

CITY COUNCIL MEETING PACKET

FEBRUARY 9, 2016



City of Madras
City Council Meeting
City Council Chambers

February 9, 2016
7:00 p.m.

CITY COUNCIL PICTURES

City Council Chambers
6:45 P.M.

AGENDA

- I Call to Order

- II Pledge of Allegiance and Prayer

- III Consent Agenda

All matters listed within the Consent Agenda have been distributed to each member of the Madras City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of Vouchers

- B. Approval of Minutes From the January 26, 2016
City Council Work Session

- C. Approval of Minutes From the January 26, 2016
City Council Meeting

- D. Approval of New Memorandum of Understanding Between Ecova, Inc. and the
City of Madras Extending the Showerhead Giveaway Program

- E. Approval of HR Consultant Services Agreement
- F. Approval of Amendment No. 2 to Professional Services Contract Century West Engineering - Madras Municipal Airport Environmental and Cultural Resources Screening for Non-Federal Aviation Administration Development Projects - Noise Assessment Methodology

IV Visitor Comments

V Housing Works - Annual Update, PowerPoint Slide Presentation, and Affordable Housing Advocacy Video

Tom Kemper, Executive Director of Housing Works

VI North Unit Irrigation District - Presentation Oregon Spotted Frog Issue

Mike Britton, General Manager

VII Resolutions

A. Resolution No. 03-2016

A resolution authorizing the City of Madras to apply for a Recreational Trails Program Grant from the Oregon Parks and Recreation Department for the "Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project - Phase 1" in the amount of \$125,000.

Public Works Director, Jeff Hurd

B. Resolution No. 04-2016

A resolution amending, replacing, and superseding City of Madras Resolution No. 22-2015 in its entirety, which resolution concerns the City of Madras Employee Educational Assistance Program.

City Administrator, Gus Burrell
City Attorney, Jeremy Green

VIII Annual Strategic Implementation Plan "Draft" - FY 2016-2017

City Administrator, Gus Burrell

IX Additional Comments, Announcements, and Department Reports

X Adjourn

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be audio taped. Minutes of this and all public meetings are available for review at the Madras City Hall. The meeting place is handicapped accessible. Those needing assistance should contact the City Recorder two (2) days in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Madras is an Equal Opportunity Provider.

DISBURSEMENTS LIST - January 2016

For Council Review and Approval

101-106	General Fund - Police	17,995.90
204	Transportations Operations Fund	62,542.99
206	Parks Fund	677.10
207	Tourism/Economic Development	30.00
306	Debt Service Fund	0.00
401	SDC Street Improvement Fund	0.00
402	SDC Park Improvement Fund	0.00
403	SDC Wastewater Improvement Fund	0.00
404	Airport Construction Fund	0.00
405	SDC Water Fund	0.00
406	SDC Stormwater Construction Fund	0.00
407	SDC Wastewater Reimbursement Fund	0.00
408	SDC Street Reimbursement Fund	0.00
409	Improvement Fee Fund	0.00
502	Water Operations Fund	18,452.48
503	Wastewater Operations Fund	27,653.12
504	Industrial Site Fund	0.00
505	Community Development Fund	8,895.05
509	Airport Operations Fund	29,056.06
802	Internal Services Fund-Central Services	18,256.53
803	Internal Services Fund-Public Works Staff	16,344.45
804	Internal Services Fund-Buildings	8,631.34
805	Internal Services Fund-Fleet	9,239.64
999	Treasurer's Cash-Customer Refunds	635.90

GRAND TOTAL **218,410.56**

** Council Review and approval of payments made in the previous month**

Report Criteria:
Report type: Summary

Check Issue Date	Payee	Description	Check Amount
01/18/2016	PACIFIC POWER & LIGHT	813 SW Hwy 97	34,436.00
01/05/2016	Mountain Sky Landscaping, Inc	Construction Services for Hwy 26 Irr. Upgrade	31,280.46
01/05/2016	CENTURY WEST ENGINEERING CORPO	Connect OR V Design & CM	19,630.60
01/19/2016	ECO NORTHWEST	Urban Revitalization Action Plan Update	19,094.51
01/18/2016	DESCHUTES VALLEY WATER	SE Buff Street (by Bus Barn)	11,117.54
01/05/2016	JEFFERSON COUNTY SHERIFF	Dispatch Fees- January 2015	8,324.32
01/05/2016	4-R EQUIPMENT, LLC	PO 10860: 540 Tons 3/4 State Spec Gravel	8,252.56
01/18/2016	MOONLIGHT BUSINESS PROCESS OUTSOURCING	PO 10394: Scanning of Police Records	7,121.83
01/05/2016	FCS GROUP	Transportation Utility Formation study	6,401.90
01/18/2016	MID OREGON PERSONNEL SERVICES	PO 10429: Comm. Dev. Temp (Dec)	3,648.18
01/18/2016	HEFFERNAN, DANIEL 'DJ'	Madras EOA Update	2,274.80
01/05/2016	DESCHUTES VALLEY WATER	PO 10763: 8" Gate Valve and 12" Gate Valve	2,153.27
01/05/2016	BENDTEL	20002-666: City Hall Phone Charges: Dec-Jan	1,989.52
01/05/2016	H.A. MCCOY	H Street Pedestrian Improvement Project	1,725.00
01/18/2016	RICOH USA INC	PW & City Hall Copier Lease (Jan)	1,678.96
01/05/2016	BERG, ROB	Airport Management Services (January)	1,500.00
01/05/2016	HOOKER CREEK COMPANIES LLC	PO 10762: Cat Rental To Repair Sewer Lagoon Dike	1,272.75
01/05/2016	ARROWHEAD PROFESSIONAL SERVICE	Janitorial Services- November: City Hall/PD	1,265.00
01/18/2016	H.A. MCCOY	PO 10097: Golf Course Topo-Willowbrook	1,193.86
01/18/2016	CASCADE NATURAL GAS	226 NW B Street- December 2015	1,107.95
01/14/2016	MUELLER WATER PRODUCTS, INC	PO 10759: EZ Reader Annual Maint. Contract	712.50
01/18/2016	Madras BiMart	Overpayment: BiMart	552.50
01/18/2016	RESERVE ACCOUNT (PITNEY BOWES)	Reserve Acct. Postage-Comm. Dev (Jan)	500.00
01/05/2016	U S POST OFFICE	Postage for Utility Management Bills (Dec)	475.00
01/05/2016	AUTOMATED COMMUNICATIONS LLC	TK 55 Sander and 621 Loader: Antenna & Converter	470.70
01/18/2016	ADVANCED PRECAST PRODUCTS	Strom Water Catch Basins (3rd and H St)	450.00
01/18/2016	SILVER STAR TELECOM	Monthly Services (January 2016)	437.06
01/05/2016	Russell, Scott	Unclaimed Property: 14' flat lawnmower rental	400.00
01/18/2016	Net Assets Corp.	December Lien Searches-30	302.00
01/05/2016	OREGON CITY/COUNTY MANAGEMENT	G. Burril OCCMA Membership Dues	259.26
01/20/2016	DEPARTMENT OF MOTOR VEHICLES	Title and Veh Fees for PW (2007/2005 Pickups)	223.00
01/18/2016	Robert Rodriguez	Dep. Ref. Traffic Equip.-Toy Drive	200.00
01/05/2016	RESERVE ACCOUNT (PITNEY BOWES)	Commence Billing (Oct-Dec)	177.30
01/18/2016	BENDTEL	Phone Setup at Airport	150.00
01/05/2016	MIDDLETON SEPTIC & PORTABLE TOILETS LLC	Toilet Rental- Golf Course (December)	150.00
01/05/2016	OREGON MAYORS ASSOCIATION	R. Embanks OMA Membership	128.00
01/18/2016	Eagle Mountain Construction	WA/Sewer Refund- Eagle Mountain	127.82
01/26/2016	DEPARTMENT OF MOTOR VEHICLES	W. Brewer CDL 3rd Pre-test and CDL	115.50
01/18/2016	Morgan and Associates Realty	WA/Sewer Refund- Morgan Realty	85.72
01/18/2016	Gorilla Capital	Overpayment: G. Capital	83.40
01/18/2016	MIDDLETON SEPTIC & PORTABLE TOILETS LLC	Monthly Toilet Rental for Golf Course (Dec)	75.00
01/05/2016	Robert Hougen	Sewer Refund- R. Hougen	74.91
01/18/2016	ALL AMERICAN FIRE PROTECTION I	Fire Extinguisher service	71.00
01/18/2016	JEFFERSON COUNTY GEOGRAPHIC	GIS Mapper Demo for Finance Dept Training	70.00
01/05/2016	AIRE-MASTER OF AMERICA INC.	Urinal Screen Cleaning, Deodorizer Service	56.00
01/18/2016	AIRE-MASTER OF AMERICA INC.	Urinal Screen Cleaning, Deodorizer Service	56.00
01/18/2016	CASH	Petty Cash Reim. - W. Brewer CDL Test	53.50
01/05/2016	OREGON ASSOCIATION MUNICIPAL RECORDERS	K. Coleman: OAMR Membership Dues	50.00
01/18/2016	Arely Cortes	Sewer Refund- A. Cortes	49.30
01/18/2016	PUDDY, SARA	Reimbursement: Employee of the Year Award	35.99
01/18/2016	Tracey Leslie	Sewer Refund- T. Leslie	35.91
01/18/2016	OREGON IMPACT	M. Brown Training Registry-Pedestrian Safety	35.00
01/18/2016	Jayne Simmons	WA/Sewer Refund- J. Simmons	33.83

Check Issue Date	Payee	Description	Check Amount
01/05/2016	HANSEN, MEGAN	Mileage Reimbursement-Post Office/Bank	24.04
01/05/2016	MCNAMEE, BRANDIE	K. Hollyman: Accounting Workbook	19.99
01/18/2016	ONE CALL CONCEPTS INC.	Oregon Utility Notification Center Tickets (Dec)	19.95
01/18/2016	CERTIFIED LANGUAGES INTERNATIONAL LLC	Transalation Services: Front Desk: Dec	15.84
01/18/2016	TOMBLESON, REBECCA	Mileage Reimbursement: Airport/Golf Course	11.96
01/05/2016	Brewer, Weston	CDL Knowledge Test	10.00
01/18/2016	DMV-Record Services	2013 Oregon Vehicle Code Book	7.00
01/14/2016	MUELLER WATER PRODUCTS, INC	PO 10759: EZ Reader Annual Maint. Contract	712.50- V
Grand Totals:			<u>171,561.49</u>

Report Criteria:
 Report type: Summary

**Bank of America Purchase Cards
January 2016**

Date	Payee	Description	Amount
1/12/2016	FLINT TRADING	FLINT TRADING - PO 10866: C Street Thermal Plastic	\$2,877.83
1/12/2016	FLINT TRADING, INC.	FLINT TRADING - PO 10867: McTaggart Rd Thermal Plastic	\$2,877.82
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Daimler Trucks	\$2,000.00
1/4/2016	COVENANT TECHNOLOGY	COVENANT - Monthly Services (Jan)	\$1,538.88
1/4/2016	CENTRAL ELECTRIC	CENTRAL ELECTRIC - Dogwood/Runway/Beige (Dec)	\$1,507.03
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Employee Tuition Program	\$1,485.68
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Employee Tuition Program	\$1,391.60
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Miscellaneous	\$1,352.00
1/4/2016	COVENANT TECHNOLOGY	COVENANT - Monthly Services (Jan)	\$1,302.13
1/6/2016	SQ COVE ELECTRIC	COVE ELECTRIC - NWWTP Compressor Transformer Replace	\$1,237.57
1/20/2016	EDUMIND	EDUMIND - PO 10098: J. Hurd PE Prep Class	\$1,190.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Time, Place and Manner	\$1,184.00
1/6/2016	CONSOL SUPP-BEND	CONSOL SUPP - PO 10764: Water Meters, Boxes, Fittings	\$1,178.65
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Nuisance Property	\$1,134.00
12/30/2015	PLATT ELECTRIC	PLATT - PO10865: Down Town Decorative Light Replacement	\$1,116.81
1/14/2016	TS & S FORD	TS & S FORD - PO 10868: Parks Veh: Fuel Filter Repair	\$1,000.00
12/26/2015	CASELLE	CASELLE - Monthly Services (January)	\$987.67
1/6/2016	SQ COVE ELECTRIC, INC.	COVE ELEC - PO 10608: Relocate AWOS Syst. for OSHA Compliance	\$925.70
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Employee Tuition Program	\$866.32
1/4/2016	COVENANT TECHNOLOGY	COVENANT - Monthly Services (Jan)	\$828.63
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Miscellaneous	\$800.00
12/23/2015	CENTRAL OREGON HEATING	CENTRAL OR HEATING - PO 10606: Airport Heater and Leak Fix	\$753.95
12/31/2015	COP SHOP	COP SHOP - Tactical Pants for All Officers	\$739.89
1/14/2016	VERIZON	VERIZON - December Cell Phone Services	\$734.92
1/14/2016	VERIZON	VERIZON - January Cell Phone Services	\$734.22
1/6/2016	SQ COVE ELECTRIC	COVE ELECTRIC - Fix Safety Issues at NWWTP	\$692.15
1/15/2016	LES SCHWAB	LES SCHWAB - PO 10399: Winter tires for 1501	\$625.52
1/15/2016	LES SCHWAB	LES SCHWAB - PO 10395: Winter Tire Change over	\$625.52
1/4/2016	FLOOD PROCESSING	FLOOD PROCESSING - 216 NW B St. Flood Insurance	\$625.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV -Sewer Main Easement	\$608.00
12/30/2015	APA MEMBERSHIPS AND SUBS	APA MEMBERSHIPS AND SUBS - Annual Memberships	\$600.00
1/18/2016	SONSRAY MACHINERY	SONSRAY - PO 10869: #101 590 Back Hoe: Injector Parts	\$596.17
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Time, Place and Manner	\$512.00
1/6/2016	SAFARILAND,	SAFARILAND - Meth Testing Kits	\$510.00
1/22/2016	COP SHOP	COP SHOP - PO 10398: Uniform Pants: Brown, Stanfill, Farrester, Rochelle	\$503.94
1/4/2016	TS & S FORD	TS & S FORD - #77 Parks Veh: Ignition Switch Repair	\$491.86
1/19/2016	TS & S FORD	TS & S FORD - #147 City Hall Veh: Heater Repair	\$477.05
12/29/2015	USA BLUE BOOK	USA BLUE BOOK - Sewer Disconnect Valve	\$445.96
1/12/2016	COMMUNITY NEWSPAPERS	COMMUNITY NEWS - Budget Committee	\$441.76
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - MOU w/ Jeff. Co. Fair Complex	\$432.00
1/7/2016	SP ERICKSON AIRCRAFT	ERICKSON AIR - Gifts for Employee Appreciation Dinner	\$430.35
12/23/2015	SONSRAY MACHINERY	SONSRAY - #101 590 Turbo Back Hoe: Gasket, Shock Absorber, Tensioner	\$418.18
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Keith Man. Lease Agreement	\$416.00
1/11/2016	CCSO CVENT	CCSO CVENT -Det Brown Child Abuse Summit	\$415.00
1/21/2016	USA BLUE BOOK	USA BLUE BOOK - Gloves	\$414.21
12/31/2015	AMERICAN PUBLIC WORKS	AMERICAN PW - Annual Membership: G.Burriel, R.Fulton, J. Hurd	\$402.00
12/28/2015	NCEES.ORG	NCEES.ORG - PO 10098: J.Hurd PE Exam	\$397.36
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Grass Runway Agreement	\$384.00
1/8/2016	SONSRAY MACHINERY	SONSRAY - #101 590 Back Hoe: Bolts, Mirror, Brackets	\$376.15
12/29/2015	OWEN EQUIPMENT COMPANY	OWEN EQ CO - Belt Band	\$357.48
1/5/2016	NAPA AUTO	NAPA AUTO - Decal Remover	\$354.52
1/12/2016	COMMUNITY NEWSPAPERS	COMMUNITY NEWS - Budget Committee	\$348.75
1/4/2016	RICOH USA, INC	RICOH - City Hall Printer Copies (Dec)	\$325.63
1/7/2016	SGA CPAS CONSULTANTS	SGA CPAS- Secretary of State Audit Filing Fee	\$300.00
1/19/2016	OMFOA	OMFOA - Spring Finance Officer Conference for B.McNamee	\$300.00
1/15/2016	TRAFFIC SAFETY SUPPLY CO	TRAFFIC SAFETY SUPPLY - Stop Signs	\$292.10
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Councilor Recall	\$288.00
1/12/2016	SQ COVE ELECTRIC, INC.	COVE ELECTRIC - B St. Lift Station Electrical Safety Issues	\$287.21
1/13/2016	SQ COVE ELECTRIC	COVE ELECTRIC - NWWTP Electrical Safety Issues Fixed	\$284.72
12/31/2015	SONSRAY MACHINERY LLC	SONSRAY - #101 590: Turbo Engine Parts- Hose, O-Ring, Clamps	\$279.27
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - Shop Services (Dec)	\$276.28
1/19/2016	TS & S FORD	TS & S FORD - #149 f-350 Crew Cab Tow Hooks	\$267.30

