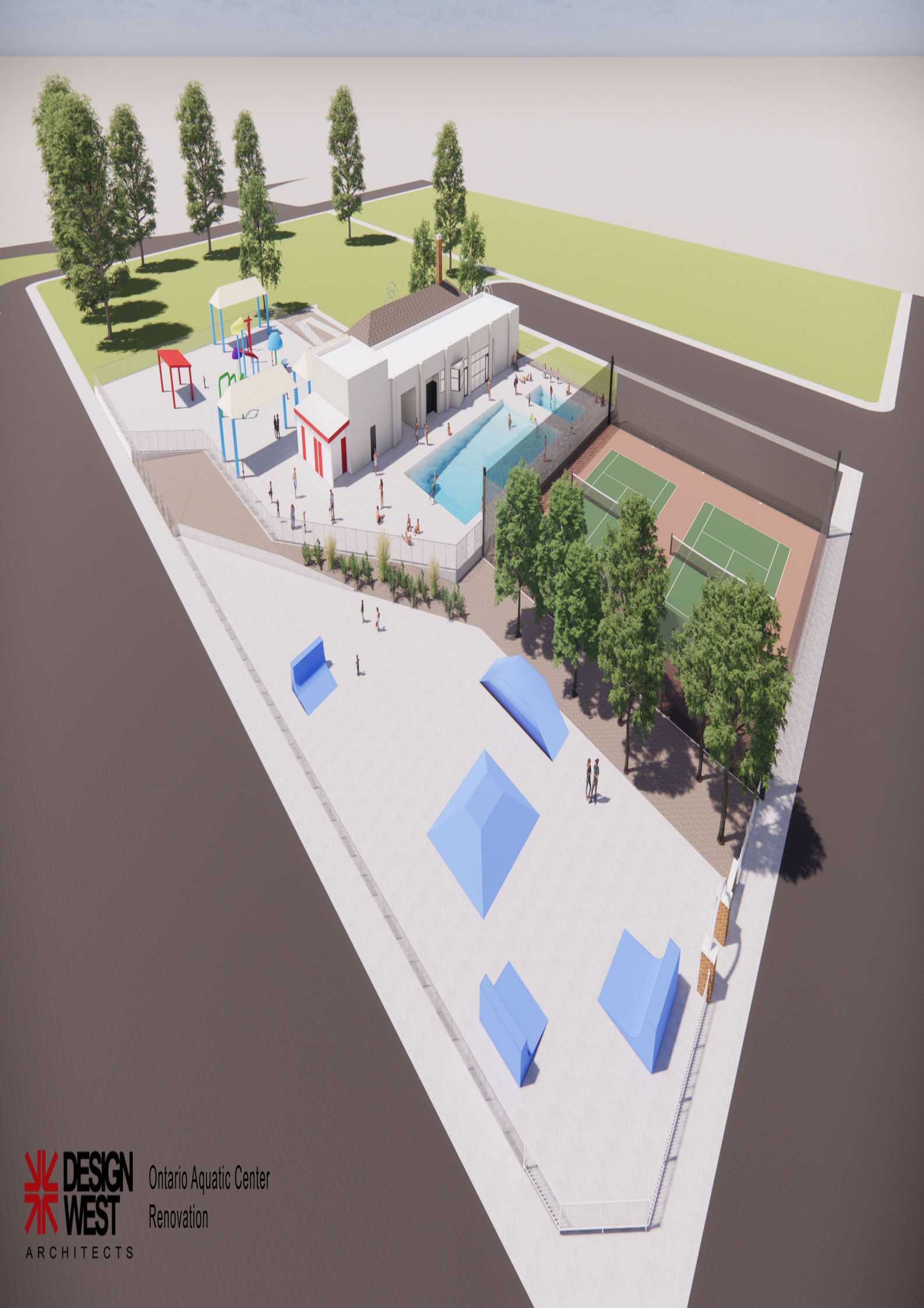
With strong community partnerships, targeted marketing strategies, and a focus on accessibility and safety, the pool will not only meet local demand for recreational services but also foster a sense of pride and belonging among residents. Backed by careful planning and a sustainable operational model, this venture is well-positioned to thrive season after season, creating lasting social and economic value for the entire community.

We invite stakeholders, partners, and local leaders to support this initiative and help bring a refreshing, family-friendly, and community-enhancing resource to life.

OAC Renovation Guaranteed Maximum Price			
Bid Package/Scope		Low	%
Div 1	Gen. Cond. & Req.	\$274,730.00	6.05%
Div 1.2	Surveying / Final Clean	\$5,700.00	0.13%
Div 2	Demo / Ex. Cond. / Site/ Landscape	\$887,665.00	19.55%
Div 3	Concrete/ Curb & Gutter / Rebar	\$530,000.00	11.67%
Div 5	Structural Steel	\$13,452.00	0.30%
Div 6	Wood Framing / Trusses / Millwork	\$39,575.00	0.87%
Div 7	Thermal and Moisture Protection and Roofing	\$46,665.00	1.03%
Div 8	Doors/ Frames / Hardware / Storefront / Windows	\$111,595.00	2.46%
Div 9	Finishes / Framing / Gyp/ Ceilings / Paint / Stucco	\$367,655.00	8.10%
Div 13	Specialty Construction	\$1,856,739.00	40.89%
Div 15	Fire Protection / Plumbing / HVAC	\$282,827.00	6.23%
Div 16	Electrical / Fire Alarm / Telecom	\$117,839.00	2.60%
Div 17	Project Specific Requirements / Allowances	\$6,480.00	0.14%
SUB TOTAL BUILDING		\$4,540,922.00	
OH&P		\$227,046.00	
Contingency		\$238,398.00	
P&P Bond Cost		\$36,546.00	
SUB TOTAL PROJECT		\$5,042,912.00	
Owner Allowances		\$10,135.00	
Guaranteed Max Price		\$5,053,047.00	

OAC Renovation Financial Summary			
Funding Avenues & Priority		Funds Available	Amount
ORD Gen.	ORD Capital Outlay	Currently	\$ 2,865,150.00
ORD Gen.	ORD Contingency	Currently	\$ 75,000.00
OAC Specific	ORD Pool Donations	Currently	\$ 86,000.00
OAC Specific	Ontario Swim Club Inc.	Currently	\$ 20,000.00
OAC Specific	City of Ontario Donation	Project Start	\$ 250,000.00
OAC Specific	City of Ontario TOT	Project Start	\$ 257,476.28
OAC Specific	EOBEDB	Project Start	\$ 909,793.34
OAC Specific	OPRD	Currently	\$ 1,000,000.00
OAC Specific	Business Oregon***	2/1/2026	\$ 1,000,000.00
Total			\$ 6,463,419.62
Guaranteed Maximum Price			\$ 5,058,042.00
			\$ 1,405,377.62















Ontario Aquatic Center Renovation – Construction Timeline

December 2025 – August 2026 | Visual Overview



Risk Mitigation & Schedule Protection

Weather: *Winter sequencing, concrete curing buffers, and schedule float built into structural phases.*

Inspections & Permits: *Early coordination with inspectors and advance scheduling of required approvals.*

Supply Chain: *Early procurement of long-lead equipment such as pumps, filters, and electrical components.*

Staff Readiness: *Operations and lifeguard training coordinated during commissioning phase.*

Ontario Recreation District

Ontario Aquatic Center – Seasonal Outdoor Pool

Operations Policy Manual

1. Purpose and Authority

This Operations Policy Manual establishes the official policies, procedures, and operational standards governing the seasonal outdoor public swimming pool operated by the Ontario Recreation District (ORD). The purpose of this manual is to ensure safe, compliant, fiscally responsible, and equitable operation of the Ontario Aquatic Center for the benefit of the community.

This manual is adopted under the authority of the Ontario Recreation District Board and shall be reviewed annually.

2. Facility Description

The Ontario Aquatic Center is a seasonal, outdoor public swimming facility designed to serve residents and visitors through recreation, swim instruction, and water safety education.

Facility Type: Seasonal outdoor public swimming pool

Operating Season: Late May through early September (weather dependent)

3. Governance and Management

3.1 Oversight

The Ontario Aquatic Center is owned and operated by the Ontario Recreation District. Oversight responsibility rests with the ORD Board.

3.2 Management Structure

- Aquatic Facility Manager (primary authority on-site)
- Head Lifeguard
- Lifeguards
- Swim Instructors
- Admissions/Front Desk Staff
- Maintenance Support (district or contracted)

The Aquatic Facility Manager is responsible for day-to-day operations, compliance, staffing, safety, and reporting.

4. Operating Schedule

4.1 Seasonal Operations

- Pre-season preparation: April–May
- Operational season: Memorial Day weekend through Labor Day weekend
- Post-season shutdown: September

4.2 Hours of Operation

Operating hours are established annually based on staffing availability, weather, and community demand and may include: - Lap swim - Swim lessons - Open swim - Evening programs and rentals

ORD reserves the right to modify hours as necessary.

5. Staffing Policies

5.1 Staffing Ratios

- Minimum staffing: one certified lifeguard per 25 swimmers
- Additional lifeguards required for:
 - Deep-water areas
 - Splash or specialty features
 - Instructional programs

A Manager or Head Lifeguard must be on duty at all times the facility is open.

5.2 Training and Certification

All aquatic staff must maintain current certifications in: - Lifeguarding - CPR/AED - First Aid

Pre-season training shall include emergency action plans, rescue drills, customer service, and facility-specific procedures.

6. Admissions and Revenue Control

6.1 Fees

The District shall establish and approve: - Daily admission fees - Season passes - Program fees - Rental fees

6.2 Financial Controls

- Daily cash reconciliation
 - Point-of-sale tracking
 - Monthly revenue reporting
 - Compliance with District financial policies
-

7. Safety and Risk Management

7.1 Emergency Action Plans

Written Emergency Action Plans (EAPs) shall be maintained and practiced regularly for: - Water rescues - Spinal injuries - Medical emergencies - Missing persons - Severe weather - Facility evacuation

7.2 Weather and Environmental Conditions

The facility shall close for unsafe conditions including lightning, extreme weather, or poor air quality and reopen only when conditions meet safety standards.

7.3 Incident Reporting

All incidents shall be documented, reviewed by management, and retained according to District policy.

8. Water Quality and Maintenance

8.1 Regulatory Compliance

The Aquatic Center shall comply with all applicable state and local health regulations.

8.2 Daily Operations

- Water chemistry testing at required intervals
- Facility inspections
- Maintenance logs

8.3 Preventive Maintenance

Routine and scheduled maintenance shall be performed to protect public safety and District assets.

9. Programs and Community Access

9.1 Program Offerings

- Public swim
- Learn-to-swim programs
- Lifeguard training
- Special aquatic programs

9.2 Equity and Access

ORD is committed to equitable access through: - Scholarships or reduced fees - Community partnerships - Designated low-cost access times

10. Rentals and Special Events

Private rentals and special events may be approved subject to: - Staffing availability - Compliance with facility rules - Applicable fees and agreements

11. Communication and Public Information

ORD shall provide timely information regarding: - Schedules and programs - Closures and weather impacts - Policies and rules

12. Insurance and Liability

ORD shall maintain appropriate insurance coverage including: - General liability - Professional liability - Workers' compensation

Annual reviews shall be conducted with insurance providers.