Date	Payee	Description	Amount
1/13/2016	COVENANT TECHNOLOGY	COVENANT TECH - Computer Monitor	\$262.56
1/20/2016	EDUMIND	EDUMIND - PO 10098: J. Hurd Text Book for PE Prep Class	\$254.50
1/9/2016	INN AT CROSS KEYS STATION	INN AT CROSS KEYS - Room for Employee Appreciation Dinner	\$250.00
1/13/2016	SONSRAY MACHINERY LLC	SONSRAY - #101 590 Back Hoe: Hinge, Tube, Freight	\$246.01
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - Airport Services (Dec)	\$241.02
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Golf Course Mgmt. Agreement	\$240.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Wiibur-Ellis Lease	\$240.00
1/14/2016	LAWSON PRODUCTS	LAWSON PROD - Cable Clamp, Fittings, Nuts, Washers	\$238.92
1/4/2016	COVENANT TECHNOLOGY	COVENANT - Monthly Services (Jan)	\$236.75
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Medical Marijuana Dispensaries	\$224.00
1/19/2016	OFFICEMAX	OFFICEMAX - PO 10563 City Hall Copy Paper	\$223.43
1/4/2016	CENTRAL ELECTRIC	CENTRAL ELECTRIC - LIG (Dec)	\$218.19
1/4/2016	RICOH USA, INC	RICOH - PD Printer Copies (Dec)	\$216.50
1/8/2016	DICK'S CLOTHING&SPORTING	DICK'S CLOTHING- Rochelle Training Clothes	\$213.40
12/28/2015	Lynx Group, Inc.	LYNX - 2015 OR Standard Specs for PW Construction	\$212.83
1/14/2016	SQ COVE ELECTRIC	COVE ELECTRIC - 3 Bollard Lights-M Trail	\$210.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - DVWD Legal Issues	\$208.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Marijuana Tax	\$208.00
1/8/2016	MADRAS BODY AND GLASS	MADRAS BODY - #71: Drive Door Repair: Inside Latch	\$206.64
1/5/2016	MADRAS MARINE INC	MADRAS MARINE - Bars and Chains for Pole Saw	\$196.05
1/19/2016	BENDBROADBAND BEND, OR	BENDBROADBAND - Police Dept. Internet (Jan)	\$195.00
1/4/2016	RICOH USA, INC	RICOH - City Hall Printer Copies (Dec)	\$193.45
1/7/2016	THE BLACK IRON	THE BLACK IRON - Gifts for Employee Appreciation Dinner	\$192.75
12/29/2015	UMPQUA RESEARCH	UMPQUA RESEARCH - MTF- P/A Drinking Water	\$192.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Cat-AG Airport Hanger Lease	\$192.00
12/29/2015	GCSAA EIFG	GCSAA EIFG 8004727878 - GCSAA Membership	\$190.00
1/11/2016	MOTEL 6	MOTEL 6 - PO 10098: J.Hurd ICS Training-Lodging	\$181.47
12/31/2015	CARSON	CARSON - 58 GAL ULSD #1 Dyed, 20 GAL Biodiesel	\$180.33
1/12/2016	COMMUNITY NEWSPAPERS	COMMUNITY NEWS - Snow Removal 12/16	\$180.19
1/5/2016	MADRAS OIL CENTER	MADRAS OIL -Veh 901-Oil Change/Trans Exchange	\$177.85
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Employee Tuition Program	\$176.40
12/29/2015	IN TREASURE VALLEY COFFE	TREASURE VALLEY COFFE - Creamer, Coffee	\$172.20
1/12/2016	EDGE ANALYTICAL	EDGE ANALYTICAL - Total Coliform/E Coli Tests (Jan)	\$168.00
12/30/2015	TS & S FORD	TS & S FORD - #71 Shop Pickup: Door Latch Assembly	\$167.55
1/11/2016	CENTRAL OREGON HEATING	CENTRAL OR HEATING - CH: Fan Coil and Fuse Repair	\$165.95
1/20/2016	CENTRAL OREGON HEATING	CENTRAL OR HEATING - City Hall Fuse Replacement	\$165.95
12/30/2015	BENDBROADBAND	BEND BROADBAND - Monthly Services (Jan)	\$163.07
12/28/2015	EDGE ANALYTICAL	EDGE ANALYTICAL - 5 Day BOD, Total Suspended Solids	\$162.00
12/29/2015	EDGE ANALYTICAL	EDGE ANALYTICAL - 5 Day BOD, Total Suspended Solids	\$162.00
1/7/2016	EDGE ANALYTICAL	EDGE ANALYTICAL INC - BOD, Suspended Solids 5 Lab work WW	\$162.00
1/13/2016	EDGE ANALYTICAL INC	EDGE ANALYTICAL INC - 5 Day BOD, Total Suspended Solids	\$162.00
1/21/2016	EDGE ANALYTICAL INC	EDGE ANALYTICAL - 5 Day BOD, Total Suspended Solids	\$162.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Land Use	\$160.00
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Land Use	\$160.00
1/6/2016	GREAT EARTH CAFÉ	GREAT EARTH - Gift for Employee Appreciation Dinner	\$155.93
1/13/2016	OSBEELS	OSBEELS - Gus PE Registration Renewal	\$150.00
12/30/2015	BULLET RENTAL	BULLET RENTAL - W. Brewer Hardhat and Gloves	\$147.15
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Road Transfer IGA w/ Jeff Co.	\$144.00
12/30/2015	BENDBROADBAND	BEND BROADBAND - Monthly Services (Jan)	\$137.99
1/4/2016	RICOH USA, INC	RICOH - PW Building- Printer Copies (Dec)	\$135.30
12/28/2015	MADRAS PAINT AND GLASS	MADRAS PAINT/GLASS - Shop Window from Vandalism	\$134.20
12/23/2015	SONSRAY MACHINERY	SONSRAY - #101 590 Turbo Back Hoe: Coupling and Freight	\$133.37
12/30/2015	ADT SECURITY	ADT SECURITY - PW Building Monthly Services (Jan-March)	\$130.65
12/31/2015	CELLULAR CONNECTION	CELLULAR CONNECTION - J. Brabham Blue Tooth	\$129.99
1/19/2016	OFFICEMAX	OFFICEMAX - PO 10563 City Hall Copy Paper	\$129.90
1/13/2016	USA BLUE BOOK	USA BLUE BOOK - CI2 Analyzer Solution SWWTF	\$127.55
1/13/2016	NORTHSIDE FORD TRUCKS	NORTHSIDE - #55 Sander Unit: Marker Lights for Fenders	\$125.61
1/4/2016	SUNRIVER RESORT LODGE	SUNRIVER RESORT - Deposit Fee for OMFOA Spring Conference	\$125.00
1/4/2016	PHILS HARDWARE	ACE - Fuse Holders and Fuses for City Hall HVAC	\$121.85
1/4/2016	COVENANT TECHNOLOGY	COVENANT - Monthly Services (Jan)	\$118.36
1/14/2016	CLEANING AND RESTORATION	CLEANING AND RESTORATION - Abatement of 179 D Street Hazmat Suit	\$117.46
1/14/2016	SQ COVE ELECTRIC	COVE ELECTRIC - Replaced Photocell: North Y Sign	\$116.59
1/20/2016	USA BLUE BOOK	USA BLUE BOOK - CL2 Pump Tube	\$116.20
1/13/2016	MADRAS AUTO PARTS	MADRAS AUTO - #150 Chevy Crew Cab Antifreeze	\$113.94

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Miscellaneous	\$112.00
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - PD/CH Services (Dec)	\$107.38
1/11/2016	CENTURYLINK	CENTURYLINK - Golf Course Monthly Services (Jan)	\$105.98
12/29/2015	TREASURE VALLEY COFFE	TREASURE VALLEY -Coffee, Tea, Creamer	\$104.55
1/5/2016	PAYPAL PNW-ISA	PAYPAL PNW-ISA - J. Burchell-Soils class Registration	\$102.47
12/31/2015	SMITH AND LOVELESS INC	SMITH AND LOVELESS INC - Headwork's	\$102.11
1/7/2016	COASTAL FARM & RANCH RED	COASTAL FARM & RANCH RED - 3 10 Hook Screw-on Hanger	\$101.97
1/4/2016	RICOH USA, INC	RICOH - City Hall Printer Copies (Dec)	\$101.45
1/12/2016	DETAIL PLUS	DETAIL PLUS - #142 Airport Veh: Seat Repair	\$100.00
1/4/2016	YOUR CARE	YOUR CARE - W. Brewer CDL Physical	\$99.00
1/19/2016	OFFICEMAX	OFFICEMAX - PO 10563 City Hall Copy Paper	\$98.72
12/28/2015	MADRAS MEDICAL GROUP	MADRAS MEDICAL GROUP - CDL Physical	\$96.00
1/12/2016	MADRAS MEDICAL GROUP	MADRAS MEDICAL GROUP - CDL Physical	\$96.00
1/8/2016	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE - Plotter Ink, Laptop Case	\$95.06
1/12/2016	COMMUNITY NEWSPAPERS	COMMUNITY NEWS - Bid Invitation 12/9	\$93.00
1/19/2016	PHOENIX INN SUITES	PHOENIX INN - M. Rochelle Training Lodging	\$92.40
12/29/2015	BENDBROADBAND	BEND BROADBAND - Airport Monthly Services (Dec-Jan)	\$91.90
12/31/2015	CARSON	CARSON - 21 GAL ULSD #1 Dyed, 21 GAL Biodiesel	\$91.82
1/11/2016	GARDEN GATE FLOWERS	GARDEN GATE FLOWERS - Gifts for Employee Appreciation Dinner	\$90.00
12/30/2015	BENDBROADBAND	BEND BROADBAND - Monthly Services (Jan)	\$87.81
12/31/2015	CARSON	CARSON - 20 GAL ULSD #1 Dyed, 20 GAL Biodiesel	\$87.27
1/14/2016	SQ COVE ELECTRIC	COVE ELECTRIC - Replace GFCI	\$86.22
1/1/2016	STAPLES DIRECT	STAPLES - Lock box for Vault, Post-its, Staple Remover	\$81.65
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Miscellaneous	\$80.00
1/8/2016	POCKETPRESS	POCKETPRESS - Pocket Size Traffic and Criminal Code Book	\$78.42
12/29/2015	BUREAU OF LABOR	BOLI - Annual Labor Notice Posters	\$75.00
1/5/2016	TREASURE VALLEY COFFE	TREASURE VALLEY - PW: Tang, Coffee	\$74.15
12/29/2015	SONSRAY MACHINERY	SONSRAY # 101 590 turbo Back hoe engine parts	\$72.03
1/14/2016	STAPLES DIRECT	STAPLES - Labels, Highlighters, Pens, Stamps, Sign-here Flags	\$71.28
1/8/2016	LEGISLATIVE COUNSEL COMMI	LEGISLATIVE COUNSEL-Desk top Criminal Code Book	\$70.00
12/31/2015	CELLULAR CONNECTION	CELLULAR CONNECTION - Bluetooth's	\$69.98
1/11/2016	CENTURYLINK	CENTURYLINK - SWWTP Monthly Services (Jan)	\$68.92
1/21/2016	USA BLUE BOOK	USA BLUE BOOK - Disposable Pipet	\$68.53
12/29/2015	MADRAS TIRE FACTORY	MADRAS TIRES - #102 590 SL Back Hoe: Front Tire Repair	\$68.00
1/4/2016	MADRAS AUTO PARTS	MADRAS AUTO - # 50 Boom Truck Lights	\$67.89
1/19/2016	OFFICEMAX	OFFICEMAX - PO 10563 City Hall Copy Paper	\$67.55
1/14/2016	MISSION LINEN	MISSION LINEN - City Hall Mat Services (Jan)	\$67.46
1/14/2016	PHILS HARDWARE	PHILS HARDWARE - Elgon Sweeper Parts	\$67.44
12/23/2015	MAIL COPIES & MORE	MAIL COPIES/MORE- Laminated Snow Removal Maps	\$66.05
1/21/2016	KANTOLA PRODUCTIONS	KANTOLA PRODUCTIONS - Training DVD (blood borne pathogens)	\$65.03
1/6/2016	RIP Q SIGNS & GRAPHICS	RIP Q SIGNS - City Hall Door Decals for New Hours	\$65.00
1/1/2016	ADT-PROTECT YOUR HOME	ADT-PROTECT - Golf Shop Security (Feb)	\$59.99
1/21/2016	USA BLUE BOOK	USA BLUE BOOK - Chart Pens	\$59.72
1/21/2016	KANTOLA PRODUCTIONS	KANTOLA PRODUCTIONS - Training DVD (blood borne pathogens)	\$59.61
12/30/2015	PLATT ELECTRIC	PLATT - Electrical Fuses for City Hall HVAC	\$59.34
1/5/2016	LES SCHWAB	LES SCHWAB -Winter Change over Veh 901	\$57.56
1/4/2016	MISSION LINEN	MISSION LINEN - City Hall Monthly Mat Services (Dec)	\$57.18
1/12/2016	TRAFFIC SAFETY SUPPLY CO	TRAFFIC SAFETY SUPPLY - Sign Mounts	\$56.69
12/29/2015	CENTURYLINK	CENTURYLINK - Airport Monthly Services (Dec-Jan)	\$56.49
12/28/2015	CENTURYLINK	CENTURYLINK - Airport Monthly Services (Nov-Dec)	\$55.56
1/21/2016	STAPLES DIRECT	STAPLES - Fasteners, Folders, Paper, Pens	\$52.36
12/30/2015	MADRAS AUTO PARTS	MADRAS AUTO - Batteries for Generator	\$50.99
1/4/2016	ERICKSONS	ERICKSONS - Water for Council Meetings	\$50.95
1/3/2016	IN QUANTUM COMMUNICATION	QUANTUM - Ethernet Port to JCSO	\$50.00
1/11/2016	WILBUR ELLIS MADRAS	WILBUR ELLIS MADRAS - Pesticide Class	\$50.00
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - Park Litter Cans (Dec)	\$50.00
1/15/2016	STATE OF OR DEPT OF AVIAT	STATE OF OR DEPT OF AVIAT - Airport License	\$50.00
1/18/2016	WILBUR ELLIS MADRAS	WILBUR ELLIS MADRAS - Pesticide training	\$50.00
1/14/2016	MISSION LINEN	MISSION LINEN - Employee Appreciation Dinner	\$48.45
12/30/2015	MADRAS AUTO PARTS	MADRAS AUTO - #50 Chevy Boom Truck: Alternator	\$48.21
12/30/2015	EDGE ANALYTICAL	EDGE ANALYTICAL - 5 Day BOD, Total Suspended Solids	\$48.00
12/30/2015	GARY GRUNER CHEVROLET	GARY GRUNER -Lube Change	\$46.87
12/28/2015	AG WEST SUPPLY MADRAS	AG WEST - #101 590 Turbo Back Hoe: Hose, Fittings	\$45.16
1/11/2016	SUBWAY	SUBWAY - Solar Eclipse Meeting Meal	\$45.00