13. Seasonal Startup and Shutdown

13.1 Startup

- System inspections
- Water balancing
- Staff training
- Safety inspections

13.2 Shutdown

- Pool draining and winterization
 - Facility security
 - End-of-season evaluation
-

14. Performance Review

ORD shall annually evaluate: - Attendance and usage - Financial performance - Safety metrics - Community feedback

Findings shall inform future operations.

One-Page Executive Summary for City Council

Ontario Aquatic Center – Operations Overview

The Ontario Recreation District will operate the renovated Ontario Aquatic Center as a **seasonal outdoor public swimming pool**, providing safe, affordable, and equitable access to aquatic recreation and water safety programming.

Key Operational Commitments

- **Seasonal Operation:** Late May through early September
- **Safety First:** Certified lifeguards, defined emergency action plans, and strict regulatory compliance
- **Fiscal Responsibility:** Controlled admissions, transparent revenue tracking, and professional oversight
- **Community Access:** Swim lessons, public swim, and equitable access programs
- **Asset Stewardship:** Preventive maintenance and long-term facility care

Staffing and Oversight

- On-site Aquatic Facility Manager
- Certified lifeguards and instructors
- Oversight by the Ontario Recreation District Board

Accountability

- Annual operational review
- Insurance and risk management protocols
- Compliance with health and safety standards

This operational framework ensures the City's investment is protected, the facility is professionally managed, and the community receives lasting public benefit.



Oregon

Tina Kotek, Governor

Parks and Recreation Department

725 Summer St. NE, Suite C

Salem, OR 97301-1271

(503) 986-0980

Fax (503) 986-0794

stateparks.oregon.gov

December 1, 2025

Andrew Maeda
Ontario Recreation District
745 SW 3rd Ave.
Ontario, OR 97914

RE: **NOTICE TO PROCEED**
Local Government Grant Program
LG25-014 – Ontario Aquatics Center Renovation

Andrew:

Included with this letter is a signed Agreement for the Ontario Aquatics Center Renovation project. This signed Agreement and letter authorizes you to proceed with project work. You have one year to complete significant work (i.e. the award of a contract, or completion of at least 25 percent of the work, if done by agency force account). You have until **December 31, 2027** to complete the project.

Once project work has begun you should submit quarterly Progress Reports and Requests for Reimbursement via OPRD's online grant management system at oprdrants.org.

Please keep in mind that all LGGP assisted project improvements must meet ADA requirements for accessibility.

We encourage you to offer appropriate media opportunities and involvement of your local legislators in order to help build public awareness of the project's purpose and benefits. Please contact me prior to any event celebrating your project's completion.

Thank you for your participation in this program. And again, congratulations on being selected to receive Local Government Grant Program funding assistance. If you have any questions, please feel free to contact me at 503-951-1317 or mark.cowan@oprdrants.org.

Sincerely,

Mark Cowan
Grant Program Coordinator

Included: Signed Agreement



5/14/2024

Andrew Maeda, Executive Director
Ontario Recreation District
745 SW 3rd Ave.
Ontario, OR 97914

Dear Andrew,

Congratulations! We are pleased to inform you that Oregon Community Foundation approved a(n) Eastern Oregon Border Economic Development Program grant in the amount of \$909,793.34 for Ontario Recreation District. The Eastern Oregon Economic Development Border Board is interested in learning about the results of your project. Please plan to submit a grant evaluation within a year of receiving these funds to Shawna Peterson, Border Board Executive Director, shawna@

Grant Purpose:

for the Ontario Community Recreation Center; specifically, funds will be used for the repair and replacement of the community pool and facilities

The formal name of each fund that supported this grant are listed below:

Eastern Oregon Border Economic Development Fund of Oregon Community Foundation - \$909,793.34

Payment: Your grant will be paid via check on 5/14/2024. Checks will be mailed from OCF's finance department. If you do not receive the check within two weeks of the payment date, please contact OCF staff at grants@oregoncf.org.

Award Terms: Your organization's deposit, negotiation or retainment of the award means you understand and agree to the terms of this grant.

Grantees are required to notify the foundation of any development that significantly affects the operation of the organization. Prior approval from the foundation must be obtained for any modifications to project objectives, site, personnel, timeline or budget. If there are any changes in your organization's status or tax classification, the foundation must be notified promptly. In the event of loss of tax-exempt status under federal laws, any unspent funds shall be returned to the foundation immediately.

PORTLAND
1221 SW YAMHILL ST.
SUITE 100
PORTLAND, OR 97205
(503) 227-6846

BEND
15 SW COLORADO AVE.
SUITE 220
BEND, OR 97702
(541) 382-1170

EUGENE
44 W BROADWAY
SUITE 426
EUGENE, OR 97401
(541) 431-7099

MEDFORD
818 W EIGHTH ST.
MEDFORD, OR 97501
(541) 773-8987

SALEM
530 CENTER ST. NE
SUITE 230
SALEM, OR 97301
(503) 779-1927

OREGONCF.ORG

PRESIDENT AND CEO
LISA MENSAH

BOARD OF DIRECTORS
LANE SHETTERLY, *Chair*
PETER BRAGDON, *Vice Chair*
BILL BERG, *Treasurer*
VANESSA WILKINS, *Secretary*
SU EMBREE, *At-Large*

AL BARKOULI
BOBBIE CONNER
MONICA ENAND
DEE ANNE EVERSON
ERNESTO FONSECA, PhD
JULIE MANNING
CADDY MCKEOWN
PETE NICKERSON
PAT REITEN
KARIS STOUDAMIRE-PHILLIPS

Grant Reporting: An official OCF grant report is not due. Please plan to submit a grant evaluation within a year of receiving these funds to Shawna Peterson, Border Board Executive Director, shawna@sdpetersonlaw.com.

Donor Acknowledgement: For publication purposes, please list the formal fund name(s) listed earlier in this letter. No tax receipt is needed for this grant—OCF donors receive a tax receipt when creating or adding to their fund. Fund contact information will appear below if there is any to share. We encourage you to send a note of appreciation to the fund contacts. If there is no contact information below, there is no fund contact or they wish to remain anonymous, and no action is needed.

Eastern Oregon Border Economic Development Fund
Shawna Peterson
44 South Oregon Street
Ontario, OR 97914

The foundation is happy to be of assistance to you and extends best wishes for your continued success. Please contact us at grants@oregoncf.org with any questions you may have.

Sincerely,



Lisa Mensah
President and CEO

RE: SPWF Financing

From NELSON Gail * BIZ <Gail.Nelson@biz.oregon.gov>

Date Mon 11/17/2025 4:12 PM

To Andrew Maeda <andrew@ontariorecdistrict.com>

Hello Andrew,

Thank you for your email. Sorry for my delay in responding.

Let me take a moment to introduce myself. My name is Gail Nelson, and I am a Regional Project Manager with Business Oregon. I have the same position/role as Shanna Bailey. I am taking over her regions and projects while she is out.

With that said, I am a bit buried trying to get through all her projects and project files and evaluate where each project is in its life cycle and what it's current needs are.

Looking at Ontario Recreation District, I can see that you submitted your application for Special Public Works Fund for \$1Million.

We are working on writing the staff recommendation and the Finance Officer is working on underwriting the loan. As soon as we have these pieces completed, a contract will be requested.

Realistically, I think you could have the contract in your hands by mid to late December depending upon internal departments workload.

I will strive to keep you updated on the process, but please feel free to reach out to me at anytime if you have questions. My email is: gail.nelson@biz.oregon.gov and my phone is (971) 382-2187.

I appreciate your patience and understanding as this project has shifted over to me.

Thank you,

Gail

From: Andrew Maeda <andrew@ontariorecdistrict.com>

Sent: Thursday, November 13, 2025 2:45 PM

To: NELSON Gail * BIZ <Gail.Nelson@biz.oregon.gov>

Subject: SPWF Financing

You don't often get email from andrew@ontariorecdistrict.com. [Learn why this is important](#)

Gail,

We had applied and been approved for a special public works fund financing option for 1M. Shanna had been working with us on it and I just wanted to get an update on that if possible. I hadn't heard anything in awhile.

Thanks!





**AGENDA REPORT
OLD BUSINESS
January 13, 2026**

To: Mayor and City Council
FROM: Andy Wood, Airport Manager
THROUGH: Danny K. Cummings, City Manager
SUBJECT: **HELIPAD AIP25 - INDEPENDENT FEE ESTIMATE (IFE) - CENTURY WEST ENGINEERS**
DATE: December 17, 2025

PROPOSED MOTION:

I MOVE THAT THE CITY COUNCIL APPROVES THE CITY MANAGER TO SIGN THE CENTURY WEST ENGINEERS INDEPENDENT FEE ESTIMATE (IFE) CONTRACT FOR \$4,500.00.

SUMMARY:

The Ontario Airport Committee requests the approval of the City Council to sign the Century West Independent Fee Estimate contract.

BACKGROUND:

FAA AIP Handbook - Order 5100.20C outlines Programming Control and Reporting Procedures Grant-In-Aid Program procedures. The next process is to have an Independent Airport Engineer estimate the project formulation, design, bidding, and construction services. IFE Contract is within the budget to date with the funding from FAA at 95% and ODAV at 4%. Local City Council matching funds are 1% of the complete project.

CURRENT SITUATION:

Century West Engineering from Bend, Oregon, was approached to provide the fee estimate contract and can turnaround Century West's fee estimate within two weeks of receiving the signed contract.

ANALYSIS:

- A. **STRATEGIC PLAN** Century West Engineering is a reputable airport engineering company that gives a competitive, fair, reasonable estimate to satisfy FAA requirements.
- B. **FINANCIAL** This project includes design and construction phases different to the previous IFE. The current budget has allocated \$2,712.00 in matching funds, plus the airport improvement budget has \$8,000.00 to pay the balance of \$1,788.00 if the grant isn't approved. Once approved, the FAA will reimburse the City of Ontario for the cost of the IFE.

- C. **TIMING** The FAA and ODAV agreements are subject to the AIP Project Development Schedule.
- D. **POLICY/LEGAL** If there is a failure to comply with the grant conditions, the project funding may be forfeited.

ALTERNATIVES:

The city has the option to find an alternative suitable Airport Engineering firm to meet the IFE requirements.

RECOMMENDATION:

Staff recommends the City Council to approve the signing of the Century West Independent Fee Estimate contract, and authorize the City Manager to sign all relevant documentation for the IFE process.

ATTACHMENTS:

1. CWE Agreement - ONO AIP-025 IFE



**AGREEMENT AND AUTHORIZATION FOR
ENGINEERING CONSULTING SERVICES**

By this Agreement, effective _____, City of Ontario (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Agreement and the *ENGINEERING CONSULTING TERMS AND CONDITIONS*.

Project: **ONO AIP-025 IFE**

Project No.: 12452.007.01

Scope of Services: Independent Fee Estimate (IFE) for FAA AIP 3-41-0044-025-2026 which includes the Project Formulation, Design, Bidding, Construction, and Project Closeout Engineering Services for the following items:

- Construct a single helipad to accommodate a Bell 429 Helicopter

Opinion of Probable Cost:

\$ 4,500

Lump sum not to exceed specified amount without prior authorization by Client.

Client

By:(signature) _____
By:(printed) _____
Title: _____
Date: _____

Century West Engineering Corporation

By:(signature) _____
By:(printed) _____
Title: _____
Date: _____

SUBCONTRACTOR TERMS AND CONDITIONS

1. INDEPENDENT CONTRACTOR: Subcontractor affirms that it is qualified to perform all services requested by this Agreement. Subcontractor is an independent contractor responsible for the means and methods used in performing services under this Agreement, and is not an employee, partner or joint venturer with Engineer. Subcontractor is responsible for any federal, state and local taxes and fees applicable to payments hereunder.

2. SERVICES: Subcontractor will perform its Services in accordance with the terms and conditions set forth in this Agreement and the Prime Agreement, and will perform said services in a diligent manner to completion. Subcontractor's schedule is subject to reasonable modifications by Engineer. Subcontractor agrees that it has the flexibility to adjust its schedule as required by any reasonable modification. Additional services shall be authorized only in writing.

3. PAYMENT: Subcontractor may submit invoices not more frequently than once a month for Subcontractor's unbilled portion of Services actually completed. Payment from Owner to Engineer is a condition precedent to Engineer's payment to Subcontractor for those services invoiced, and Engineer will pay invoices following receipt of payment from Owner.

4. STANDARD OF CARE: Services performed by the Subcontractor under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the same profession currently practicing under similar conditions.

5. ACCESS AND PERMITS: Subcontractor shall be responsible for making all necessary arrangements for access to the Project site and for obtaining all permits and approvals that may be necessary for Subcontractor to perform the Services.

6. UTILITIES: Unless otherwise specified, Subcontractor is solely responsible for locating utility, communication and power lines, whether buried or above ground, prior to commencing the Services.

7. COMMUNICATIONS WITH OWNER: All written or verbal communications with or to Owner or with federal, state or local agencies relative to the Services under this Agreement must be through or with the prior knowledge of Engineer.

8. INSURANCE: Subcontractor shall secure and maintain, during the progress of the work under this Agreement, the following insurance. **Subcontractor will provide all appropriate insurance certificates to Engineer prior to beginning work under this Agreement**, and all insurance certificates will state that the insurance carrier will give Engineer thirty (30) days notice of any cancellation of the policies. **Failure to provide these certificates is just cause for Engineer to hold payment to Subconsultant, until appropriate certificates are received by Engineer.**

(a) If Subcontractor is an employer subject to Oregon Workers' Compensation Law, Worker's Compensation insurance in the statutory amount and employer's liability insurance in an amount not less than \$500,000 for all employees engaged in providing the Services hereunder. In case any Services are sublet, Subcontractor will require the lower-tier subcontractor similarly to provide the same level of insurance for all the latter's employees.

(b) If Subcontractor will use motor vehicles in the course of providing the Services, Comprehensive Automobile Liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with not less than \$1,000,000 combined single limits.

(c) Commercial General Liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any act of Subcontractor or any of its employees, agents or subcontractors, with not less than \$1,000,000 per occurrence and in the aggregate. **Engineer and Owner will be named as an additional insured** with respect to the Subcontractor and any lower tier subcontractor liabilities, and Subcontractor waives subrogation against Owner and Engineer, their officers, affiliates, employees, agents, and subcontractors, and will require similar waivers from any lower tier subcontractors, as to said policies. Such insurance shall be the primary coverage to Engineer and Owner as related to the Services.

(d) If Subcontractor is providing a professional and/or consultative service, Professional Liability insurance of \$500,000 per occurrence and in the aggregate.

9. INDEMNIFICATION: To the maximum extent permitted by law, Subcontractor shall indemnify Engineer, Owner and their officers, subcontractors, affiliated corporations, and employees from all claims, damages, losses, and costs including litigation expenses, and attorney's fees, arising out of or resulting from, or alleged to have resulted from, performance of the Services, including any act or omission of Subcontractor, any lower tier subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Except as provided in Paragraph 13 (f) below, neither party shall be liable to the other party for any indirect, special or consequential damages of any kind, including without limitation, lost profits or loss of use, regardless of the cause, including negligence.

10. COMPLIANCE WITH LAWS, REGULATIONS AND ORDINANCES: The Subcontractor shall comply with all federal, state and local laws, regulations and ordinances, including site specific safety plans applicable to the work to be done under this Agreement and shall indemnify, defend and hold harmless the Engineer in any suit arising from any violation attributed to the Subcontractor.

11. LABOR STANDARDS/FEDERAL LAWS: To the extent applicable hereto and to the Project, Subcontractor will in the performance of this Agreement comply with The Fair Labor Standards Act of 1939 (29 U.S.C. 201-219); the Walsh-Healey Public Contracts Act (41 U.S.C. 35-45); the Contract Work Hours Standard Act-Overtime Compensation (40 U.S.C. 327-330); laws restraining the use of convict labor; Utilization of Small Business and Small Disadvantaged Business Concerns (Public Law 95-507); all other federal, state, and local laws; and all regulations and orders issued under any applicable law, including, but not limited to , Title 41, Code of Federal Regulations, Part 60, Subsections 1.7 and 1.8 and shall, if applicable, submit a Certificate of Non-Segregated Facilities conforming to Title 48, CFR, Part 52, Subsection 222-21 before execution of this Agreement.

(a) The Equal Employment Opportunity clause in Section 202 of Executive Order (E.O.) 11246, as amended, and the implementing rules and regulations (41 CFR Part 60) are incorporated herein by reference, unless this order is exempted by rules and regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of the E.O. or provisions of any superseding E.O. As used in said clause, "Contractor" means Subcontractor.

(b) The Affirmative Action for Handicapped Worker clause in Title 48, Code of Federal Regulations, Part 52, Subsection 222-36 and the implementing rules and regulations of the Department of Labor associated therewith are incorporated herein by reference unless this order is under \$2,500,000. As used in said clause, "Contractor" means Subcontractor.

(c) The Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era clause of Title 48, Code of Federal Regulations, Part 52, Subsection 222-35 and the implementing rules and regulations of the Department of Labor associated therewith are incorporated herein by reference, unless this order is under \$10,000. As used in said clause, "Contractor" means Subcontractor and "Contract" means this Agreement.

12. TERMINATION:

(a) Either party may terminate this Agreement at any time upon seven days prior written notice to the other. In the event this Agreement is terminated, Subcontractor will be compensated for services performed under this Agreement up to the date of termination, subject to the provisions of subparagraph 3 relating to Payments to Engineer by Owner. Regardless of the cause of termination, Subcontractor shall deliver legible copies of all completed or partially completed work products and instruments of service including, but not limited to, laboratory, field, or other notes, log book pages, technical data, computations, and designs. The rights and remedies of Engineer provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or equity or under this Agreement.

(b) If Subcontractor fails to correct work that does not meet the standards required by this Agreement Engineer, upon two (2) days' written notice to Subcontractor, Engineer may terminate Subcontractor, take over completion of the Services, and complete the work either through its own employees or a different subcontractor of its choice, and charge the cost of performing the work to Subcontractor together with any damages for any delay in performance caused by Subcontractor's failure to perform the work. To recover these damages, Engineer may retain any monies owed to it under this section from any amounts due to Subcontractor. If amounts due to Subcontractor are insufficient to pay the costs of completion, and any additional damages, Engineer may seek recovery of these sums through any available legal remedy.

13. MISCELLANEOUS:

(a) Neither party to this Agreement shall be liable to the other party for delays in performing the Services contemplated by this Agreement or for the direct or indirect cost resulting from such delays that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation.

(b) This Agreement shall be governed by the laws of the State of Oregon.

(c) No waiver by either party of any provision of this Agreement shall be construed or deemed to be a waiver of (a) any other provision of this Agreement or (b) a subsequent breach of the same provision, unless such waiver be so expressed in writing and signed by the party to be bound.

(d) In the event an action is instituted to enforce any of the terms or conditions of this Agreement, the losing party shall pay to the prevailing party, in addition to the costs and disbursements allowed by statutes, such sum as the court may adjudge reasonable as attorney's fees in such action, in both trial and appellate courts.

(e) Subcontractor shall not assign this Agreement without Engineer's approval. The covenants, conditions and terms of this Agreement shall extend to, and be binding upon and inure to, the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

(f) If the Subcontractor, except for causes beyond its control, shall fail to complete the work herein prescribed, so as to be finally approved and accepted by the time specified herein, and if through such failure the Engineer shall be penalized under its Prime Agreement with Owner, then, and in such event, the Subcontractor shall reimburse the Engineer for any sums that the Engineer shall rightfully pay to the Owner because of such default of the Subcontractor.



**AGENDA REPORT
OLD BUSINESS
January 13, 2026**

To: Mayor and City Council
FROM: Tatiana Burgess, Planning Director
THROUGH: Danny K. Cummings, City Manager
SUBJECT: MALHEUR COUNTY IGA
DATE: December 17, 2025

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE THE IGA BETWEEN THE CITY OF ONTARIO AND MALHEUR COUNTY TO PROVIDE THE FLOOD PLAIN ADMINISTRATION DUTIES AS PER THE ATTACHED AGREEMENT AND AUTHORIZE THE MAYOR TO SIGN THE AGREEMENT.

SUMMARY:

This is an intergovernmental agreement (IGA) between the City of Ontario and Malheur County to perform floodplain administrator duties for Malheur County during the time the county is looking for a new Malheur County Planning Director.

BACKGROUND:

Each jurisdiction participating in the National Flood Insurance Program (NFIP) must administer their own floodplain management functions. Both Malheur County and City of Ontario designated their respective Planning Directors to perform the floodplain administrator duties.

Due to the Malheur County Planning Director position currently being vacant, the county wishes to enter an IGA with the city, to employ the City Planning Director's services to perform floodplain administrator duties. The city expressed its intention to help our community partners, until the County Planning Director vacancy is filled and without assuming liability for any ongoing or preexisting violations that commenced prior to the execution of the IGA.

At the City Council meeting of December 9, 2025, the City Council gave consent to move forward with finalizing the agreement with a few modifications by the Council.

CURRENT SITUATION:

Malheur County Court has approved the IGA with the requested Council modifications and has returned a signed version of the IGA for Council approval.

ANALYSIS:

- A. **STRATEGIC PLAN** By performing floodplain administration duties for the county, the city will be able to manage the Urban Growth Area floodplains, which directly impact the city's floodplains. The county has an existing IGA with the City of Adrian and City of Jordan Valley, which means that the City of Ontario will take on the administering of those floodplains as well.
- B. **FINANCIAL** The city will bill the county an hourly rate for floodplain management services calculated at the fully weighted cost plus ten percent (10%) to the city to provide such services to the Malheur County, Jordan Valley, and Adrian.
- C. **TIMING** The city would enter the IGA if approved by the Council, and, if it is agreed, it will be terminated as soon as the County Planning Director vacancy is filled.
- D. **POLICY/LLEGAL** The city may enter into an IGA with the county under mutually agreed terms and conditions.