Date	Payee	Description	Amount
1/19/2016	SUBWAY	SUBWAY - LE Meeting Meal	\$45.00
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - SWWTP Services (Dec)	\$44.89
12/29/2015	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE - SD Cards and Rubber bands	\$44.30
1/13/2016	SAFEWAY FUEL	SAFEWAY - PO 10098: J.Hurd ICS Training- Travel Fuel	\$44.00
1/21/2016	KANTOLA PRODUCTIONS	KANTOLA PRODUCTIONS - Training DVD (blood borne pathogens)	\$43.36
1/7/2016	ALERT SAFETY SUPPLY INC	ALERT SAFETY SUPPLY INC - ANSI Safety Coat	\$43.00
1/14/2016	STAPLES DIRECT	STAPLES - Ink, Notebook	\$42.30
1/19/2016	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE - Ink Pens and Staples	\$42.28
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - Fishing Pond Cans (Dec)	\$42.09
1/7/2016	DOLRTREE	DOLLAR TREE - Gifts for Employee Appreciation Dinner	\$42.00
1/12/2016	COMMUNITY NEWSPAPERS	COMMUNITY NEWS - Supplemental Budget 12/2	\$40.69
1/15/2016	GARDEN GATE FLOWERS	GARDEN GATE FLOWERS - Mrs. Embanks "get well" Flowers	\$40.00
12/30/2015	CELLULAR CONNECTION	CELLULAR CONNECTION -Bluetooth	\$39.99
1/11/2016	OFFICEMAX	OFFICEMAX - Ink Cartridges, Notebook	\$39.83
1/11/2016	PHILS HARDWARE	PHILS HARDWARE - Ratchet Straps	\$39.48
1/12/2016	SILVER SALMON GRILLE	SILVER SALMON GRILLE - PO 10098: ICS Training-Meal	\$39.10
1/21/2016	STAPLES DIRECT	STAPLES - Fasteners, Binder, Folders, Notepads	\$37.77
1/5/2016	MADRAS AUTO PARTS	MADRAS AUTO - #101 590 Back Hoe: Switches, Oil	\$37.07
1/14/2016	MISSION LINEN	MISSION LINEN - PW Mat Services (Jan)	\$36.98
12/30/2015	AG WEST SUPPLY	AG WEST - #42 Wastewater Pickup: Water Pump	\$36.85
12/30/2015	CELLULAR CONNECTION	CELLULAR CONNECTION - Bluetooth	\$34.99
12/30/2015	CELLULAR CONNECTION	CELLULAR CONNECTION - Bluetooth	\$34.99
1/14/2016	MADRAS SANITARY	MADRAS SANITARY - Golf Course Services (Dec)	\$34.76
1/4/2016	MISSION LINEN	MISSION LINEN - PW Monthly Mat Services (Dec)	\$34.75
12/31/2015	PHILS HARDWARE	ACE - Key Safe Lock	\$33.99
1/6/2016	BRYANT, LOVLIN & JARVIS	BRYANT, LOV & JARV - Bean Foundation	\$32.00
1/6/2016	BRYANT, LOVLIN & JARVIS	BRYANT, LOV & JARV - Employee Handbook	\$32.00
1/6/2016	BRYANT, LOVLIN & JARVIS	BRYANT, LOV & JARV - Hoffman Easement	\$32.00
1/6/2016	BRYANT, LOVLIN & JARVIS	BRYANT, LOV & JARV - Berg Drive ROW	\$32.00
1/15/2016	SHELL OIL	SHELL OIL - Fuel Stanfill Spec Assign Burns	\$31.00
1/7/2016	BLUMENTHAL UNIFORM CO	BLUMENTHAL UNIFORM - Name Badge E Pineda	\$28.32
1/4/2016	TRAFFIC SAFETY SUPPLY CO	TRAFFIC SAFETY/SUPPLY - No Parking Signs B St	\$28.11
1/20/2016	PHILS HARDWARE	PHILS HARDWARE - Pipe Parts	\$27.95
1/14/2016	SAFEWAY	SAFEWAY - Meal for Planning Commission Meeting	\$26.96
1/11/2016	TS & S FORD	TS & S FORD - #142 Airport Veh: Wiper Knob	\$26.82
1/15/2016	APPLE PEDDLER RESTAURANT	APPLE PEDDLER - Stanfill/Schulke Spec Assign Burns Meal	\$26.56
1/20/2016	BULLET RENTAL AND SALES I	BULLET RENTALS - Fuel Shut off Valve for Jack	\$26.10
1/4/2016	ERICKSONS	ERICKSONS - Water for Planning Commission	\$25.48
1/8/2016	TS & S FORD	TS & S FORD - # 69 PU Fuel Cap	\$25.48
1/4/2016	ERICKSONS	ERICKSONS - Water for PW	\$25.47
1/20/2016	CHEVRON	CHEVRON GAS- J. Wallace Spec Assign Burns	\$25.23
12/30/2015	BENDBROADBAND	BEND BROADBAND - Monthly Services (Jan)	\$25.09
12/30/2015	DESCHUTES WINDOW AND DOOR	DESCHUTES WINDOW/DOOR - Airport GAV Door Sweep	\$25.00
1/7/2016	CENTRAL OR COMMUNITY COLL	COCC - Pest Test	\$25.00
1/6/2016	BULLET RENTAL MADRAS	BULLET RENTAL - PPE Gloves	\$22.75
12/29/2015	MISSION LINEN	MISSION LINEN - Airport Monthly Mat Services (Dec)	\$22.72
1/7/2016	MISSION LINEN	MISSION LINEN - Airport Mat Services (Dec)	\$22.72
12/29/2015	THOMPSON PUMP MADRAS	THOMPSON PUMP MADRAS - Vacuum Gauge	\$22.10
1/4/2016	CENTRAL ELECTRIC	CENTRAL ELECTRIC - Yarrow Round-a-bout (Dec)	\$21.59
1/4/2016	CENTRAL ELECTRIC	CENTRAL ELECTRIC - Yarrow Round-a-bout (Dec)	\$21.59
12/30/2015	MADRAS AUTO PARTS	MADRAS AUTO - #101 590 Back Hoe: Gasket, Sealant	\$21.11
1/17/2016	SHELL OIL	SHELL OIL - Stanfill Spec Assign Burns Fuel	\$21.00
1/15/2016	AG WEST SUPPLY MADRAS	AG WEST - Mineral Oil for Submersible Pump	\$20.95
1/6/2016	PHILS HARDWARE	PHILS HARDWARE - Blade, Chain, Nuts for Tree Trimming	\$20.49
1/8/2016	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE- Office Binders	\$20.47
1/16/2016	CHEVRON	CHEVRON -Gas for Burns Special Assignment	\$20.00
1/16/2016	PRINEVILLE PETROLEUM LLC	PRINEVILLE PETROLEUM- Veh 501 Fuel for Training	\$20.00
1/21/2016	BI-MART	BI-MART - S. Puddy Office Supplies: Hardware	\$19.99
1/19/2016	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE - Hanging Files	\$19.89
1/5/2016	WM SUPERCENTER	WALMART - Headset & Adapter for Metal Detector	\$19.84
1/19/2016	TEXACO	TEXACO - Propane	\$19.57
1/11/2016	FRED-MEYER	FRED-MEYER - PO 10098: J.Hurd ICS Training-Meals	\$18.91
1/19/2016	MADRAS AUTO PARTS	MADRAS AUTO - Rocker Switch, On/Off Switch	\$17.75
12/29/2015	MISSION LINEN	MISSION LINEN - Wastewater Monthly Mat Services (Dec)	\$17.10

Date	Payee	Description	Amount
1/6/2016	MISSION LINEN	MISSION LINEN - Wastewater Mat Services (Dec)	\$17.10
1/20/2016	MISSION LINEN	MISSION LINEN - Wastewater Services (Jan)	\$17.10
1/4/2016	AG WEST SUPPLY	AG WEST - # 01 590 Turbo Back Hoe: Hose, Misc. Parts	\$17.08
1/16/2016	GLORY DAYS PIZZA	GLORY DAYS PIZZA -Stanfill Spec Assign Burns	\$16.95
1/18/2016	BI-MART	BI-MART - Febreeze, Wipes, Tape, Air Freshener	\$16.54
1/6/2016	BRYANT, LOVLIE & JARVIS	BRYANT, LOV & JARV - Grant Research Platform Services	\$16.00
1/8/2016	PHILS HARDWARE	PHILS HARDWARE - Power Cord	\$15.97
12/29/2015	BUREAU OF LABOR	BOLI - Annual Labor Notice Posters	\$15.00
12/29/2015	BUREAU OF LABOR	BOLI - Annual Labor Notice Posters	\$15.00
1/21/2016	SQ HOMETOWN GROUNDS COFF	SQ HOMETOWN GROUNDS COFF - coffee cuppers event on 1/22/16	\$15.00
1/21/2016	DANCING BEANS COFFEE	DANCING BEANS - Prize for Coffee Cuppers	\$15.00
12/29/2015	PHILS HARDWARE	PHILS HARDWARE - Brass Nipples, Elbows	\$14.97
1/15/2016	PHILS HARDWARE	ACE - Metric Screws for Radios	\$14.48
1/8/2016	PHILS HARDWARE	PHILS HARDWARE - Power Cord	\$14.00
12/29/2015	SW OFFICE SUPPLY/CASCADE	CASCADE OFFICE- Label Maker Tape, Rubber bands	\$13.78
12/23/2015	MAIL COPIES & MORE	MAIL COPIES/MORE- Laminated Posting Notice: 179 D St	\$13.30
1/4/2016	PLATT ELECTRIC	PLATT - Fuse Puller for City Hall HVAC System	\$12.99
1/14/2016	WENDY'S	WENDY'S - Webb Lunch Investigation Case 15-1130	\$12.76
12/30/2015	BENDBROADBAND	BEND BROADBAND - Monthly Services (Jan)	\$12.54
1/19/2016	SNOWS CLEANERS	SNOWS CLEANERS - Farrester Uniform Clean	\$12.00
1/12/2016	SNOWS CLEANERS	SNOWS CLEANERS - Farrester Uniform Clean	\$11.50
12/30/2015	MADRAS AUTO PARTS	MADRAS AUTO - #42 Wastewater Pickup: Toggle Switch for Pump	\$11.29
1/19/2016	PHILS HARDWARE	PHILS HARDWARE - Batteries	\$10.99
1/7/2016	BATTERIES PLUS	BATTERIES PLUS - Recycle Batteries	\$10.00
1/13/2016	SAFEWAY	SAFEWAY STORE - PO 10098: J. Hurd ICS Training-Meal	\$8.98
1/14/2016	PHILS HARDWARE	ACE - Bolts for WW meter at NWWTF	\$8.95
1/20/2016	PHILS HARDWARE	PHILS HARDWARE - Teflan Tape	\$7.98
1/5/2016	MAIL COPIES & MORE LLC	MAIL COPIES & MORE - Laminated PW Docs	\$7.80
1/19/2016	ERICKSONS TW MADRAS	ERICKSONS - Paper plates for DV Meeting	\$7.78
1/4/2016	PLATT ELECTRIC	PLATT - Streetlight Adaptor	\$7.54
1/8/2016	PLATT ELECTRIC	PLATT ELECTRIC - Streetlight Adaptor	\$7.54
1/16/2016	DAIRY QUEEN OF BURNS	DAIRY QUEEN - Stanfill Spec Assign Meal	\$7.49
1/5/2016	TEXACO	TEXACO - Propane for Forklift	\$7.02
12/29/2015	CHEVRON	CHEVRON - Circle K Car Wash Veh #1002	\$6.00
1/4/2016	CHEVRON	CHEVRON - Circle K Car Wash Veh 901	\$6.00
1/17/2016	CHEVRON	CHEVRON - Circle K Car Wash Veh 1502	\$6.00
1/15/2016	SUBWAY	SUBWAY - J. Hurd ICS 300 Training: Meal	\$5.70
1/4/2016	ESMARTPAYROLL/PAYCHECKMA	ESMART - Payroll Quarterly Tax Payment Fee	\$4.95
1/15/2016	CHEVRON	CHEVRON - Stanfill Spec Assign Burns Windshield Wash	\$4.49
1/14/2016	SNOWS CLEANERS	SNOWS CLEANERS - Schulke Shirt Patches	\$3.50
1/10/2016	APL ITUNES.COM/BILL	ITUNES.COM - Ipad App for T. Brown	\$2.99
1/13/2016	CRESTVIEW CABLE	CRESTVIEW CABLE - Monthly Service Fee for new box (Jan)	\$1.82
1/13/2016	CRESTVIEW CABLE	CRESTVIEW CABLE - Monthly Service Fee for new box (Jan)	\$1.54
1/13/2016	CRESTVIEW CABLE	CRESTVIEW CABLE - Monthly Service Fee for new box (Jan)	\$0.98
1/13/2016	CRESTVIEW CABLE	CRESTVIEW CABLE - Monthly Service Fee for new box (Jan)	\$0.28
1/13/2016	CRESTVIEW CABLE	CRESTVIEW CABLE - Monthly Service Fee for new box (Jan)	\$0.13
1/4/2016	D LAWLESS WHOLES	D LAWLESS- Credit for Returned Supplies	(\$29.15)

Total \$65,943.58

1/7/2016 SGA CPAS CONSULTANTS SGA CPAS CONSULTANTS - Audit for MRC \$150.00

Total with MRC \$ 66,093.58

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS **WORK SESSION** JANUARY 26, 2016

I CALL TO ORDER

The City Council Work Session was called to order by Mayor Royce Embanks at 6:00 p.m. on Tuesday, January 26, 2016 in the Madras City Hall Council Chambers located at 125 S.W. "E" Street.

CITY COUNCIL MEMBERS IN ATTENDANCE WERE:

Mayor Royce Embanks Jr. and Councilors Tom Brown, Chuck Schmidt, Bill Montgomery, Gary Walker, and Richard Ladeby.

There is currently one vacancy on the Madras City Council.

CITY STAFF MEMBERS IN ATTENDANCE WERE:

City Administrator, Gus Burrell; City Attorney, Jeremy Green, with the firm of Bryant, Lovlien and Jarvis PC; HR and Administrative Coordinator, Sara Puddy; Community Development Director, Nicholas Snead; Finance Director, Brandie McNamee; Public Works Director, Jeff Hurd; Police Chief, Tanner Stanfill; Accounting Analyst, Rebecca Tomblason; Customer Accounting Clerk, Kora Hollyman; Accounting Technician, Megan Hansen, and City Recorder, Karen J. Coleman.

VISITORS IN ATTENDANCE WERE:

Bartt Brick.

II CITIZENS INTERESTED IN SERVING ON CITY COUNCIL - DISCUSSION

Cheryl "Kris" Elliott Bartt Brick Larry Easter

Mayor Embanks explained that the City did not have another respondent to the opening so the original three, listed above, are the candidates. The Mayor indicated that the Council, in open session, will be asked to make a motion to nominate one of these individuals for the position.

III PROPOSED CHANGE TO EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM (EEAP) - DISCUSSION

City Administrator Burrell referred to the draft "resolution" and requested Council's feedback on staff's proposal to break the program out into a couple of tiers of training which was not allowed in the September resolution as drafted.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

He referred to Section 5.2, Eligibility Under IRC §127 Educational Assistance Subprogram and Section 5.3 Eligibility Under IRC §132 Educational Assistance Plan and explained that these are related to IRS provisions on when employers give training to employees and under what conditions that training investment is handled (e.g. if it has tax implications or not).

He indicated that he has worked with both City Attorney Green and Finance Director McNamee to try to draft this further to where we have eligibility to do job related training that is in excess of \$5,250 and the ability to do job related training that is under \$5,250 and yet meets the employees minimum education requirements for the job description. They are trying to clarify that in relation to the IRS and its implications. He assured the Council that we have both scenarios and needs in the organization and we have had those needs prior to this year.

Things that often fall under a 132 can be multifaceted, so if a Wastewater Operator needs to have a Department of Environmental Quality certificate, with a certain number of training hours to be certified as a Wastewater Operator, it would fall under a 132 and it may not cost more than \$5,250.

Under 132 you can also train an employee, possibly a management level employee that you believe should have management training and it can cost over \$5,250 as it has to be there to improve the skills of the job position. It is not needed to meet the minimum qualifications of the job position and it is not supposed to qualify the person for another trade or business.

The provisions shown here are essentially setting up parameters such as when we do training, under what conditions we can do the training, or getting Council's blessing to do those trainings for our staff.

From staff's perspective, we know that we have continuing education for professional engineering hours. This can take 30 hours of professional time every two years. It is not unseen or unheard of to spend upwards of \$3,000 to get those 30 hours done. Staff is not suggesting that \$3,000 be the magic number and that they recommit to two years for continuing education. Their goal would be \$5,000 or \$6,000 or a number that Council is comfortable with that is very specific to a degree or certification program and in light of that investment the employee would be asked to continue to work for the City for a minimum number of years. Right now, in the Personnel Manual, that requirement is two years. He said that he thinks that City Attorney Green has tried to keep that commitment through the resolution.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

Council was asked to provide comments on the following questions:

- Is there a certain threshold when we should require a commitment back from the employee?
- What if the training program is valued pretty high, for example \$20,000, \$30,000 or more in value? Should the ability to take the training be based on number of years worked (e.g. 1, 2 or 3 years) and if so, is a two year commitment sufficient or should that be three or four years.
- Is there a minimum threshold when an employee is required to enter into an agreement if the City invests so much in the employee?
- Would Police Department employees attending the Police Academy be required to sign an agreement? If so, this would need to be presented to the Police Association.

The Police Chief is non-association so it may be appropriate to consider having him sign an agreement committing to work for a specific number of years if he attends the FBI academy as proposed.

Public Works Director Hurd is working on obtaining a professional engineer license. He mentioned that he and Public Works Director Hurd have discussed, and he believes have agreed that he should commit some time to the City for getting that professional engineer license.

HR and Administrative Coordinator Puddy is currently doing Management and Public Administration Training. He advised Council that they have talked and that she has agreed to a minimum time commitment with us and that is a more expensive program. This is a program that both he and the prior City Administrator have gone through.

There is a person in the Accounting Department currently that wants to meet minimum education requirements. The question may come up as to why we didn't hire an individual with the minimum education requirements. The City advertises in a certain way as to what is preferred versus what is required when recruiting as certain functions are harder to recruit than others. There are times when we waive some of the requirements, but set up a job offer and a program for targeted training to get the employee up to that minimum.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
WORK SESSION
JANUARY 26, 2016

When we went back and thought about it again we found that we needed more flexibility in the resolution. He told the Council that this is why the proposed changes are before you.

He reiterated that he is in hopes that he can get a little feedback from the Council tonight on the following questions:

1. The minimum threshold investment to require an agreement and commitment to work longer for the City;
2. On the higher cost education programs, at what threshold would they like to see a greater commitment?
 - Number of years working for the City to be able to get into a program,
 - If the employee gets into one of the higher cost education programs, how many years will they need to stay after completing the program?

Councilor Brown suggested 3-4 years on the advanced training programs.

Mayor Embanks mentioned the need for an employee to complete their probationary period before thinking about participating in any education program. Those probationary periods are usually six to nine months.

City Administrator Burril explained that the non-represented employees have a six month probationary period and the Police Department employees have an eighteen month probationary period.

Mayor Embanks recommended that the employee work for the City for at least one year before considering training. By the end of the year most people have gotten an idea of what their job responsibilities are and have proven that they are stable by coming to work on time, getting their job done, and having no adverse personnel actions because of problems.

The advance training could cost \$10,000, \$20,000, or \$30,000 for some of the education. This is not a one-time course, it is usually over a period of time and when you get certified you have to keep your certification up. Obviously, you are going to want someone that has been onboard for a couple of years or more. In his opinion, getting an

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

individual to commit to four years is a little onerous for someone. He suggested two years, or three years at the most before they could consider leaving.

Councilor Montgomery pointed out that he knows that the engineers need to be certified in order to be able to do certain kinds of things and it is in the City's best interest for them to do that rather than hire consultants to do that for us. This is a classification. Then you get into the course work. He referred to Section 5.3 (a) which indicates that the employee's job description must support the course work. The course work that is ineligible for reimbursement includes any course work or education needed to meet the minimum educational requirements of the employee's current position.

When can someone ask for it? If you are talking about sending someone to a class so they can take some responsibility internally instead of externally by going through a consultant or something like that, it seems to be pretty straight forward that the City ought to pay for it. For example, if somebody needs to learn how to run those gigantic machines down at the sewer plant and there is a class for that, then the City ought to pay for it.

City Administrator Burril explained that he thinks that they are looking at a two tier process. For example, for courses (e.g. a computer class, certification for Wastewater) that cost under \$5,250 or the threshold that is set by Council, we do not have to have them sign up for a commitment and agreement, but if the City is sending someone to a two year program it is an investment the City is making so we would want them to commit to certain things.

Council may want to stipulate that the employee has to have been here for at least two years before participating in the advanced training, and after completing the training would have to commit to two or more years. At least this is the discussion on the table tonight.

Councilor Schmidt wanted to know if when someone comes in and they are required to be a Wastewater Level II within one year of employment, whether this would be through the Employee Educational Assistance Program or if it would be a pre-employment agreement that specifies that in order to maintain their job here they have to meet this requirement.

City Attorney Green said that it could be both.

Councilor Schmidt asked if the pre-employment agreement would have to be part of the EEAP program.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

City Attorney Green explained that you can have advanced education that can come up one year, two years, or three years later that City Administrator Burril or one of the department heads might identify as being a need and want to send that employee through that program.

Councilor Schmidt noted that the Wastewater Operators have to have a specific certification in order to take care of the wastewater system. In his opinion we want to make sure that this is available, and is at no charge. He indicated that the employees need to take this seriously as the City is investing tax payer's money in them and expects them to pass these certifications.

He inquired as to whether there is an agreement with the individuals that are sent to the police academy that says that they have to stay so long after they have completed their training. If not, there probably should be. He indicated that he has heard stories about individuals going through the training and being paid while they are away and then coming back and taking a job with some other agency.

Police Chief Stanfill explained that when they hire an officer that is uncertified, they have to send them to the academy, which is a mandatory requirement of hire. They cannot be a police officer without going to the academy. They do not have to pay for them to go through the academy, but they do have to pay their wages while they are away, so there is a financial hit to the City. Once they go through the academy, if they were to come back and quit law enforcement then they are done until they lose their certification. If another agency wants to pick them up in the first couple of years that they are back, that agency has to pay the City for all of the money that they put into them.

When he looks at the EEAP program it really doesn't have much to do with the Police Department unless somebody was to advance up to Sergeant or Lieutenant and he wanted them to take some more courses, or they wanted to take some more courses to advance themselves in their career, then that is when it would take effect.

City Administrator Burril explained that the Council could ask that this requirement be entered into the agreement with the association. It would get bargained. He thinks that the law has tried to pass some safeguards for cities and that we have the safeguards at least with the officers. The Police Chief position should probably be considered under this program if we were to send Police Chief Stanfill to the FBI Academy for a three month program.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

Police Chief Stanfill agreed and said that should he choose to go to the FBI Academy and the Council chooses to send him, then there should be some kind of an agreement because now they just made a four month agreement to pay his wages while he is gone and unavailable.

City Administrator Burril asked the Council where the threshold starts to break from the standard 2-year to more of a 3 or 4-year commitment.

Councilor Ladeby referred to Section 5.3 (a) and said that if an individual needs to bring them up to the current position description, if this person needs to be able to do their job, can you wait two years before you send him or her to that training. If you hired them with the expectation that they will be certified and qualified within an "X" amount of time, you don't want to wait three years to get that person qualified. In his opinion, there should be some time frame.

City Attorney Green explained that the eligibility for the expenses are different depending upon the pot through which the funds are disbursed. To meet minimum education requirements for the particular position, it would be an eligible expense under the 127 pot, but not the 132 pot. The 127 pot only allows those expenditures up to \$5,250 whereas the 132 pot can far exceed \$5,250. This isn't staff's creation; this is the creation of the Internal Revenue code.

City Administrator Burril mentioned that the discussion around the advance training isn't to get them to the minimum level; this would be to take them above the minimum by providing special training to advance their job skills and improve their position, their knowledge, and their abilities. This would be after they have given some time to show us that they have a good track record with us and that this would be a good investment.

Councilor Brown agreed with the two tier approach as they are talking about one that is required versus one that is almost optional. He wanted to know if there should be a point in which the Council would be included in the decision.

Mayor Embanks wanted to know if the Council should weigh in on this if we are going to spend more than \$5,000.

City Administrator Burril explained that part of what we want to guard against is a political decision on every training opportunity. He told the Council that in his opinion, he thinks that there are thresholds that it is probably appropriate for them to bless and commitments that they want to see for time served and time committed afterwards. If we

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

are not careful, we are putting the Council in the role of what he thinks they have assigned him to do.

City Attorney Green pointed out that this is really dependent upon the facts and circumstances. The only reason that he would suggest that the \$5,250 be a threshold for purposes of a written agreement is because this is when you are kicked into a different program. He said that having the ability to impose the requirement to have a written agreement in place when an employee receives more than \$5,250 makes sense.

Mayor Embanks mentioned that in the military there are some things that you are not allowed to do, but in the circumstances of an emergency and/or changes in the requirements of the mission you have the opportunity to waive those requirements so that you can send somebody to special training. Would that work in this particular case?

City Attorney Green explained that the resolution contemplates quite a bit of flexibility for the administrator of the program, which would be the City Administrator. As it relates to the thresholds, there is no question in his mind that we could impose a \$5,250 threshold and allow the administrator of the program to waiver on that requirement depending on extenuating circumstances; however, Council might want to consider including another threshold where there would be no waiver ability. Because it reached a certain amount it must come back to the Council.

He suggested Council consider the following:

- Up to \$5,250 there is no agreement
- \$5,250 to \$10,000 it is at the discretion of the administrator
- In excess of \$10,000 it must come back to the Council

This might put City Administrator Burril or a successor where he can administer this in an efficient way. He told the Council that he would presume that they do not want to be burdened with a bunch of requests for educational assistance or certification assistance, but when they are talking about a significant dollar sum, this may be different.

Mayor Embanks agreed that he did not think that the Council wants to tie the hands of the City Administrator to make decisions on education. There is probably a level where they need to make sure that they are brought in on the decision.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

City Attorney Green pointed out that this is a resolution which will allow Council to make changes as needed.

City Administrator Burril wanted to know if Council wants to see somebody here for two or three years before they are eligible for the \$10,000 or above and more than two years on the backend when they complete their training. He requested confirmation that Council was okay with administrator discretion up to \$10,000, and \$10,000 or above would require the consensus of the Council for the proposed training. He told City Attorney Green that he is seeing a lot of nods of the heads from the Council.

City Attorney Green presented the following concept:

- 0 to \$5,250 completion of probationary period, no agreement required;
- In excess of \$5,250 it is a certain tenure of service, one or two years, and a written agreement if required by the administrator;
- Beyond \$10,000 in funds it is Council approval plus a one or two year commitment

He asked the Council if this makes sense to them

Councilor Ladeby mentioned that in his opinion a two year commitment is plenty.

Councilor Schmidt requested clarification that the funding comes out of the training fund per department, and is controlled by the supervisor, per the budget process. Everyone pretty much has to have some idea as to what they are going to do, how they are going to do it, what they are going to spend, who they are going to send, and what training is required and needed for their department. He mentioned the need for this to be a topic when going through the budget process.

He wanted to know if there is a form that the employee has to fill out or if it is directed from the supervisor per a verbal request.

City Administrator Burril explained that they have identified a two part process where the supervisor and employee are having that dialogue. There may be more than one training thereafter so the supervisor can help assess and find a pathway. As that dialogue takes place there is a budget development and determination as to whether the budget can handle it, so the Administrator is involved to clear it for the budget process. They then enroll and take steps to complete that training.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

He indicated that he would like to see this discussed the year before they get into a budget so they can deliberately budget for the expense if it is for one of these EEAPs and that way they will be prepared to approve it as the funding would be appropriated and the agreements can then be executed.

Public Works Director Hurd inquired about the training he has been taking and is currently taking to obtain his engineering certification. He wanted to know if once he has received his certification and is required to go through continuing education to maintain it whether this would be considered as a separate program.

City Attorney Green explained that if it is directly related to the PE program, then it would be analyzed collectively with the PE program. It can be classified as a working condition benefit and it would be just a simple paperwork process.

City Administrator Burril advised Public Works Director Hurd that he is not hearing the Council requiring entering into an agreement for his 30 hours of continuing education. It is more the \$5,000 to \$10,000 effort to get him certified. They would then want that commitment once he has been certified.

Councilor Brown said that he does not see the Council getting involved except under fairly rare circumstances.

IV COMMUNITY PROJECTS GRANT PROGRAM APPLICATIONS - DISCUSSION

Finance Director McNamee reported that the City has been receiving quite a few inquiries from organizations requesting the application. Based on last year's results Council may recall that a lot of entities hand wrote the applications, turned them in, and didn't really take the whole process seriously.

To start out they made some very specific instructions. For example, the form indicates that it has two pages and that only the application will be accepted as last year a lot of the entities submitted a bunch of handouts. It is hard to go through the applications when you have thirty people applying. The due date will be March 23, 2016 which is a couple of weeks prior to the first Budget Committee meeting. This year they will be required to attend the first Budget Committee meeting to actually make a three to five minute presentation. Last year some people turned in their applications but didn't show up to present.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS WORK SESSION JANUARY 26, 2016

She mentioned that she had included the following statement on both the Community Project Grant Annual Funding Application and on the Community Project Grant Un-programmed Funding Application forms:

The intent of the City Council is to use these funds within Jefferson County to insure that dollars are being spent locally or are promoting a local event that benefits the local population.