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommend the City Council approve the IGA for Flood Plain Administration for Malheur County as per the attached agreement.

ATTACHMENTS:

1. IGA with Ontario - floodplain services



**INTERGOVERNMENTAL AGREEMENT FOR FLOOD HAZARD MANAGEMENT
FOR MALHEUR COUNTY, INCLUDING THE CITIES OF JORDAN VALLEY
AND ADRIAN**

THIS AGREEMENT is by and between the City of Ontario, a municipal corporation organized under the laws of the State of Oregon with the business address of 444 SW 4th Street, Ontario, Oregon 97914, hereafter referred to as the "City" and the County of Malheur, a municipal corporation organized under the laws of the State of Oregon through the Malheur County Court with the business address of 251 "B" Street West #5, Vale, Oregon 97918, hereafter referred to as the "County". Collectively, City and County are the "Parties".

WHEREAS, the County desires to contract with the City for floodplain administrator services from the City's current planning director, who is the City's Floodplain Administrator; and

WHEREAS, the City agrees to furnish floodplain administrator services to the County, including for the cities of Jordan Valley and Adrian as the County has agreements with each of these cities (recorded with the Malheur County Clerk as instrument numbers 2020-1040 and 2023-1067) to perform their floodplain management through the county planning director, county staff or an independent third party or contractor designated by the County, and

WHEREAS, Jordan Valley and Adrian wish to keep the services of County under the agreements referenced above instead of contracting directly with the City of Ontario for floodplain management; and

WHEREAS, such cooperation between municipal subdivisions of the State of Oregon is authorized by Chapter 190 of the Oregon Revised Statutes.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. City shall act as the Floodplain Administrator for the County, including the cities of Adrian and City of Jordan Valley under contract with the County as described above.

2. County, Jordan Valley and Adrian have adopted ordinances establishing rules and regulations for flood hazard management within their geographical boundaries which sets out the duties and responsibilities of the Floodplain Administrator.

3. County, Jordan Valley and Adrian have adopted a Floodplain Development Permit which County will use. County will provide City of Ontario with current floodplain ordinances for each jurisdiction. Individuals and entities applying for a Floodplain Development Permit will be required to pay a fee to the County for each permit issued. Such fee shall be based upon the Fee Schedule for Malheur County Floodplain Development Permits. County shall be entitled to keep all Floodplain Development Permit fees.

4. County will forward to City a request for certain floodplain development permits to be reviewed or approved via email to the City Planning Director. The City will bill County an hourly rate for floodplain services calculated at the fully weighted cost to City to provide such services to the County, Jordan Valley and Adrian. The City will bill the County the Flood Plain Administrator fully burdened rate plus ten percent, the beginning billing rate is \$72.78 per hour (\$66.16 +10%). This cost will be amended from time to time without amending this IGA to account for, but not limited to, annual increases to salary, payroll and benefit costs paid by City.

4.1 The City will not assume responsibility for any open and existing violations that occurred prior to the execution of this IGA.

4.2 The County will perform on site verifications at the time of construction inspections. The City will not travel to perform in-person inspections. If required to comply with FEMA requirements, charges will be portal to portal as well as mileage at current federal rates along with all associated costs plus 10%.

4.3 All associated costs (office supplies, mailing, etc.) will be billed at cost plus 10%.

5.1 Subject to the limits of the Oregon Tort Claim Act and Oregon Constitution, City will defend, indemnify, and hold County, Adrian and Jordan Valley and their officers, employees, agents, and representatives harmless for, from, and against any claims, demands, actions, suits, damages, and liabilities, including, without limitation attorney fees and costs, arising out of any delegated action, agreement, and/or duty taken by the City under this Agreement. City will not be required to indemnify County for any negligent actions of the County, its employees, agents or representatives.

5.2 Subject to the limits of the Oregon Tort Claims Act and Oregon Constitution, County will defend, indemnify, and hold City, its officers, employees, agents, and representatives harmless for, from and against any claims, demands, actions, suits, damages and liabilities, including, without limitation attorney fees and costs, arising out of any actions of County under this Agreement. County will not be required to indemnify City for any negligent actions of City, its employees, agents or representatives.

6. Subject to the terms and conditions contained in this Agreement, the term of this Agreement will commence on the last date this Agreement has been approved and executed by all Parties

and will remain in full force and effect until terminated in accordance with this Agreement. This Agreement will be terminated (a) at any time by written agreement of all Parties hereto (b) by either Party for any reason or no reason by providing the other Party ninety (90) days' prior written notice or (c) upon filling the vacancy of a qualified County Planning Director who will take over the duties as the Flood Plain Administrator.

7. This Agreement may be executed in several counterparts, each of which will be an original, all of which shall constitute but one in the same instrument.

CITY OF ONTARIO:

MALHEUR COUNTY:

Mayor Deborah Folden date

Dan P. Joyce 12-17-2025
County Judge Dan P. Joyce date

ATTEST:

Ron Jacobs
County Commissioner Ron Jacobs

Tori Barnett, City Recorder

Jim Mendiola
County Commissioner Jim Mendiola

ATTEST:

Kim Ross, Recording Secretary



**AGENDA REPORT
NEW BUSINESS
January 13, 2026**

To: Mayor and City Council
FROM: Jason Cooper, Police Chief
THROUGH: Danny K. Cummings, City Manager
SUBJECT: LIQUOR LICENSE APPLICATION: ONTARIO F&B, LLC.
DATE: January 7, 2026

PROPOSED MOTION:

I MOVE THE CITY COUNCIL RECOMMEND THE NEW OUTLET FULL ON-PREMISES COMMERCIAL LIQUOR LICENSE APPLICATION FOR ONTARIO F&B, LLC.

SUMMARY:

Ontario F&B, LLC under the trade name The Outpost, located at 491 SE 10th Street, Ontario, Oregon completed the “New Outlet Full On-Premises Commercial” liquor license sales application.

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

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

BACKGROUND:

Mike Hannigan has applied for a New Outlet Full On-Premises Commercial liquor license for his new establishment located at 491 SE 10th Street, Ontario, Oregon. He is applying for the liquor license in the name of Ontario F&B, LLC., and it will operate under the name – The Outpost.

The application forms have been filled out appropriately and the required fees will be received after council action. This location is currently under construction. Once construction is complete the City of Ontario Planning, Building, and Fire Departments will provide inspection for occupancy. This does not prevent the ability to recommend moving forward with the liquor license for this location.

CURRENT SITUATION:

The Outpost is a new establishment being built at 491 SE 10th Street. This location will be home to several food trucks as well. The goal is to create an outdoor type food court with an indoor/outdoor bar-type establishment providing alcohol. To obtain the privilege of selling alcohol at this location, the Oregon Liquor Control Commission requires Ontario F&B, LLC. to complete the “New Outlet – Full On-Premises Commercial” application. Once this step is completed, the location will have the necessary license requiring renewal every year.

ANALYSIS:

- A. **STRATEGIC PLAN** This meets the Council’s adopted Strategic Plan for Lifestyle and Growth. Under Lifestyle, with the approval of this license, The Outpost will offer a full spirit bar to patrons enjoying the establishment. This new concept also has the potential to bring more visitors to the city creating additional revenue which supports the Strategic Plan goal of Growth. There is no financial impact for this action.
- B. **FINANCIAL** There is no financial impact for this action.
- C. **TIMING** Recommendation is required before allowing the sale of alcohol at this location.
- D. **POLICY/LLEGAL** All legal steps have been followed to completion, with no negative feedback.

ALTERNATIVES:

Not recommend the license application.

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

RECOMMENDATION:

Staff recommends that the City Council approve the *full* on-premises *commercial* new outlet liquor license for *Ontario F&B*, LLC.

ATTACHMENTS:

None

Committee Appointments - 2026

Committee	New Term Expiration	Current Member	Applicant
Airport [4 year term] Citizen at Large	2029	Bill Hager	Bill Hager
Budget [4 year term] Citizen at Large	2029	Vacant	
Business Loan Fund [Perpetual] Full			
CLG/Façade Grand [3 year term] John Breidenbach Gary Fugate	2028 2028	John Breidenbach Gary Fugate	John Breidenbach
Parks [3 year term] Kiwanis Representative Recreation Distric Representative Citizen at Large	2028 2028 2028	Marc Berg Andrew Maeda Sandra Shelton	
Planning Commission [4 year term] Citizen at Large Citizen at Large	2029 2028	William Ecret Vacant	William Ecret
Public Works [3 year term] Citizen at Large	2028	Al Christiani	
V&C [3 year term] Service Industry Chamber Representative	2028 2028	Doug Dean Cheryl Cruson	Doug Dean Cheryl Cruson

Meeting	Date	Time	Location
Airport	1st Mon/Mo	6:00 p.m.	City Hall
Budget	May/Year	6:00 p.m.	Training Center
Business Loan Fund	As needed	5:00 p.m.	Comm Dev Center
CLGC/Façade Grant	As needed	5:00 p.m.	Comm Dev Center
Parks	3rd Thu/Mo	6:00 p.m.	City Hall
Planning	2nd Mon/Mo	6:00 p.m.	City Hall
Public Works	3rd Tue/Mo	3:00 p.m.	City Hall
V&C	1st Thu/Mo	7:00 a.m.	Chamber Office

Please Type or Print
With Blue Ballpoint

Please Type or Print
with Blue Ballpoint

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: HAGER Bill E
Last First Middle Initial

HOME ADDRESS: 1495 Grandview PARMA 83660
Street City Zip Code

TELEPHONE: 208 401 4381 _____
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Airport Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

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

Employment:

Current Employer:	Position:	Dates of Employment:
_____	_____	_____

Education:

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

To help with the airport growth + improvement.

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

To help with the glider operation + training youth.

Bill Hager
Signature:

August 25, 2023
Date:

SUBMIT

RESET FORM

RECEIVED
H626

Please Type or Print
With Blue Ballpoint

Please Type or Print
with Blue Ballpoint

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Breidenbach John A
Last First Middle Initial

HOME ADDRESS: 907 SW 4th Street Ontario 97914
Street City Zip Code

TELEPHONE: 208-739-1640 ceo@ontariochamber.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Facade of Growth Planning Commission 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Ontario Chamber</u>	<u>20+ years</u>	<u>CEO</u>
<u>Ontario V&C Board</u>	<u>20+ years</u>	<u>Director</u>
<u>Ontario Planning Commission</u>	<u>4 years</u>	<u>Chairman</u>

Employment:

Current Employer:	Position:	Dates of Employment:
<u>Ontario Chamber of Commerce</u>	<u>CEO</u>	<u>2004 - Present</u>

Education:

High school; some college

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

Having served the past four years, I believe my continued appointment to this Commission adds value, knowledge, and history.