They will be required to expend the grant funds within the fiscal year that the funds are awarded so they can't just ask for money and build up a reserve fund.

Councilor Montgomery wanted to define what economic growth means.

Finance Director McNamee indicated that she had included the definition from the original ballot measure on the forms. It states that "Funds collected pursuant to this ordinance will be distributed to the general fund of the City...Taxes will be used by the respective jurisdiction to encourage economic growth, but is not limited to being spent within said jurisdiction. Economic growth means, but is not limited to promotion of Fair Board, Airport, Industrial Site, Chamber of Commerce, parks, libraries, schools and like entries."

Discussion was held on the applications that were submitted last year and whether they had fit within this definition. It was pointed out that the Council has some discretion on the use of these funds based on their interpretation of how they see the proposal is supporting the local economy.

Councilor Montgomery referred to the section on "Request Details" and asked that Project Priority be changed as he did not believe that priority was the right word.

Finance Director McNamee suggested it be changed to Project Type.

Council offered no objections to this change or to the three week deadline that had been added to the Community Project Grant Un-programmed Funding Application or the requirement that they attend the first City Council meeting following submission of the application.

Mayor Embanks mentioned the need for Contingency Funds as there are things that will come up during the year that Council feels obligated to fund for one reason or another.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
WORK SESSION
JANUARY 26, 2016

He didn't know whether Council would like to set a predetermined amount or just a percentage of the total that is collected.

V ADJOURN

The City Council Work Session was adjourned at 6:56 p.m.

Karen J. Coleman, City Recorder

Royce Embanks, Mayor

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

I CALL TO ORDER

The City Council meeting was called to order by Mayor Royce Embanks at 7:05 p.m. on Tuesday, January 26, 2016 in the Madras City Hall Council Chambers located at 125 S.W. "E" Street.

CITY COUNCIL MEMBERS IN ATTENDANCE WERE:

Mayor Royce Embanks Jr., and Councilors Tom Brown, Chuck Schmidt, Bill Montgomery, Richard Ladeby, and Gary Walker. They were later joined by newly appointed Council member, Bartt Brick.

CITY STAFF MEMBERS IN ATTENDANCE WERE:

City Administrator, Gus Burril; City Attorney, Jeremy Green, with the firm of Bryant, Lovlien and Jarvis P.C.; HR and Administrative Coordinator, Sara Puddy; Community Development Director, Nicholas Snead; Police Chief, Tanner Stanfill; Public Works Director, Jeff Hurd; Finance Director, Brandie McNamee; Accounting Analyst, Rebecca Tombleson; Customer Accounting Clerk, Kora Hollyman; Accounting Technician, Megan Hansen, and City Recorder, Karen J. Coleman.

VISITORS IN ATTENDANCE WERE:

Bartt Brick, who was later appointed to fill the vacancy on Council; Larry Easter, and Holly Gill, News Editor with the Madras Pioneer.

II PLEDGE OF ALLEGIANCE AND PRAYER

Mayor Embanks asked Councilor Ladeby to lead the pledge of allegiance to the flag of the United States of America, which he did. The Mayor then offered the prayer.

III CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Madras City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of Minutes From the January 12, 2016
City Council Work Session

OFFICIAL MINUTES

**CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016**

- B. Approval of Minutes From the January 12, 2016
City Council Meeting
- C. Ratification of Unprogrammed Community Grant Request
Madras High School JROTC (Junior Reserve Officer Training Corp)
- D. Approval of Conditions of Approval Agreement between City of Madras and
Saint Charles Health System, Inc. for Undergrounding Utilities on A Street
- E. Approval of Amendment No. 1 to Inmate Work Crew Master Agreement #548
Between the Oregon Department of Corrections and City of Madras

A MOTION WAS MADE BY COUNCILOR RICHARD LADEBY AND SECONDED BY COUNCILOR TOM BROWN THAT COUNCIL APPROVE THE [CONSENT] AGENDA AS WRITTEN. THE MOTION PASSED UNANIMOUSLY, 5/0.

IV POSSIBLE APPOINTMENT OF CITY COUNCIL MEMBER

A MOTION WAS MADE BY COUNCILOR BILL MONTGOMERY AND SECONDED BY COUNCILOR RICHARD LADEBY THAT COUNCIL APPOINT BARTT BRICK TO THE VACANT POSITION. THE MOTION PASSED UNANIMOUSLY, 5/0.

V OATH OF OFFICE FOR INDIVIDUAL THAT IS APPOINTED

City Recorder Coleman administered the "Oath of Office" to Mr. Brick at this time.

Councilor Brick then took his place with the Council.

VI VISITOR COMMENTS

Mayor Embanks provided those in attendance with an opportunity to present comments at this time.

There were no comments offered.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

VII PUBLIC CONTRACT REVIEW BOARD MEETING

Mayor Embanks opened the Public Contract Review Board Meeting at 7:11 p.m.

A. Award of Construction Services Contract - R-2 Contractors, Inc. Highway 97 and S.W. "L" Street Sidewalk Improvement Project #2015-03

1) Staff Report

Public Works Director Hurd advised Council that this project is to construct sidewalk, curb and gutter, landscape strip with trees and a driveway on the section of highway just south of the South Y Complex and in front of what used to be the motorcycle shop.

This is kind of a partnership between the City and the Oregon Department of Transportation (ODOT) to get this constructed because it was after the Transportation Enhancement Project and the "J" Street Project that it was discovered that this area had been missed.

ODOT was able to give the City some discretionary funds to get this project going. They had estimated the original budget at \$50,000 in construction costs; however, when they received the bids it was apparent that prices were going up. They were at \$65,000. He mentioned that he had contacted ODOT and had been able to leverage some additional funding from them. They agreed to provide another \$14,000 to help the City get to construction if the City could come up with another \$5,000. In looking at the budget it was determined that funding was available because they are coming in under on some other capital outlay projects.

There were six bids received and R-2 Contractors came in with the low bid of \$64,000 on the project.

2) Comments From the Public

Mayor Embanks provided those in attendance with an opportunity to present comments at this time.

There were no comments offered.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

3) Council Deliberations (Questions and/or Comments)

Councilor Schmidt wanted to know how far it goes.

Public Works Director Hurd explained that it is approximately 150 feet from the end of the South Y Complex South to "L" Street. The improvements will include an ADA ramp, a street light, and a landscape strip that is similar to the landscaping that was done with the Transportation Enhancement Project.

4) Council Takes Formal Action

A MOTION WAS MADE BY COUNCILOR TOM BROWN AND SECONDED BY COUNCILOR GARY WALKER THAT COUNCIL APPROVE THE HIGHWAY 97 AND "L" STREET PEDESTRIAN IMPROVEMENT PROJECT IN THE AMOUNT OF \$75,207.25, AND APPROVE THE CONSTRUCTION SERVICES CONTRACT BETWEEN THE CITY OF MADRAS AND R-2 CONTRACTORS IN THE AMOUNT OF \$64,707.25. THE MOTION PASSED UNANIMOUSLY, 6/0.

Mayor Embanks closed the Public Contract Review Board Meeting at 7:16 p.m.

VIII PROPOSED PURCHASE OF A USED PONTOON BOAT WASTEWATER DEPARTMENT

Public Works Director Hurd advised Council that there are aerators at the North Wastewater Treatment Plant that sit out in the middle of the pond. From time to time maintenance is required. They currently use a small 12 foot boat that is a little unsafe when they lean out to work on the aerators so this year they budgeted to buy a larger pontoon type boat that would be modified that could come right up to the aerator which would allow them to stand on a flat platform and work on the aerator.

Utility Supervisor Bedell has been looking on Craig's List and E-bay and noticed used pontoon boats that were available. Since staff does not have a specific boat in mind yet, they need to have the ability to go out and find one that will work for what they are proposing to do, Staff is asking for authorization from Council to expend up to \$8,000 to purchase the boat.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

A MOTION WAS MADE BY COUNCILOR RICHARD LADEBY AND SECONDED BY COUNCILOR TOM BROWN THAT COUNCIL AUTHORIZE STAFF TO PURCHASE A USED PONTOON BOAT THROUGH A PRIVATE PARTY, CRAIG'S LIST OR E-BAY IN THE AMOUNT NOT TO EXCEED \$8,000. THE MOTION PASSED UNANIMOUSLY, 6/0.

IX COVERED FUELING CONTAINMENT AREA FOR PUBLIC WORKS FUEL TANKS

Public Works Director Hurd reported that there is a fueling station for Diesel at the Public Works Department and that they are currently in the process of setting up the propane. The containment area constantly fills up with snow, ice, and water, and freezes. When people go to get fuel, if it is raining outside, they are constantly getting wet while trying to fill their vehicles. Fleet Supervisor Fulton put together a cost to install a cover over the containment area. The price for Ryan Simmons Construction, the contractor that submitted the lowest bid, is \$5,491. Staff also included \$1,000 for contingency in case something unforeseen comes up during the construction.

A MOTION WAS MADE BY COUNCILOR BILL MONTGOMERY AND SECONDED BY COUNCILOR CHUCK SCHMIDT THAT COUNCIL APPROVE THE PURCHASE AND CONSTRUCTION OF THE COVERED FUEL CONTAINMENT AREA IN THE AMOUNT OF \$6,491 AND AWARD THE PROJECT TO RYAN SIMMONS CONSTRUCTION IN THE AMOUNT OF \$5,491. THE MOTION PASSED UNANIMOUSLY, 6/0.

X SUPPLEMENTAL BUDGET HEARING

A. Community Development Program / Tourism-Economic Development Program

1. Call to Order

The Supplemental Budget Hearing was called to order at 7:22 p.m.

2. Staff Report

Finance Director McNamee reported that within this budget resolution there is an adjustment that exceeds the 15% threshold from contingency and that is within the Tourism/Economic Development Fund. There is a balance of \$40,000 in Contingency and they are moving 100% of that contingency into Materials and Services for an adjustment to plan for the

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

Solar Eclipse event for an Event Coordinator, webpage development, and pay deposits on equipment rentals.

3. Comments From the Public

Mayor Embanks provided those in attendance with an opportunity to present comments at this time.

There were no comments offered.

4. Council Deliberations (Questions and/or Comments)

City Administrator Burril advised Council that the Solar Eclipse Committee has been meeting as a group since November 2015 and the group has mentioned the need to make some preparations to get an Event Coordinator and any special equipment we may need to reserve for the event in 2017.

The estimates are anywhere from 30,000 upwards to 50,000 visitors the weekend leading up to and the day of the event. You will not actually be able to see this event in Deschutes County and can't see it from Redmond or Bend. It is something like a minute and 20 seconds in Terrebonne and you can watch the Eclipse for two minutes and 5 seconds here in Madras. If we even have 10% to 15% of Deschutes County, with a population of 150,000, drive in here we will have to deal with the event on a number of levels (e.g. where to park and stage, traffic control, camping provisions, etc.)

The logical fund is the Tourism and Economic Fund which is mainly funded by Transient Occupancy Tax. He told the Council that we do have the funds in the account. This fund has been stable and is doing okay and seems to be on the increase due to a healthier economy. They hope to repay a portion if not all of the funds but this will depend on the ticket sales.

He advised Council that they anticipate bringing an agreement forward to them for the Event Coordinator to further plan out properties that the City would make available like it does for the Air Show. This planning process is going to continue for several more months probably leading right up to the day of the event.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

5. Close the Budget Hearing

Mayor Embanks closed the Budget Hearing at 7:26 p.m.

6. No Action Required at This Time - Formal Action will be by Resolution

XI RESOLUTIONS

A. RESOLUTION NO. 02-2016

A resolution authorizing an increase in appropriation to recognize unanticipated revenues, and expenses, and the transfer of appropriations within funds for Fiscal Year 2015-2016.

A MOTION WAS MADE BY COUNCILOR TOM BROWN AND SECONDED BY COUNCILOR RICHARD LADEBY THAT COUNCIL APPROVE AND ADOPT RESOLUTION NO. 02-2016. THE MOTION PASSED UNANIMOUSLY, 6/0.

XII QUARTERLY FINANCIAL UPDATE AS OF DECEMBER 31, 2015

Finance Director McNamee presented a quarterly financial update on all of the major funds at this time.

[A copy of the report will remain on file at the Madras City Hall and can be reviewed by the public upon request.]

- ▶ A lot of expenditures have been paid using the P-Cards (Purchase Cards). This provides more accurate data per month because they close out the month and there isn't a lag time and a bunch of invoices trickling in.
- ▶ Everything is within budget and the taxes came in as anticipated.
- ▶ A clean audit opinion was issued on December 8, 2015.
- ▶ All of the Accounts Receivable are within 90 days or less.

OFFICIAL MINUTES

**CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016**

- ▶ The Finance Department has worked heavily with Public Works to develop a formal inventory process. Internal controls over inventory is important because you will read in the paper a lot of times that this is the most susceptible area to fraud or theft.
- ▶ The State held a bunch of Town Hall meetings across the State of Oregon to inform them about the PERS and as a result of those meetings they are telling us that we should probably budget a 20% increase for the next six years. This will not take effect until budget year 2017-2018. A lot of jurisdictions are starting to pre-plan on setting up side accounts or reserves to insure that they are meeting the PERS rate as we have to contribute what has been set. This will be a topic of discussion during the Budget Committee meetings.
- ▶ The first Budget Committee meeting has been scheduled for April 14, 2016. Staff has already received all of their budget worksheets so they are working on that. In February, she and City Administrator Burril will be meeting with all of the Department Directors to go through their budgets.
- ▶ The Finance Department is starting the process of upgrading the accounting system as they have to implement it on July 1, 2016. Even though it is being budgeted in this cycle, it is something that they have to start immediately.
- ▶ W-2s and 1099s were sent out this month.
- ▶ The next quarterly financial update will be on April 26, 2016.

XIII BUDGET COMMITTEE APPOINTMENTS

Doeshia Jacobs	Term: 01-01-2016 To 12-31-2018
Dan Chamness	Term: 01-01-2016 To 12-31-2018
Maura Schwartz	Term: 01-01-2016 To 12-31-2018
Bartt Brick	Term: 01-01-2016 To 12-31-2018

Finance Director McNamee reported that a number of letters of interest had been received for MRC Budget Committee and City Budget Committee positions. She indicated that this could have been the result of community interest in the Urban Revitalization Action Plan which is being updated by the Madras Redevelopment Commission and her additional advertising efforts.

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

A MOTION WAS MADE BY COUNCILOR TOM BROWN AND SECONDED BY COUNCILOR RICHARD LADEBY THAT COUNCIL APPROVE THE APPOINTMENT OF DOESHIA JACOBS, DAN CHAMNESS, AND MAURA SCHWARTZ. THE MOTION PASSED UNANIMOUSLY, 6/0.

XIV COMMUNITY PROJECTS GRANT PROGRAM APPLICATIONS

Finance Director McNamee mentioned that the changes to the applications had been to change the word "priority" to "type" and relating it to economic development.

City Administrator Burril explained that essentially all of the prior applicants are invited to apply and anybody else that is interested should contact the City Finance Department. The forms have some clarification on them that better helps the Budget Committee understand what they are applying for. Tonight staff is just asking for Council's blessing on the form that is being sent out.

A MOTION WAS MADE BY COUNCILOR GARY WALKER AND SECONDED BY COUNCILOR BILL MONTGOMERY THAT COUNCIL ADOPT THE COMMUNITY GRANT FORMS FOR THE FISCAL YEAR 2016-2017 AS PRESENTED. THE MOTION PASSED UNANIMOUSLY, 6/0.

XV QUARTERLY COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Community Development Director Snead presented his quarterly Community Development Department update and described the information that had been included on the spreadsheet that had been placed in the City Council meeting packets. He is working on the following projects:

- Changes to the Sign Code and the Zoning Ordinance
- Amendments to Goal 9, Economic Development, City Comprehensive Plan
- They are moving forward on the Transportation System Plan Update
- Urban Growth Boundary Expansion for a Regional Large Lot Industrial Site for the Daimler Durability Truck Testing Facility

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

- The Community Development Department has permitted five Medical Marijuana Dispensaries. They received their land use approval and are moving forward on obtaining the rest of their approvals so they can open.
- Code Enforcement. They have a lot of active cases and are doing the best they can on them. They are trying to allocate staff time on the code enforcement issues based on risk or severity of the violation. If there is an imminent public safety, health, or welfare violation they are going to focus on that one right away.
- Pictures were presented showing the progress that had been made on the 179 "D" Street Code Enforcement cleanup effort.

XVI AWARD OF PROFESSIONAL SERVICES CONTRACT BETWEEN ECONORTHWEST AND THE CITY OF MADRAS TO EXPAND THE CITY'S URBAN GROWTH BOUNDARY FOR EXPANSION OF THE MADRAS MUNICIPAL AIRPORT

Community Development Director Snead explained that approximately four or five years ago the cities and counties in Central Oregon came together and discussed the need to provide additional industrial land within our Urban Growth Boundaries, and the reason they came together to discuss it was because under current planning law they saw a need for more industrial land, but under the State law they had a difficult time justifying that land being brought into our Urban Growth Boundary.

They collectively created the Central Oregon Large Lot Needs Analysis which establishes a need within the region for large industrial lot sites that cities can bring into their Urban Growth Boundaries should the need not be met within the existing Urban Growth Boundary. This is a new tool for economic development.

At the time that staff was working on this they didn't think that this was a program that they would ever use; however, three years later and nearing execution of a lease with Daimler we would like to designate a regional large lot industrial site in Madras at the Madras Airport and specifically would like to designate the Daimler Durability Truck Testing Facility containing approximately 200 acres. It won't be any larger than 200 acres and the boundary may change as a result of a wetlands survey that took place this spring.

To do this the Community Development Department needs some technical assistance from consultants to complete this work. We have to go through and justify the findings and conduct some hearings on that. EcoNorthwest has been providing the technical analysis on the City's Comprehensive Plan for the Buildable Lands Inventory for the

OFFICIAL MINUTES

CITY COUNCIL, CITY OF MADRAS JANUARY 26, 2016

Goal 9 Update of which Council will see here in the next coming month. Back in 2007 when the City established the Urban Reserve Area they completed the City's Housing Needs Analysis. Those two studies tell the City how much land we need for residential and commercial industrial. They have a lot of history with the City. Staff is recommending that EcoNorthwest, because of their experience and knowledge of the City, be awarded the contract in the amount of \$23,250 for this work.

A MOTION WAS MADE BY COUNCILOR CHUCK SCHMIDT AND SECONDED BY COUNCILOR TOM BROWN THAT COUNCIL APPROVES A PROFESSIONAL SERVICE CONTRACT WITH ECONORTHWEST FOR THE MADRAS LARGE LOT INDUSTRIAL AND AIRPORT FACILITIES UGB EXPANSION PHASE II IN THE AMOUNT OF \$23,250. THE MOTION PASSED UNANIMOUSLY, 6/0.

XVII APPROVAL OF LETTER OF SUPPORT TO CENTRAL OREGON INTERGOVERNMENTAL COUNCIL FOR MADRAS REGIONAL LARGE LOT INDUSTRIAL SITE APPLICATION

Community Development Director Snead explained that to initiate the process for designating that site, the City needs to submit an application to the Central Oregon Intergovernmental Council (COIC). One of the things that needs to be included in that application is a "Letter of Support" from the jurisdiction. The City of Madras is both the property owner and the jurisdiction.

A MOTION WAS MADE BY COUNCILOR RICHARD LADEBY AND SECONDED BY COUNCILOR GARY WALKER THAT COUNCIL AUTHORIZE THE MAYOR TO SIGN THE LETTER OF SUPPORT FOR THE COIC FOR THE DESIGNATION OF A LARGE LOT INDUSTRIAL SITE. THE MOTION PASSED UNANIMOUSLY, 6/0.

XVIII BOARDS, COMMISSIONS, AND COMMITTEE APPOINTMENTS

Council members were asked if there were any boards, commissions, or committees that they would like to give up to someone else that is just starting out.

Discussion followed. Councilor Montgomery offered to relinquish his position on the Public Works and Parks Committee and Councilor Brown offered to give up his position on the Solar Eclipse Committee.

Councilor Brick accepted both the Public Works and Parks Committee and Solar Eclipse Committee positions.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

A MOTION WAS MADE BY COUNCILOR GARY WALKER AND SECONDED BY COUNCILOR TOM BROWN THAT THE COUNCIL APPOINT [COUNCILOR] BARTT [BRICK] TO THE PUBLIC WORKS COMMITTEE AND THE SOLAR ECLIPSE ACTION COMMITTEE. THE MOTION PASSED UNANIMOUSLY, 6/0.

XIX ADDITIONAL COMMENTS, ANNOUNCEMENTS, AND DEPARTMENT REPORTS

▶ **COMMUNITY DEVELOPMENT DEPARTMENT REPORT**

Community Development Director Snead reported on the following:

- The Army Corp of Engineers has advised him that their funding for the Flood Plain mapping project had been swept up. The staff member from Portland that called him said that this was their highest priority project in the region for remapping of the flood plain. They are going to continue to propose in their next budget that we have funding for this project.
- Tomorrow there is the joint City Council - County Commission meeting at the County Annex at noon. He said that he has a work session scheduled at this meeting where they will be reviewing the proposed amendments to the City's Zoning Ordinance and Comprehensive Plan that came out of the Goal 9 Economic Development update. He told the Council that the idea is to educate them and provide an opportunity for questions and answers prior to the Public Hearing before the City Council on February 23, 2016.

Additionally on that agenda he will be asking for the waiver of the County's daily fee for the use of the Parole and Probation work crew for the 179 D Street cleanup project.

▶ **PUBLIC WORKS DEPARTMENT REPORT**

Public Works Director Hurd advised Council that the reason he had not been at the last City Council meeting was because he was over in Astoria taking one of his Emergency Preparedness Classes that he is required to take per FEMA so the City will be eligible to receive funding if we have a disaster.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

He reported that the Public Works Department conducted an exercise to simulate a flood and how they would react to that, and it went exactly the way he thought it would. It was complete chaos but it was a great learning experience.

He mentioned that on Tuesday, around 6:00 p.m. there had been the potential for a serious flooding event near the "C" Street Bridge, fortunately the flooding didn't occur.

They have finally got to a resolution to approve the construction plans for Willowbrook, which is a subdivision on top of the hill at Birch Lane where the old golf course used to be. This goes all of the way back to 2006. The plans are signed and he has heard that they want to actually start building in the spring. This would be great if they do.

They are almost to the point of finalizing the construction plans for St. Charles - Madras. When they move forward we will have a cost share for the storm water improvements. He mentioned that he is still waiting to hear back from St. Charles as to what that amount will be. He indicated that he is estimating that our share will be anywhere from \$20,000 to \$30,000.

▶ **POLICE DEPARTMENT REPORT**

Police Chief Stanfill agreed that the potential for flooding at the "C" Street Bridge had been a good exercise for all involved.

▶ **FINANCE DEPARTMENT REPORT**

Finance Director McNamee reported on the following:

- Last week they converted the Credit Card processor. The Xpress Bill Pay is now live to make sure that we are PCI compliant with taking credit cards.
- The Finance Department is getting a lot of inquiries for the Solar Eclipse from people wanting a Special Events Permit.
- Budgets are due from the Department Directors on Monday, February 1, 2016.

OFFICIAL MINUTES
CITY COUNCIL, CITY OF MADRAS
JANUARY 26, 2016

XX ADJOURN

The City Council meeting was adjourned at 8:10 p.m.

Karen J. Coleman, City Recorder

Royce Embanks, Mayor

CITY OF MADRAS

Request for Council Action

Date Submitted: February 2, 2016
Agenda Date Requested: February 9, 2016
To: Mayor and City Council Members
Through: Jeff Hurd, Public Works Director
From: Keith Bedell, Utilities Supervisor
Subject: New Memorandum of Understanding Between Ecova, Inc. and the City of Madras Extending the Showerhead Giveaway Program

TYPE OF ACTION REQUESTED:

- Resolution Ordinance
 Formal Action/Motion
 As Part of the Consent Agenda Contract Review Board
 None - Report Only

Formal Action/Motion that Council approve the new Memorandum of Understanding between Ecova, Inc. and the City of Madras which extends the Showerhead Giveaway Program for another year.

DESCRIPTION:

In September 2015 the City entered into an agreement with Ecova, Inc., which is an Energy Trusts program implementer, to give away no more than 2 water efficient shower heads per water customer household to help reduce their water usage. This agreement expired on December 31, 2015. Ecova, Inc. would like the City to continue giving the shower heads away during 2016. In order to do so a new Memorandum of Understanding must be executed between the City and Ecova, Inc.

STAFF ANALYSIS:

Ecova, Inc. approached staff requesting that the City participate in a Shower Head Giveaway Program. Under the program the City is to provide water customers with efficient shower heads which will help reduce their water consumption. There is no charge to the City to participate in

this program; Ecova just requests that the City provide the address of the customer receiving the showerhead(s).

Staff consulted with legal counsel on the MOU and legal counsel's recommendation was to move forward, but have each customer who receives a shower head sign a release acknowledging the City will be providing Ecova their information.

SUMMARY:

- A. Fiscal Impact:
 - N/A – There is minimal staff time involved to distribute the shower heads and record the customer information.
 -

- B. Funding Source:
 - N/A

- C. Recognition of Collateral Material and Technical Report:
 - Memorandum of Understanding between Ecova, Inc. and the City of Madras.

RECOMMENDATION:

Formal Action/Motion that Council approve the new Memorandum of Understanding between Ecova, Inc. and the City of Madras which extends the Showerhead Giveaway Program for another year.

**Memorandum of Understanding
between
Ecova, Inc.
and
City of Madras**

The purpose of this Memorandum of Understanding (“MOU”) is to establish a mutual understanding of and set expectations for a working relationship between **Ecova, Inc.** (“Ecova”) and The City of Madras (“Agency”). Ecova is the program management contractor for the Energy Trust of Oregon (“Energy Trust”) Products program. This MOU represents a non-binding expression of the intent as outlined below between the Parties.

I. Purpose and Scope

The Products Program partners with water conservation entities throughout Energy Trust’s service territory to distribute efficient showerheads to its customers. Agency will be provided with efficient showerheads at no charge, in exchange for collecting customer data that will be used to report where products are installed.

II. Responsibilities

Each party will appoint a person to serve as the official point-of-contact in carrying out this MOU. The initial appointees of each party are:

Ecova, Inc.
Alecia Dodd, Program Manager
100 SW Market St #200
Portland, OR 97201
971.201.4299
503.525.4800 (fax)
ADodd@ecova.com

City of Madras
Karen Coleman
125 SW E Street
Madras, OR 97741-1346
541.325.0302
kcoleman@ci.madras.or.us

The parties agree to the following tasks:

Ecova will:

- Select a fulfillment vendor
- Select the product
- Provide Agency with one point-of-contact for coordinating delivery logistics
- Coordinate with fulfillment vendor to deliver showerheads to Agency on-time and in a way that is convenient and does not disrupt or impede daily activities

Agency will:

- Provide Ecova with one point-of-contact for coordinating delivery logistics
- Distribute no more than two (2) showerheads per household, per calendar year
- Collect customer’s street address, city, state and zip code (“Customer Information”) at time of distribution

- Submit Customer Information to Ecova in a secure manner (password protected file if sent by email, or by mail or by fax)

III. Terms of Understanding

If Agency does not provide Customer information as described above, Ecova may choose not to deliver additional showerheads to Agency.

The term of this MOU is from the Effective Date until December 31, 2016, and may be extended upon written mutual agreement.

Either party may terminate this MOU upon thirty (30) days written notice. In the event of termination by either party, all showerheads must be distributed and reported to Ecova or returned to Ecova prior to the termination date.

IV. Authorization

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

AGREED AND ACCEPTED by the parties' authorized representatives as of the date last signed below (the "Effective Date").

Ecova, Inc.

City of Madras

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CITY OF MADRAS

Request for Council Action

Date Submitted: February 3, 2016
Agenda Date Requested: February 9, 2016
To: Mayor and City Council Members
Through: Jeff Hurd, Public Works Director
From: Michele Quinn, Public Works Administrative Assistant
Subject: Amendment No. 2 to Professional Services Contract – Century West Engineering Madras Municipal Airport Environmental & Cultural Resources Screening for Non-Federal Aviation Administration Development Projects – Noise Assessment Methodology.

TYPE OF ACTION REQUESTED:

- | | |
|--|--|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Contract Review Board |
| <input type="checkbox"/> None - Report Only | |

Formal Action/Motion that Council approves Amendment No. 2 to the Professional Services Contract between the City of Madras and Century West Engineering for the Madras Municipal Airport Environmental & Cultural Resources Screening for Non-Federal Aviation Administration Development Projects--Noise Assessment Methodology in the amount of \$4,507.00

DESCRIPTION:

Contract amendment No. 2 to the Professional Services Contract with Century West Engineering and the City of Madras includes the following:

1. Project Coordination
2. Respond to FAA comments on EA.
3. Noise Analysis

Total Cost for Amendment = \$9,014.00 (City's portion = \$4,507.00)

STAFF ANALYSIS:

Approximately 87 Acres of airport property will be leased to Daimler Trucks North America (DTNA) for expansion of the truck durability test track and support buildings. The facility is expected to operate 24 hours per day, 7 days per week for testing vehicles. The dominant noise generating activity at the project site would be heavy-trucks running continuously for durability test.

Staff requested a cost from Century West to complete the necessary work to complete a Noise Assessment Methodology to keep the development process moving. Staff is proposing to split the cost 50/50 with the developer as part of an earlier agreement with DTNA.

Staff proposes that the cost of the work be utilized through Internal Services Public Works Staff – Professional Services. A budget resolution is anticipated for ISF PW Staff Materials and Services due to the amount of activity within the fund.

SUMMARY:

A. Fiscal Impact:

- Original Contract – Century West Engineering \$ 8,570.00
- Contract Amendment No. 1 \$25,071.00
- Contract Amendment No. 2 \$ 4,507.00
- Revised Contract Amount **\$38,148.00**

B. Funding Source:

- Public Works Staff Professional Services 803-101-520-2503.
- A budget resolution is anticipated for ISF PW Staff Materials and Services due to the amount of activity within this fund.

C. Recognition of Collateral Material and Technical Report:

- Contract Amendment No. 2
- Century West Scope of Work for Noise Assessment.