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

I have served and am serving on multiple committees around the area, and I'm willing and able to help the community.

[Signature]
Signature:

January 6, 2026
December 13, 2024
Date:

RESET FORM

received
12/16/2025

CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Ecret William S
Last First Middle Initial

HOME ADDRESS: 695 Skyhawk Dr Ontario 97914
Street City Zip Code

TELEPHONE: 208-240-0307 ecret_will@outlook.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. Planning Committee 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>Planning Committee</u>	<u>1 year</u>	<u>Member</u>
_____	_____	_____
_____	_____	_____

Employment:

Current Employer:	Position:	Dates of Employment:
<u>Loft Property Management</u>	<u>Facilities Manager</u>	<u>2010 - Present</u>

Education:

High School Diploma, some college

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

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

[Signature]
Signature:

Dec. 16, 2025
November 27, 2024
Date:

CITY OF ONTARIO REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: CRUSON CHERYL L
Last First Middle Initial
HOME ADDRESS: 375 Outlook Dr Ontario 97914
Street City Zip Code
TELEPHONE: 541.881.6168 dcruson@fmtc.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. V&C 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>IVCC Foundation</u>	<u>16yrs</u>	<u>various</u>
<u>EAA Treasurer</u>	<u>30yrs</u>	<u>Treasurer</u>
<u>Church of Nazarene</u>	<u>50yrs</u>	<u>Various</u>

Employment:

Retired
Current Employer: Position: Dates of Employment:

Education:

OSU Corvallis Oregon

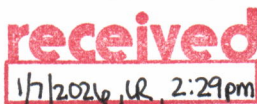
Please indicate why you are requesting appointment to this Board (s) /Commission (s):

To continue on

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

Cruson
Signature:

January 6, 2026
Date:



CITY OF ONTARIO

REQUEST FOR BOARD OR COMMISSION APPOINTMENT

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

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

NAME: Dean Douglas _____
Last First, Middle Initial

HOME ADDRESS: 1017 SW 2nd Ave Ontario 97914
Street City Zip Code

TELEPHONE: 541-709-8368 dougd933@gmail.com
Home, Work, Cell, or Business (Include Area Code) E-mail Address

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

1. V & C Board 2. _____ 3. _____

Community Activities/Civic Organization/Boards/Committees:

Activity / Organization:	Length of Service	Position (s) Held:
<u>V.A.O.I. - Advisor to BOD</u>	<u>17 years</u>	<u>Management-Food Pantry</u>
<u>Councilor for Composition</u>	<u>20 years +</u>	<u>For-Masters Degree in Music</u>
<u>TVCC Foundation BOD</u>	<u>Way Back when!!!!</u>	<u>Treasurer</u>

Employment:

<u>Retired</u>	<u>Volunteer--VAOI</u>	<u>as needed</u>
<small>Current Employer:</small>	<small>Position:</small>	<small>Dates of Employment:</small>

Education:


Lewis & Clark HS- Spokane, WA, Culinary Institute of NYC, University of Oregon, Lehman Fin.-NYC

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

To Continue the serve on this committee and believe I bring an element of financial expertise...

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

and my years of volunteer community involvement brings a depth of knowledge to this position...


Signature:

January 8, 2026
Date:



**AGENDA REPORT
NEW BUSINESS**
January 13, 2026

To: Mayor and City Council

FROM: Marshall Pierce, City Engineer/Project Manager

THROUGH: Danny K. Cummings, City Manager

SUBJECT: SDWRLF GRANT ADMINISTRATION SERVICES FOR NEW WATER TREATMENT PLANT STORAGE TANK AND BOOSTER PUMP STATION

DATE: January 6, 2026

PROPOSED MOTION:

I MOVE THE CITY COUNCIL APPROVE THE GRANT MANAGEMENT TASK ORDER FOR \$25,000 WITH DUCOTE CONSULTING FOR THE SAFE DRINKING WATER REVOLVING LOAN FUND (SDWRLF) GRANT MANAGEMENT FOR THE NEW WATER STORAGE TANK AND BOOSTER PUMP STATION AND AUTHORIZE THE CITY MANAGER TO SIGN ALL DOCUMENTS.

SUMMARY:

Last year, the City of Ontario was awarded two loan packages under the SDWRLF and water/wastewater fund programs from Business Oregon. Funding will be used for improvements to the city's drinking water storage and supply, specifically a new tank and pump station. We are currently in the early stages of negotiating a scope and fee for engineering design, and will need a grant manager signed through the end of construction. The improvement is a component of the city's overall Drinking Water Master Plan approved by the Oregon Health Authority in 2021.

BACKGROUND:

Last year, the City of Ontario was awarded two loan packages under the SDWRLF and water/wastewater fund programs from Business Oregon. Funding will be used for improvements to the city's drinking water storage and supply, specifically a new tank and pump station. We are currently in the early stages of negotiating a scope and fee for engineering design, and will need a grant manager signed through the end of construction. The improvement is a component of the city's overall Drinking Water Master Plan approved by the Oregon Health Authority in 2021.

CURRENT SITUATION:

With funding approved and contracts signed, as well as an engineering firm selected for design, a grant administrator should be signed to monitor successful implementation of the grant for the life of the project.

ANALYSIS:

- A. **STRATEGIC PLAN** The project is consistent with the city's Strategic Plan.
- B. **FINANCIAL** The project is funded with SDWRLF dollars.
- C. **TIMING** With the engineering design ready to kick-off, time is of the essence in signing a grant administrator.
- D. **POLICY/LLEGAL** None.

ALTERNATIVES:

If the city elects not to move forward with the award of the task order, the implementation of the grant will need to be completed by city staff who lack technical expertise and experience with the program, which will challenge successful implementation.

RECOMMENDATION:

Staff recommends awarding the Task Order to Ducote Consulting in the amount of \$25,000 for grant administration assistance for the new storage tank and booster pump station.

ATTACHMENTS:

None



ONTARIO
OREGON

1

12/19/25

Ontario Police Department

- **Quarterly Report**
- **2025- 4th Quarter (October - December)**

Jason Cooper
Chief of Police





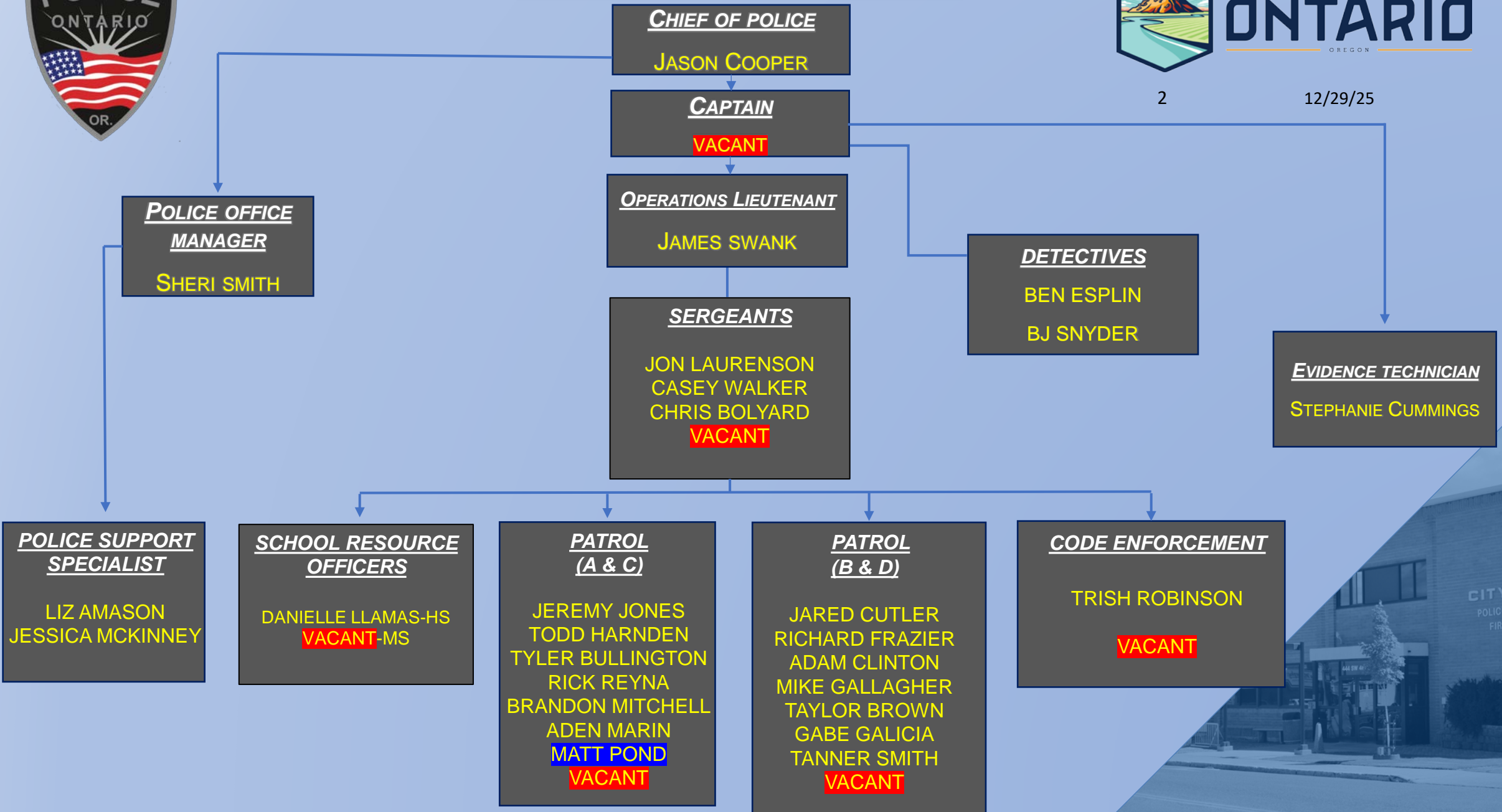
AGENCY STRUCTURE



ONTARIO
OREGON

2

12/29/25





Personnel Updates



ONTARIO
OREGON

12/29/25

- 1- Police Officer (**Candidate selected/Accepted job offer**)
 - started January 5th (sworn/lateral)

- 4 – Police Officer openings
 - 2 officer candidates currently in background phase.
 - 1 officer candidate advanced to final pre-employment phase .

- 1- Code Enforcement Officer
 - Currently in background phase.