RECOMMENDATION:

Formal Action/Motion that Council approves Amendment No. 2 to the Professional Services Contract between the City of Madras and Century West Engineering for the Madras Municipal Airport Environmental & Cultural Resources Screening for Non-Federal Aviation Administration Development Projects--Noise Assessment Methodology in the amount of \$4,507.00



THE CITY OF MADRAS

125 SW "E" Street, Madras, OR 97741 Phone: (541) 475-2344 Fax: (541) 475-1038

CONTRACT AMENDMENT

Date: 2/3/2016
Amendment # 2

TO: Century West Engineering
1020 SW Emkay Drive #100
Bend, OR 97702

Phone: 541-322-8962

Fax:

PROJECT: Madras Municipal Airport Environmental & Cultural Resources Screening for Non-FAA Development Projects.

The Contract for the above described work is modified as follows:

- 1 Project Management
- 2 Resond to FAA comments on EA
- 3 Noise Analysis
- 4
- 5
- 6

- Fixed Price T & M
- Per Quotation Attached.
- Details Attached.

All other terms and conditions of the Contract remain unchanged except:

- None
- Describe:

ORIGINAL CONTRACT AMOUNT:	\$ 8,570.00
PREVIOUS CONTRACT AMENDMENTS	\$ 25,071.00

ITEM	UM	QTY	UP	DESCRIPTION	
1	LS	1.00	\$ 531.50	Project Coordination, Subconsultants	\$ 531.50
2	LS	1.00	\$ 275.00	Respond to FAA Comments	\$ 275.00
3	LS	1.00	\$ 3,700.50	Noise Analysis	\$ 3,700.50
4	LS	1.00			\$ -
5	LS	1.00			\$ -

TOTAL AMENDMENT AMOUNT: \$ 4,507.00

TOTAL REVISED CONTRACT AMOUNT: \$ 38,148.00

CITY OF MADRAS:

Royce Embanks, Mayor
Council President or Mayor Pro Tem

Signature: _____

Date Signed: _____

Century West Engineering

Name: _____

Signature: _____

Date Signed: _____

SCOPE OF WORK

MADRAS MUNICIPAL AIRPORT AMENDMENT 2: NOISE ANALYSIS AND RESPONSE TO FAA COMMENTS

February 2, 2016

The Madras Municipal Airport has various tenants and potential tenants interested in entering into lease agreements with the City to develop various improvements on the airport. Based on the FAA grant assurances, the City must comply with the NEPA environmental process for these developments.

Through coordination with the FAA, wetlands, cultural resources, and endangered species reviews have been identified as areas that require additional study. The City has identified six potential development areas totaling 534 acres to be reviewed to clear areas for near term and other potential development. This scope of work includes initial site visits and document review for the areas noted. If wetlands, endangered species, or cultural resources are identified through this work, additional analysis and field work may be required to satisfy NEPA requirements.

TASK 1: PROJECT COORDINATION – CENTURY WEST ENGINEERING

Century West will provide contract oversight and coordination with City staff and the FAA for work described.

Deliverables: Project Coordination, Subconsultant Contracts

Task Budget including expenses: \$1063

TASK 2: RESPOND TO FAA COMMENTS ON EA

The following comments were received from FAA Environmental Specialist via email on 1/26/16:

In order to complete the EA for Phase 1, the following information is needed.

- 1. Section 1.0. Introduction. Updated project description tied to an Exhibit that clearly articulates the acreage, the test track and associated features such as access roads.*
- 2. Section 4.1. Preferred Alternative. Updated project description can be used in this section as well.*
- 3. Section 6.7. Fish, Wildlife, and Plants. Need confirmation that the project will not have an adverse impact on Migratory Bird Treaty Act species.*
- 4. Section 6.13. Noise. This section should disclose that there may be a slight increase in corporate jet traffic and what the overall impact or lack thereof may be. It will also need to provide an evaluation of potential noise impacts to the nearest residential or other noise sensitive area due to the 24/7 operation of the facility. Because FAA does not have a metric for such a facility nor a threshold of significance, we recommend using the local city or county traffic standard if possible.*

Century West will address all of the comments above and submit to Cayla Morgan for concurrence.

Deliverables: Technical Memorandum Referencing Identified Development Areas

Task Budget including expenses: \$550

TASK 3: NOISE ANALYSIS (ESA VIGIL AGRIMIS)

See attached scope of work. Century West will coordinate with the subconsultant to complete the work.

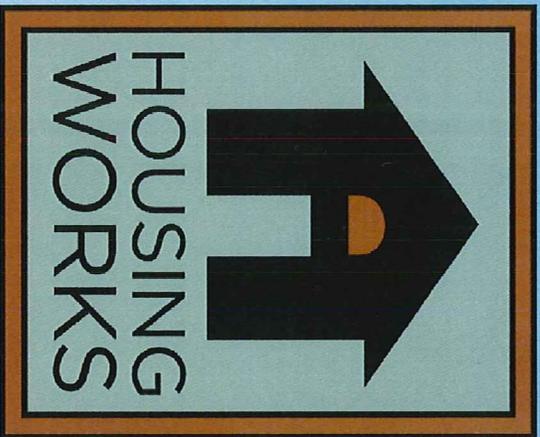
Deliverables: Technical Memorandum Summarizing Noise Analysis

Task Budget including expenses: \$7401

TOTAL PROJECT BUDGET FOR ALL TASKS IN AMENDMENT 2: \$9,014

PROJECT TITLE: Madras Airport - Environmental Screening/Wetland Delineation
 CLIENT: City of Madras
 JOB NUMBER: 10149.026.01

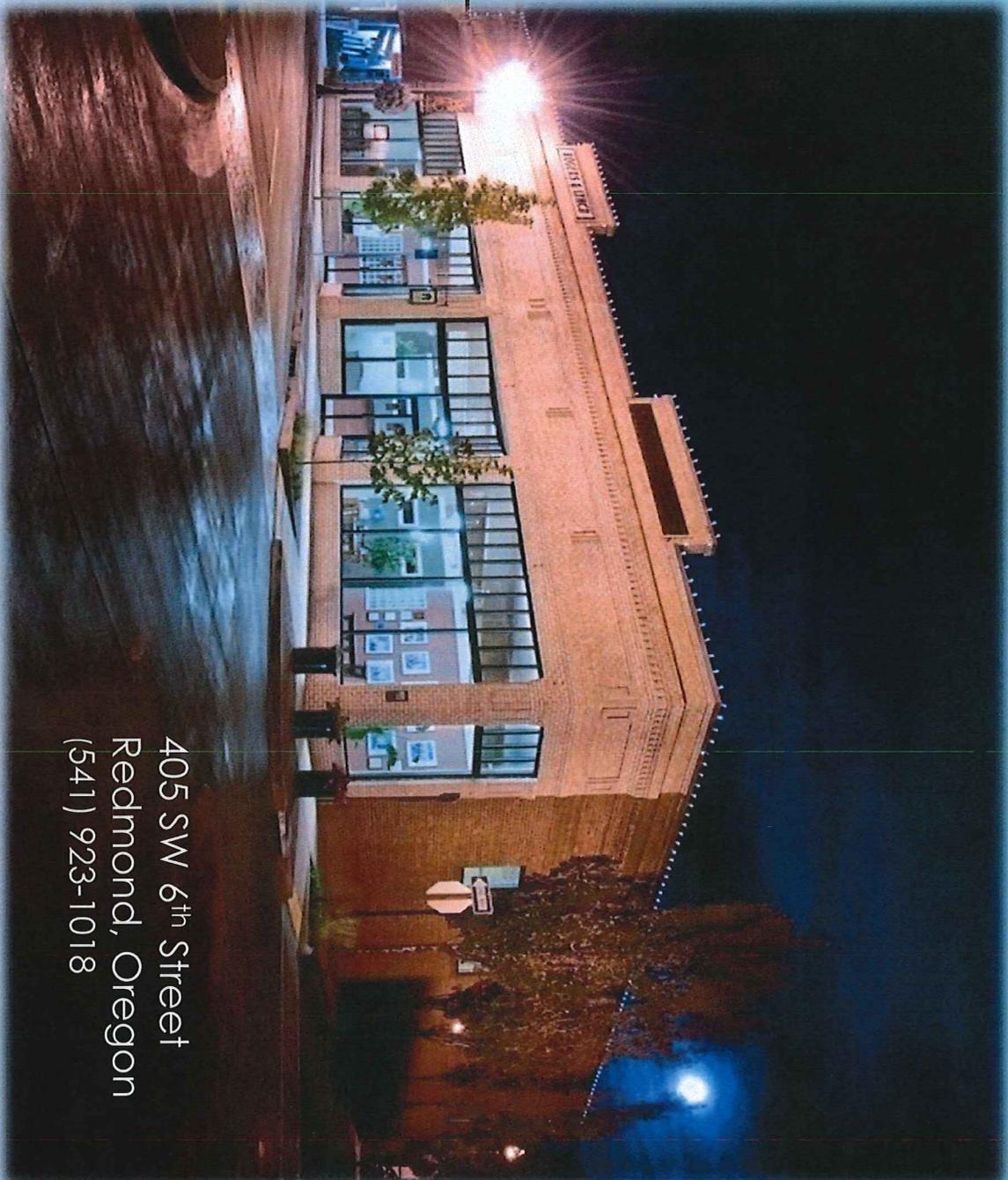
ITEM DESCRIPTION	PROJECT MANAGER \$190	PROJECT ENGINEER \$120	Staff Engineer \$90	CLER. \$60	TOTAL HRS	LABOR COST	SUB- CONTRACTOR	EXPENSES	TOTAL COST
Original Contract (Approved 6/23/15)									
Task 1: Project Coordination (CWEC)	2	12		8	22	\$2,300.00	\$0.00	\$260.00	\$2,560.00
Task 2: Cultural Resources Survey (AINW)							\$8,495.00		\$8,495.00
Task 3: Endangered Species and Biotic Communities Screening (ESA - VAI)							\$6,085.00		\$6,085.00
Original Contract Amount									\$17,140.00
Contract Amendment (Wetland Delineation)									
Task 1: Project Management (CWEC)	2			2	4	\$500.00	\$2,240.00	\$63.00	\$2,803.00
Task 2: Wetland Delineation-Phase 1 & Surveying (ESA-VAI)(DeJarnett)	1	1			2	\$310.00	\$17,780.00	\$63.00	\$18,153.00
Task 3: Joint Removal/Fill Wetland Permit Application (ESA-VAI)	2	2			4	\$620.00	\$10,360.00	\$63.00	\$11,043.00
Task 4: Wetland Delineation-Phase 2 & Surveying (ESA-VAI)(DeJarnett)	1	1			2	\$310.00	\$17,770.00	\$63.00	\$18,143.00
Amendment Total	6	4		2	12	\$1,740.00	\$48,150.00	\$252.00	\$50,142.00
Contract Amendment (EA Comments and Noise Analysis)									
Task 1: Project Management (CWEC)	4	2			6	\$1,000.00		\$63.00	\$1,063.00
Task 2: Respond to FAA Comments	1		4		5	\$550.00			\$550.00
Task 3: Noise Analysis	1	1	2		4	\$490.00	\$6,911.00		\$7,401.00
Amendment Total	6	3	6	0	15	\$2,040.00	\$6,911.00	\$63.00	\$9,014.00
Total Original Contract + Wetland Delineation Ammendment									\$67,282.00



We know the way home.

Presentation to
Madras City
Council

February 9, 2016



405 SW 6th Street
Redmond, Oregon
(541) 923-1018

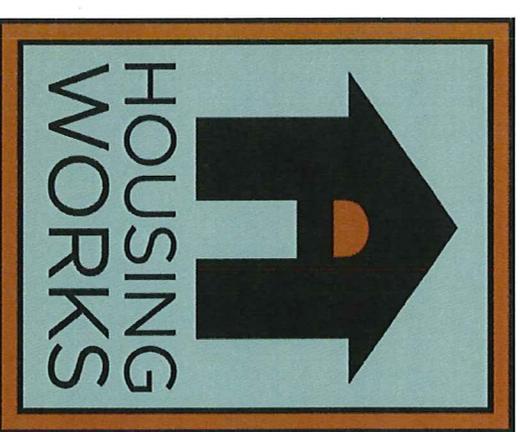
Downtown Redmond Office

Our History

- Central Oregon Regional Housing Authority (CORHA)
- ORS 456 – Public Corporation
- Established in 1977 by Deschutes and Jefferson Counties
- In 2001, Crook County Joins CORHA
- In 2006, CORHA is rebranded as Housing Works



CORHA
CENTRAL OREGON REGIONAL
HOUSING AUTHORITY



We know the way home.