Recruit Officer Update



ONTARIO
OREGON

12/29/25

Officer Tanner Smith -

- Graduated DPSST October 17, 2025
- Currently in Field Training (FTEP)
(Phase II of Training Program)



*class color guard member





Officer Recognition



12/29/25

- **American Legion Post 67** -

Outstanding Service Award

SRO Danielle Llamas
Officer of the Year



December 13, 2025





Personnel Recognition



12/29/25

State of Oregon - Evidence Technician of the Year Oregon Association of Property & Evidence



**Evidence Technician
Stephanie Cummings**

November 5th, 2025





Community Involvement



12/29/2025



- **Trunk or Treat Event (October)**
- **Active Shooter Presentation (October)**
@Local Church
- **Touch a Truck Event (November)**





Community Involvement



Shop with a COP (December 6th)

12/29/2025



Community Partnerships

- Ontario Walmart Store (grant program)
- Oregon Dept. of Human Services (DHS)
- Lifeways Behavioral Health
- Local Law Enforcement and ODOC





Significant cases



12/29/25

October-December

- Sex Abuse Investigation (vct-minor) - Arrest/Case forwarded to District Attorney's Office.
- Nevada Homicide Suspect - Arrest/Closed
- Missing Person(s) Case- Under current investigation
- Choking victim (1 yoa) - Lifesaving response





High Desert Task Force



01/13/2022

HDDTF Highlights for past quarter

- 6 search warrants
- **Total**
 - 2.2 pounds of methamphetamine seized
 - 3 ounces of fentanyl seized
 - 19 arrests
- Investigation – December 2025 (**Ontario**)
 - Search warrant local motel
 - 2 arrests
 - 5 grams of methamphetamine seized
 - 20 grams of fentanyl powder
 - \$4,765 drug proceeds seized
- Investigation – November 2025 (**Multiple cities affected**)
 - Buy/bust – deliver from Pendleton to Caldwell
 - 2 arrests
 - 1 pound of methamphetamine seized
- Investigation – November 2025 (**Nyssa**)
 - DEA co-case search warrant-Agency assist
 - 2 arrests
 - 10 pounds methamphetamine seized
 - ~ \$50,000 drug proceeds seized

HDDTF 2025 Statistics					
	Jan-March	April-June	July-Sep	Oct-Dec	TOTAL
Investigations Initiated	19	15	20	20	74
Arrests	15	13	14	19	61
Methamphetamine Seized (lbs)	0.8	2.1	51.5	2.2	56.6
Fentanyl Pills Seized	31	35	0	0	66
Fentanyl Seized (oz)	2.1	8.2	2	3	15.3
Cocaine Seized (oz)					0
Heroin Seized (oz)					0
Bulk processed marijuana seized (lbs)					0
Marijuana plants destroyed					0
Guns Seized	6	4	2	3	15
Search Warrants	5	8	8	6	27
MCT Inv. Assists (Ontario)	1	0	0	0	1
MCT Inv. Assists (County)	2	2	3	0	7
Stolen Property Recovered	2	0	0	2	4
Drug Endangered Children	2	1	1	2	6
Currency Seized	\$11,122	\$0	\$706	\$4,765	\$ 16,593
Property Forfeiture Seized (est.)					\$ -

Major Crime investigation assists

- Nevada Homicide Suspect – Ontario (November)
- Sexual Assault Investigation (minor) – Ontario (October)



Active Projects



12/29/25

- Agency Accreditation-OACP Grant (**30% progress**)
- Policy Updates (Lexipol)
- RFP for Body Cameras
 - (4) Proposal review in progress
- Photo Red Light Analysis/Survey
 - Presentation upcoming
- Training -New Code Enforcement Software Program (Accella)





Professional Development / Training

(**Development & Opportunity**)



12/29/2025

- Administrative - (1) Sergeant (October) [DPSST Supervision & Leadership Course \(SLA\)](#)
- Risk Mgmt. - (2) Officers (October) [Emergency Vehicle Operations](#)
- Administrative - (1) Officer (October) [Threat Assessment recognition](#)
- Evidence Mgmt. - (1) Non-Sworn (October) [Evidence Collection](#)
- Administrative- (1) Officer (October) [DPSST Basic Police Certification](#)
- Use of Force - (1) Sergeant (November) [Less Lethal Instructor Certification course](#)
- Evidence Mgmt. - (1) Officer (November) [OAPE Conference](#)
- Administrative - **Multiple Officer(s) (Oct-Dec) [**In-house agency training](#)





12/29/25





**AGENDA REPORT
DISCUSSION ITEMS
January 13, 2026**

To: Mayor and City Council

FROM: Ken Hart
Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: LION'S PARK PARKING LOT

DATE: January 6, 2026

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE BUDGETING OF NOT TO EXCEED \$125,000 FOR THE CONSTRUCTION OF A PARKING LOT IN LIONS PARK AND HAVE STAFF BRING BACK A RESOLUTION FOR THE FUNDING OF THE PROJECT.

SUMMARY:

Staff has determined that it would cost between \$95,000 and \$125,000 for the construction of the parking lot

BACKGROUND:

CURRENT SITUATION:

ANALYSIS:

- A. **STRATEGIC PLAN**
- B. **FINANCIAL**
- C. **TIMING**
- D. **POLICY/LEGAL**

ALTERNATIVES:

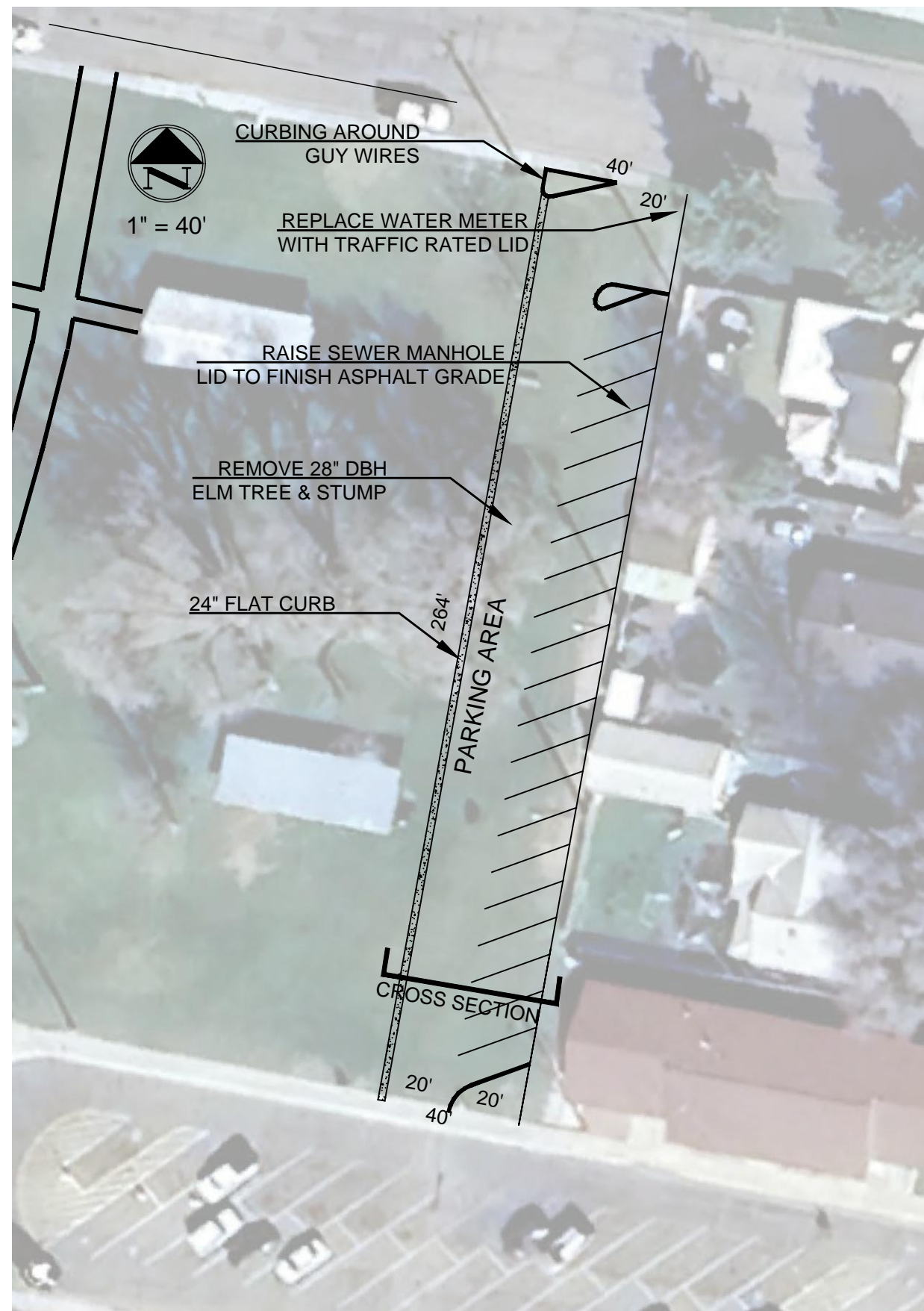
RECOMMENDATION:

Staff recommends the construction of the parking lot at Lions Park

ATTACHMENTS:

1. 2026 PARKING IMPROVEMENTS

LIONS PARK PARKING LOT IMPROVEMENT
 PARKS COMMITTEE MASTER PLAN APPROVED 3-20-25



THIS IS A REQUEST FOR A LUMP SUM BID TO CONSTRUCT A PARKING LOT AT THE LOCATION SHOWN IN THE PLAN TO THE LEFT, IN THE LIONS PARK.

CONTRACTOR SHALL PROVIDE A LUMP SUM BID PROVIDING ALL MATERIAL AND LABOR TO CONSTRUCT A 40 FEET WIDE X APPROXIMATE 264 FEET LONG ONE DIRECTIONAL PARKING LOT AS SHOWN IN THE BELOW PROFILE. THIS IS A PREVAILING WAGE PROJECT AND BID SHALL REFLECT THESE COSTS.

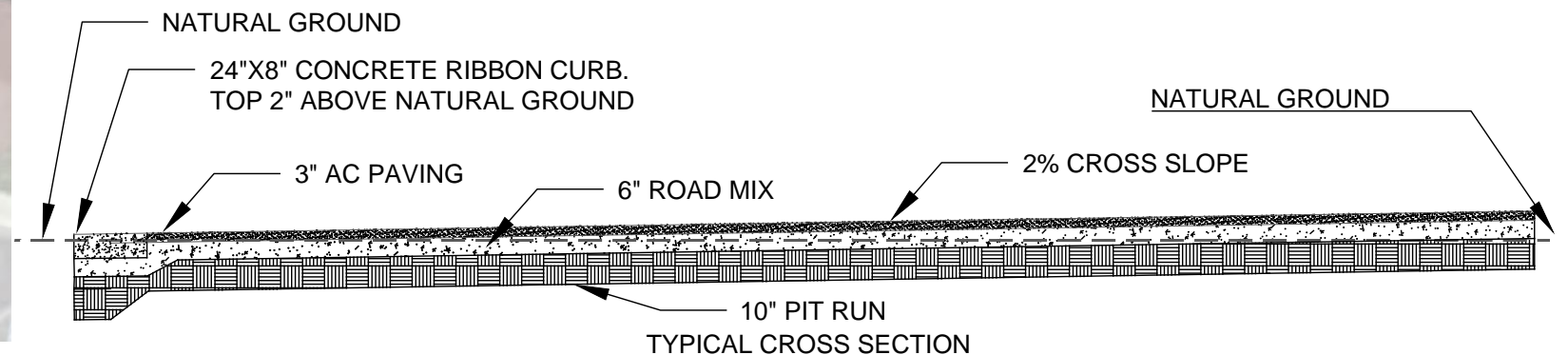
CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL WORK REQUIRED FOR THE PROJECT. THE DESIGN IS TO SLOPE THE PARKING LOT TO THE WEST AND DRAINAGE ONTO THE GRASS AREA OF THE PARK AND CONTRACTOR IS RESPONSIBLE FOR PROVIDING ALL CONSTRUCTION STAKING AND GRADING REQUIRED FOR THIS PROJECT.

ALL WORK TO BE PERFORMED IN ACCORDANCE WITH THE 2021 ISPWC

CITY WILL LOCATE AND CAP OFF ANY IRRIGATION LINES WITHIN THE CONSTRUCTION AREA. BID WILL NOT INCLUDE ANY IRRIGATION LINE WORK.

APPROXIMATE ITEMS (ALL OTHER ITEMS REQUIRED TO COMPLETE WORK ARE INCIDENTAL TO CONTRACT):

- MOBILIZATION
- CLEARING & GRUBBING
- GENERAL EXCAVATION 700 CU YD:
- 3" ASPHALT IN PLACE: 40' X 264' :2,640 CU.FT, 203 TONS
- 3/4" ROAD MIX IN PLACE:.0.5X40'X264, 278 TONS
- PIT RUN IN PLACE: 0.83X40'X264', 278 TONS
- REMOVE AND REPLACE CURB-SIDEWALK FOR 20' DRIVEWAY TOTAL 32' (SOUTH)
- REMOVE AND REPLACE CURB-SIDEWALK FOR 20' DRIVEWAY TOTAL 46 FEET (NORTH)
- 24" X 8" X 264' FLAT CONCRETE FLAT CURB (WEST) TO PROTECT ASPHALT
- PARKING LOT STRIPING
- 22 CURB WHEEL STOPS
- REMOVE 28" DBH ELM TREE AND REMOVE STUMP 12" BELOW BASE ELEVATION
- RAISE SEWER MANHOLE TO FINISH PARKING LOT GRADE
- REPLACE WATER METER WITH TRAFFIC RATED LID
- CURBING AROUND GUY WIRES





**AGENDA REPORT
DISCUSSION ITEMS
January 13, 2026**

To: Mayor and City Council

FROM: Ken Hart
Dan Cummings, City Manager/Community Development Director

THROUGH: Danny K. Cummings, City Manager

SUBJECT: FLAG POLE AT SW4TH/SW 9TH INTERSECTION

DATE: January 6, 2026

PROPOSED MOTION:

I MOVE THE CITY COUNCIL TO APPROVE A NOT-TO-EXCEED PRICE OF \$50,000 FOR THE REPLACEMENT OF THE FLAG POLE AT LIONS PARK THAT WAS DAMAGED IN A WINDSTORM AND HAVE STAFF BRING BACK A RESOLUTION ESTABLISHING THE FUNDING FOR THE REPAIR.

SUMMARY:

The Flag pole at the Lions Park was destroyed in a windstorm, and it has been determined that it will require \$35,000 to \$50,000 to repair the pole.

BACKGROUND:

CURRENT SITUATION:

ANALYSIS:

- A. **STRATEGIC PLAN**
- B. **FINANCIAL**
- C. **TIMING**
- D. **POLICY/LEGAL**

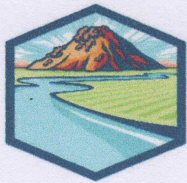
ALTERNATIVES:

RECOMMENDATION:

Staff recommends repair of the flag pole at its current location.

ATTACHMENTS:

None



"The Gateway to Adventure"

Airport Committee Meeting Minutes

December. 1, 2025

The committee meeting was called to order by Chairman Shawn Coleman at 6:00 pm.

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

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

Airport Manager: Andy Wood-present

FBO: Silverhawk: Absent

- 2) **PLEDGE OF ALLEGIANCE:** Led by Chairman.
- 3) **MOTION TO ADOPT THE AGENDA:** Pete Morgan requested that item 7(B) be moved to 6(B) and "Helipad" be added as item 7(B). *Bill Hager moved to adopt the agenda as presented. Jim Beaumont second.* Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 6/0/2.*
- 4) **APPROVAL OF MINUTES:** Pete Morgan *moved to approve the minutes from 10/6/2025. Pete Morgan second.* Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. *Motion carried 6/0/2.*
- 5) **OLD BUSINESS**
 - A) **Airport Traffic Pattern:** Andy Wood updated the Committee about the sub-committee formed by airport shareholders that met on November 19th, 2025 to discuss pattern operations. The sub-committee and Andy Wood came up with four options as attached in the meeting packet. Andy Wood stressed the fact that the main reason for this discussion was noise complaints.

Shawn Coleman brought up having 33 as the calm wind runway allows for avoidance of flying over town. Bill Hager mentioned that it is much easier for the glider operations to takeoff towards the south (15). Rick Todd suggested that the airport do away with the calm wind runway. Lee Unterwegner from JUB Engineering said that the designated calm wind runway was suggested to protect the City from liability. Rick Todd asked that the glider club be added as an authorized user to post NOTAMs during their operations to let other pilots know and plan accordingly.



"The Gateway to Adventure"

Pete Morgan moved to approve Option 1 to remove the calm wind runway to improve noise abatement options. Rick Todd second. Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 6/0/2.

- B) *City of Ontario Snow and Ice Control Plan 2025 – Airport Section Only:* Pete Morgan asked about the corporate ramp not being listed as having any priority in the Snow Control Plan. Andy Wood explained that the first three priority areas are cleared first, then the corporate ramp and around the hangars. Pete Morgan suggested that the crosswind runway not be cleared to allow pilots to practice taxiing in snow and ice. No objections.

Rick Todd and Shawn Coleman asked for an update about the approved fluid and de-icing material. Andy Wood said they removed the ambiguous de-icing material specifications in the Plan.

6) HAND-OUTS/DISCUSSION ITEMS

- A) *Airport Budget Status September 2025 Report:* Andy Wood presented the budget and stated that it is tracking properly. There was a shortage of about \$3000 worth of Jet A flowage fees from the summer that was made up by the helicopters stationed at the airport during November. There should also be some Blackhawks coming this month as well, which should help the airport's revenue.
- B) *Airport Helipad:* Pete Morgan had discussed with some local helicopter pilots about the proposed helipad and claimed they did not want to use a separate helipad away from the fixed wing apron. He mentioned that the other popular general aviation airports in the Treasure Valley do not have a helipad and don't have a use for one. Pete proposed that the helipad be pushed back a few years and have other airport projects started sooner.

Andy Wood explained that he and the City had discussed at length with the FAA about the location and use of the helicopter parking area. The most practical area they found was between the FBO and Lifeflight. The planning and adding this project to the Master Plan has cost about \$500,000 and the design is supposed to start this winter. Lee Unterwegner interjected that there was enough of a public interest that the project was added to the Master Plan.

Pete Morgan moved that Andy Wood look into the FAA funding for the helipad and if it can be used for something else. Lee Unterwegner explained that the scope of work has already been approved by the FAA and Andy Wood is getting another estimate to confirm JUB Engineering's fees are reasonable. JUB has also received the



“The Gateway to Adventure”

environmental clearance. Lee also explained that the CIP FAA funding cannot be used to make the City money until other requirements are satisfied.

No second was made. No motion approved.

7) CORRESPONDENCE, COMMENTS AND EX-OFFICIO REPORTS

Lee Unterwegner from JUB Engineering updated the Committee on the current airport projects. The BLM base project is being redesigned due to the budget, and JUB is waiting on approval from the City. The start of the project is likely to be delayed; there is no set date for bidding.

Andy Wood commented that the Airport Gate and Fence Project should be closed out during December, and the paperwork will be complete, as the project was completed at the end of October.

8) ADJOURN *Moved by Bill Hager. Second by Mike Franks. Roll call vote: Bill-yes, John-out, Pete-yes, Charlotte-out, Mike-yes, Rick-yes, Shawn-yes, and Jim-yes. Motion carried 6/0/2.*

The meeting was adjourned at 7:30 pm.

Next meeting: Monday, January 5, 2026, at 6 pm at Ontario City Hall.

Shawn Coleman - Chairman

Charlotte Hatch - Secretary

MALHEUR COUNTY COURT MINUTES

December 3, 2025

The regularly scheduled meeting of the County Court was called to order by Judge Dan Joyce at 9:00 a.m. with Commissioner Ron Jacobs and Commissioner Jim Mendiola present. Members of the media, public and staff had the opportunity to join the meeting electronically or in person. Present in the meeting room were Administrative Officer Lorinda DuBois, Economic and Community Development Coordinator Taylor Rembowski and Sheriff Travis Johnson. Notice of the meeting was posted on the County website, Courthouse bulletin board and emailed to the Argus Observer and those persons who have requested notice. The agenda is recorded as instrument # [2025-3864](#)

ROMANS' PRECISION IRRIGATION – IDAHO POWER PROGRAM

Kurt Romans with Romans' Precision Irrigation (RPI) met with the Court and provided information on a conservation and water quality opportunity through Idaho Power. Through Idaho Power's renewal process it was discovered that the phosphorus loads were raised in Brownlee Reservoir. The major tributaries that feed into Brownlee are out of Malheur county and a little bit of Idaho. Idaho Power created a grant program to assist landowners with converting from flood to sprinkler irrigation to get rid of flood ground. Part of the approval stipulation was that Idaho Power's funding must be matched by other funding sources. NRCS does some grants each year for flood to sprinkler irrigation conversion. The Freshwater Trust (TFT) is working with irrigation dealers to push this opportunity out. RPI is recruiting, providing quotes, assisting with applying for the grant, and installing the irrigation system. Approximately 50 pivots were installed this year. NRCS has modeled fields for phosphorus loads by slope, by crop rotation, and also the amount of drains that are hit before reaching the Snake River. This year, RPI has signed up over 150 pivots for installation next fall (dependent on available grant funding).

UPDATED 2025-2027 COMMUNITY CORRECTIONS PLAN

Community Corrections Lieutenant Jim St. Michell met with the Court and presented the updated 2025-2027 Community Corrections Biennial Plan. The updated plan includes no supervision for unfunded misdemeanor cases. (Community Corrections will continue to supervise the approximate 40 individuals who are currently on this supervision until their cases expire or they are placed on Bench Probation.) The changes to the plan are on page 4, Probation and Parole Supervision/Services/Sanctioning. Work crew for Bench Probation cases and day reporting for pre-trial cases will continue. Commissioner Jacobs moved to approve the updated 2025-2027 Community Corrections Biennial Plan. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-3865](#) (Note: This updated plan replaces the plan approved by the Court on October 8, 2025. (instrument #[2025-3861](#)))

ACCEPTANCE OF PROPOSAL – ECOSTRAT INC

Mr. Rembowski presented a proposal prepared by Ecostrat Inc. for a BDO Zone designation study. The County received a USDA Rural Business Development Grant to study the biofuel production of cattle manure in the region. The County will pay Ecostrat and submit for reimbursement through the USDA grant. (The County did not solicit bids as Ecostrat is a sole source provider.) Commissioner Mendiola moved to accept the Ecostrat proposal. Commissioner Jacobs seconded and the motion passed unanimously. A copy will be returned for recording.

COURT MINUTES

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

PERS RETIREE EMPLOYMENT AGREEMENTS

Commissioner Jacobs moved to approve the following agreements: Maintenance Supervisor – employment of PERS retiree Employment Agreement with Don Dalton; Accounting Specialist/Malheur County Road Department – employment of PERS retiree Employment Agreement with Shelly Dennis; Lieutenant Malheur County Sheriff's Office – employment of PERS retiree Employment Agreement with Richard Harriman; Employment of PERS retiree Employment Agreement with David Kesey; Child Support Specialist/Malheur County District Attorney's Office – employment of PERS retiree Employment Agreement with Teresa (Teri) Miller; Employment of PERS retiree Employment Agreement with Danny Perkins; and Employment of PERS retiree Employment Agreement with Rachel Reyna. Commissioner Mendiola seconded and the motion passed unanimously. See instrument # [2025-3872](#) (Dalton); #[2025-3871](#) (Dennis); [2025-3869](#) (Harriman); [2025-3868](#) (Kesey); [2025-3870](#) (Miller); [2025-3867](#) (Perkins); [2025-3866](#) (Reyna)

Commissioner Mendiola noted he was concerned with the PERS retiree employment agreements and inquired as to the process to hire persons to replace the retirees to include a mentorship process. Ms. DuBois explained that an individual can be contracted with to help with the transition/training of a new hire as needed and requested by the department head/elected official (two persons will not be paid for full-time to do the same job). The County's hiring process must be followed.

AGREEMENT - FAIR BOARD/TVCC

Commissioner Jacobs moved to approve Agreement between Malheur County Fair Board and Treasure Valley Community College (TVCC). Commissioner Mendiola seconded and the motion passed unanimously. This is a lease agreement for the TVCC rodeo program. The term of the lease is July 1, 2025 through June 30, 2026. See instrument # [2025-3873](#)

COURTHOUSE PLANNING PROJECT

Commissioner Mendiola moved to approve submittal of the Executive Summary to AOC (Association of Oregon Counties) for the Malheur County Courthouse Planning Proposal, nunc pro tunc to December 1, 2025. Commissioner Jacobs seconded and the motion passed unanimously. Malheur County is requesting state planning funds for the development of a new courthouse. See

instrument # [2025-3874](#)

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Jacobs moved to approve Resolution R25-32: In the Matter of Fiscal Year 2025/2026 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Mendiola seconded and the motion passed unanimously. The purpose of the supplemental budget is to allocate additional State and EOCCO funds in the Health Department budget that were not anticipated when the budget was adopted – these funds are to be used for modernization and to build a network of Health-Related Social Needs service providers to support EOCCO members; and to allocate evidence forfeiture funds in the Sheriff budget that were not anticipated when the budget was adopted – these funds will go to General Contingency. See instrument # [2025-3875](#)

PUBLIC COMMENTS

Judge Joyce asked for comments from the public; no public comments were received.

COURT ADJOURNMENT

Commissioner Mendiola moved to adjourn the meeting. Commissioner Jacobs seconded and the motion passed unanimously.

Accounts Payable

Checks by Date - Summary by Check Date

User: kari.ott
 Printed: 1/9/2026 11:54 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
133994	037600	AT&T	12/09/2025	26.98
133995	637828	Century Link Communications, LLC	12/09/2025	38.48
133996	376000	Idaho Power	12/09/2025	1,578.02
133997	879417	LightSpeed Networks, Inc.	12/09/2025	1,377.88
133998	130950	Sparklight Business	12/09/2025	140.62
133999	879733	Waste Connections of Oregon, Inc.	12/09/2025	461.87
134000	879948	A+ Plus Awards	12/09/2025	461.25
134001	130624	B & W Car Wash	12/09/2025	5.00
134002	626400	Campo & Poole Distributing, LLC	12/09/2025	10,050.87
134003	&509	Matsy's Restaurant & Catering	12/09/2025	165.00
134004	461607	MicroTechnology Systems, Inc.	12/09/2025	11,936.50
134005	880016	Nelson Tire, LLC	12/09/2025	320.73
134006	583450	State of Oregon Dept of Corrections	12/09/2025	1,640.00
134007	879551	Painter Holdings & Business Ventures, Inc.	12/09/2025	19.50
134008	879226	PortaPros	12/09/2025	627.00
134009	642093	Red's Automotive Repair, Inc.	12/09/2025	2,284.98
134010	879469	SBRK Finance Holdings, Inc.	12/09/2025	1,743.00
134011	702008	Staples Business Credit	12/09/2025	21.11
134012	880003	T-Mobile	12/09/2025	31.70
134013	788402	TransUnion Risk & Alternative Data Soluti	12/09/2025	100.00
134014	879733	Waste Connections of Oregon, Inc.	12/09/2025	311.99
134015	879635	Western Building Maintenance, Inc.	12/09/2025	3,846.83
134016	879530	Nicholas Ducote	12/09/2025	990.00
134017	412500	Keller Associates, Inc.	12/09/2025	17,437.50
134018	468350	Motion Industries, Inc.	12/09/2025	19,752.45
134019	842030	Warrington Construction Corporation of Or	12/09/2025	38,960.92
Total for 12/9/2025:				114,330.18
134021	879326	The Biz Zone	12/12/2025	92.96
134022	879637	Bryant Lovlien & Jarvis PC Attorneys at La	12/12/2025	8,625.00
134023	879451	CDR Labor Law, LLC	12/12/2025	315.00
134024	637830	Century Link	12/12/2025	530.78
134025	T2600	Four Rivers Veterinary Clinic	12/12/2025	178.80
134026	360015	Home Depot Credit Services	12/12/2025	34.44
134027	440000	L.N. Curtis and Sons	12/12/2025	11,277.19
134028	879363	Danielle Llamas	12/12/2025	277.99
134029	441140	Looks Nu, Inc.	12/12/2025	119.00
134030	451593	Malheur Council on Aging & Community S	12/12/2025	15,000.00
134031	879857	Aden Marin	12/12/2025	44.55
134032	461607	MicroTechnology Systems, Inc.	12/12/2025	24,763.00
134033	602320	NAPA Auto Parts	12/12/2025	44.98
134034	879301	Net Assets Corporation	12/12/2025	180.00
134035	539200	Ontario Area Chamber of Commerce	12/12/2025	120.00
134036	573001	Ontario Sister Cities, Inc.	12/12/2025	338.36
134037	516494	State of Oregon Department of Transportati	12/12/2025	254.28
134038	21014	Snake River Economic Development Allian	12/12/2025	10,040.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
134039	879720	Total Package Enterprises, LLC	12/12/2025	91.94
134040	879898	Avidity Solutionz	12/12/2025	4,924.80
134041	333895	Grant Mechanical, Inc.	12/12/2025	1,375.00
134042	879896	RH2 Engineering, Inc.	12/12/2025	5,352.77
134043	880018	Rivers Edge Landscape	12/12/2025	20,110.00
134044	879138	Stantec Consulting Services, Inc.	12/12/2025	3,701.50
Total for 12/12/2025:				107,792.34
ACH	880033	GreenWorks P.C.	12/19/2025	7,982.01
134045	0143466	Amazon Capital Services	12/19/2025	1,030.37
134046	879745	AT&T Mobility, LLC	12/19/2025	2,066.31
134048	144000	Cascade Natural Gas Corporation	12/19/2025	864.98
134049	879268	CivicPlus, LLC	12/19/2025	10,063.47
134050	UB*12294	GEORGE CRAIG	12/19/2025	220.26
134051	303800	Frank's Extinguisher Service	12/19/2025	399.90
134052	880038	Kyler Graziano	12/19/2025	18.91
134053	879191	Kristy Lynn Janti	12/19/2025	72.00
134054	879826	Brandon Chris Johnson	12/19/2025	7,120.00
134055	582200	Oregon Association Chiefs of Police	12/19/2025	1,025.00
134056	282601	Oregon State Police	12/19/2025	667.33
134057	528405	Oster Professional Group, CPA's PC	12/19/2025	28,301.53
134058	632305	Project Dove	12/19/2025	100.00
134059	UB*12295	MANDUJANO ROGELIA	12/19/2025	61.43
134060	880037	Reyes Romayor	12/19/2025	18.47
134061	879680	U.S. Bank Equipment Finance	12/19/2025	1,497.00
134062	879151	Waste-Pro	12/19/2025	50.24
134063	880041	Jacob Blundred	12/19/2025	6,000.00
134064	22427	Conсор North America, Inc.	12/19/2025	5,589.26
134065	879755	Loyal Gibbons	12/19/2025	1,500.00
134066	880046	Cheri L Hung	12/19/2025	1,981.00
134067	879756	Joshua D Jacobson	12/19/2025	1,500.00
134068	879833	Scott Kelso	12/19/2025	9,150.00
134069	879843	Lance C. King	12/19/2025	1,500.00
134070	880043	David Scott Matheny	12/19/2025	6,000.00
134071	880044	Patricia M Nickols	12/19/2025	6,000.00
134072	880040	Clinton C Perry	12/19/2025	6,000.00
134073	880039	Dulce M Rojas-Aguas	12/19/2025	6,000.00
134074	880045	Angela Del Rosario Santana	12/19/2025	6,000.00
134075	880077	Steph's Rents, LLC	12/19/2025	3,357.25
134076	880047	Lucas Tackman	12/19/2025	3,173.00
134077	880049	Brent Bradshaw Treasure Valley Car Comp	12/19/2025	1,265.00
Total for 12/19/2025:				126,574.72
ACH	832852	Wells Fargo Signify Business Elite Masterc	12/22/2025	4,007.50
134078	879898	Avidity Solutionz	12/22/2025	2,666.30
134079	879898	Avidity Solutionz	12/22/2025	2,846.20
Total for 12/22/2025:				9,520.00
ACH	554401	Ontario Police Association	12/26/2025	468.00
134080	637830	Century Link	12/26/2025	577.08
134081	879828	Galls, LLC	12/26/2025	3,828.11
134082	880078	Thomas Leija, Treasurer Idaho Airport Man	12/26/2025	100.00
134083	376000	Idaho Power	12/26/2025	3,589.82

Check No	Vendor No	Vendor Name	Check Date	Check Amount
134084	428200	League of Oregon Cities	12/26/2025	338.94
134085	451750	Malheur County Sheriff's Office	12/26/2025	112,770.74
134086	539200	Ontario Area Chamber of Commerce	12/26/2025	125.00
134087	702008	Staples Business Credit	12/26/2025	30.58
134088	288897	Verizon	12/26/2025	338.29
134089	880036	Brittany Ward	12/26/2025	60.00
134090	183201	CK3, LLC	12/26/2025	5,690.00
134091	440000	L.N. Curtis and Sons	12/26/2025	1,402.90
Total for 12/26/2025:				129,319.46
Report Total (99 checks):				487,536.70