Mission Driven – Local Leadership

JEFFERSON COUNTY

Nick Snead – Madras

Michele Gemelas –
Madras

George Neilson –
Madras

DESCHUTES COUNTY

Michael Hinton –
Terrebonne

Dave Tarbet –
Redmond

Dennis Pahlisch – Bend

**RESIDENT
COMMISSIONER**

Michelle Brown –
Bend

CROOK COUNTY

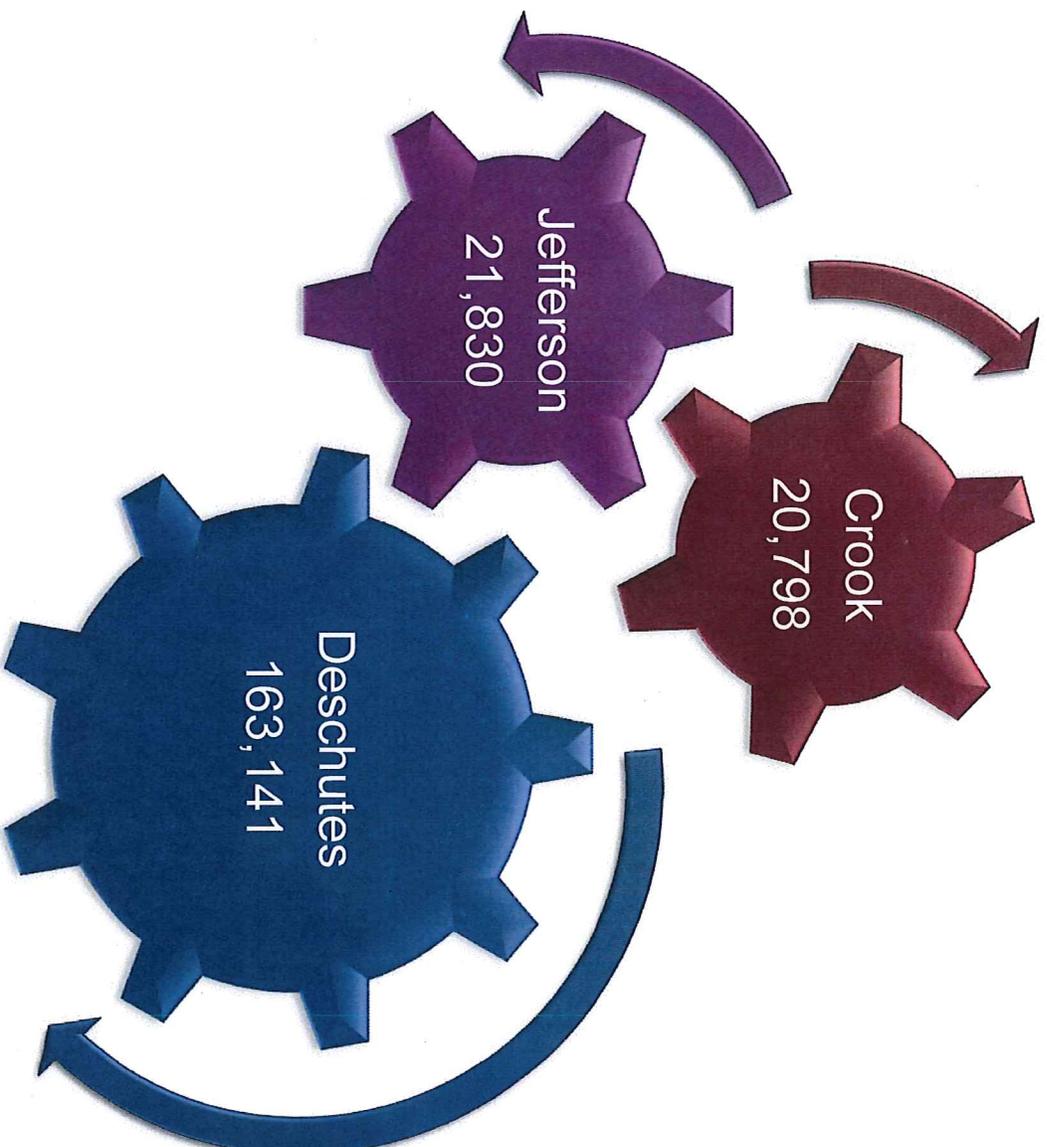
Laura Cooper –
Prineville

Bobbi Brooks – Powell
Butte

Barbara Punch –
Prineville

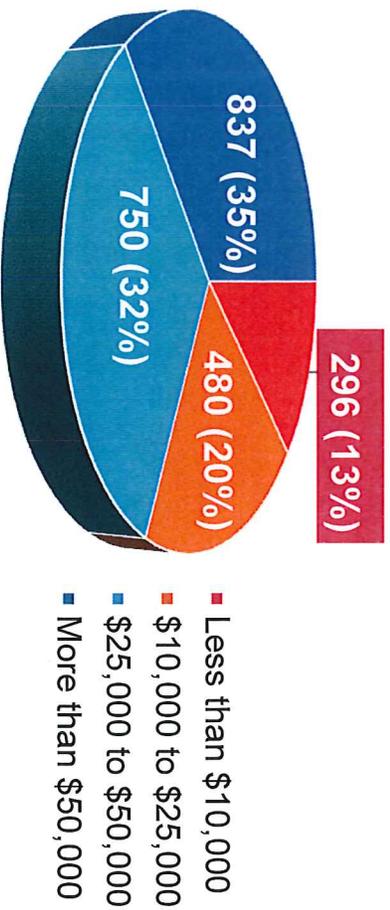


Our Service Jurisdiction



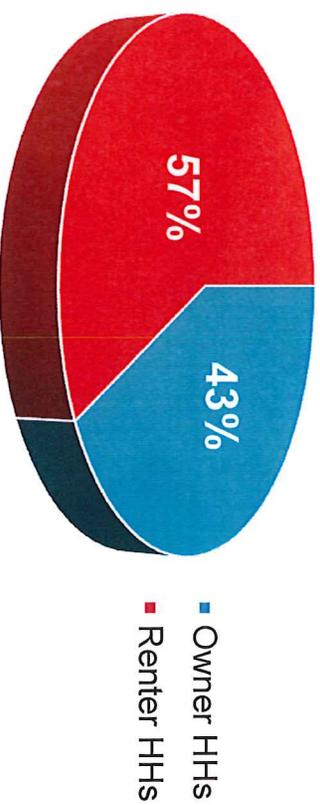
Local HOUSING statistics City of Madras

Household Income Levels

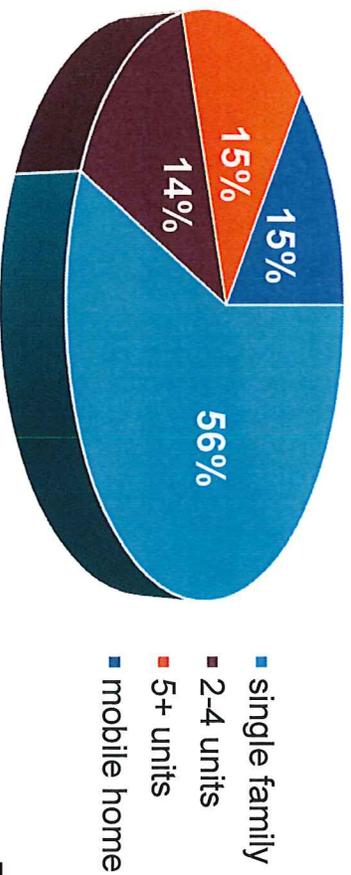


* MFI (Median Family Income) for a family of 4 in Jefferson Co = \$54,100
 * A LIHTC property limits households to 60% MFI, which in 2015, for a 4-person household, would be \$32,460

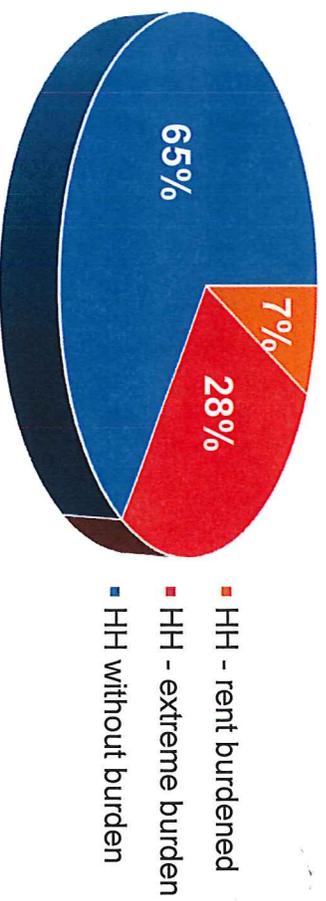
Household Type



Housing Stock



Rent Burden

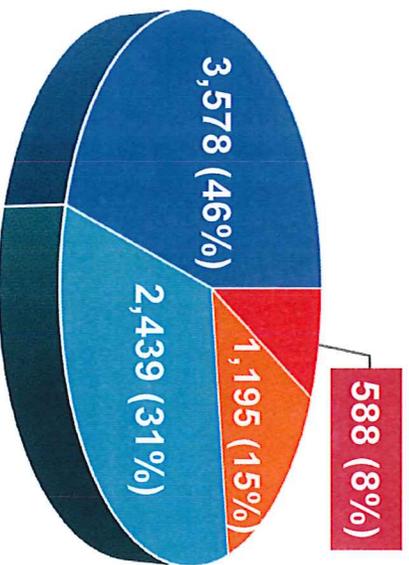


Rent Burden is over 30% of income is spent on housing costs; Extreme means over 50%



Local HOUSING statistics Jefferson County

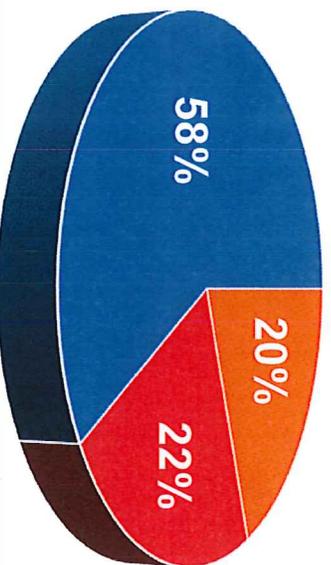
Household Income Levels



- Less than \$10,000
- \$10,000 to \$25,000
- \$25,000 to \$50,000
- More than \$50,000

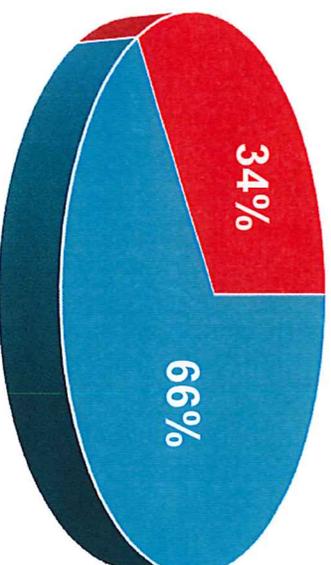
* MFI (Median Family Income) for a family of 4 in Jefferson Co = \$54,100
 * A LIHTC property limits households to 60% MFI, which in 2015, for a 4-person household, would be \$32,460

Rent Burden



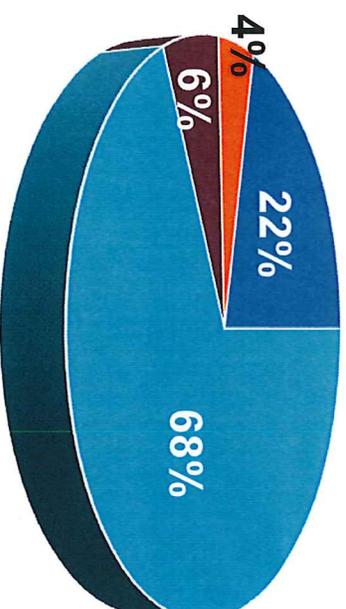
- HH - rent burden
- HH extreme burden
- HH without burden

Household Type



- Owner HHS
- Renter HHS

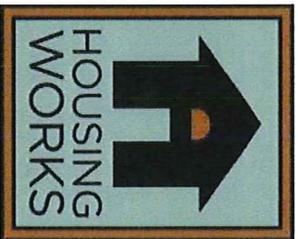
Housing Stock



- single family
- 2 - 4 units
- 5+ units
- mobile home

Rent Burden is over 30% of income is spent on housing costs; Extreme means over 50%



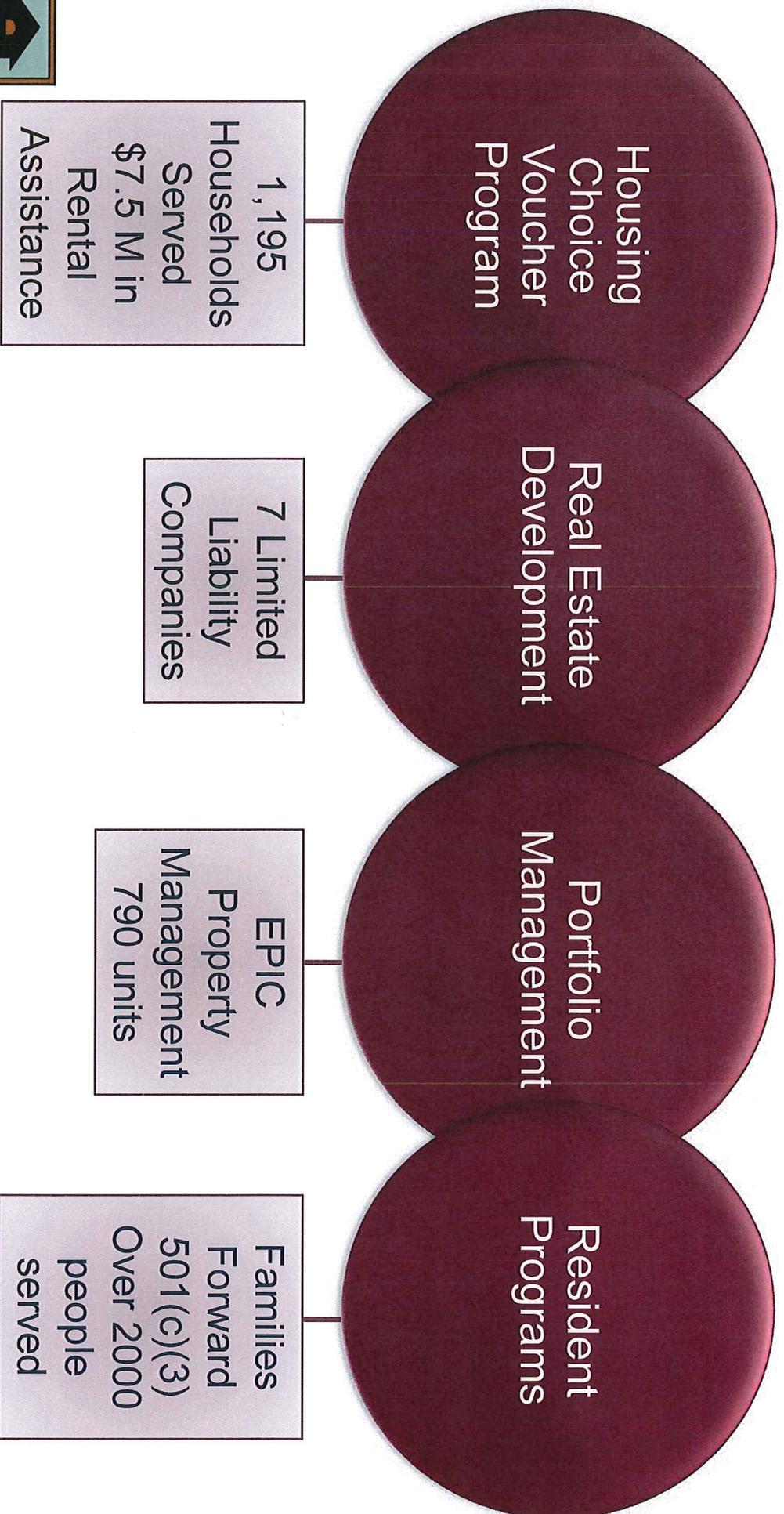


The Mission:

Fostering Dignity Through Housing



Our Core Program Centers



Housing Choice Voucher Program Statistics

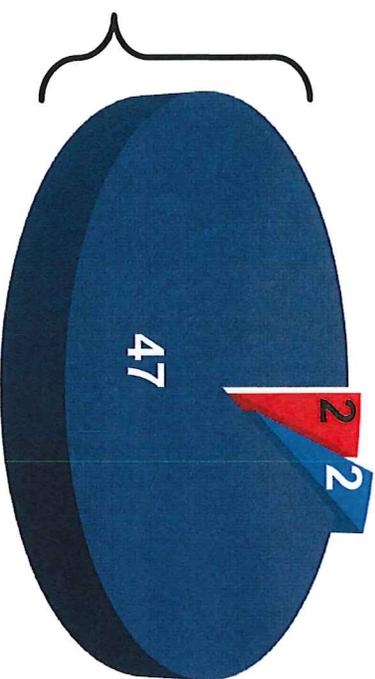
Madras Voucher Holder Population



42 Total Vouchers
96 People Served

71% of all voucher holders are elderly or disabled.
Average household size is 2.3 individuals.

Jefferson County Voucher Holder Population



51 Total Vouchers
129 People Served

65% of all voucher holders are elderly or disabled.
Average household size is 2.5 individuals.



Housing Choice Voucher Program Statistics

Madras

Average Monthly Housing Assistance Payment



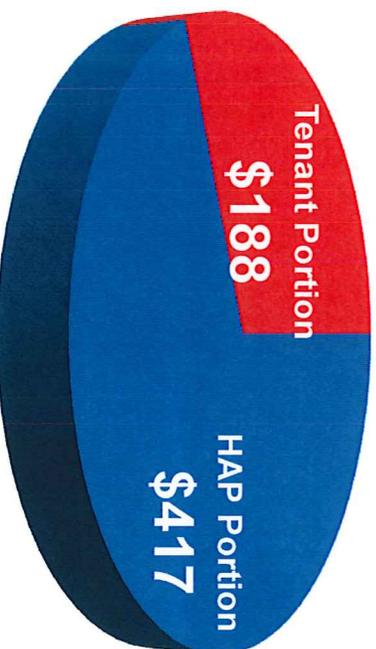
Average Annual Income of Voucher Households = \$12,059

Housing Works pays out **\$16,319** in housing assistance payments each month to landlords in Madras.

Average incomes have decreased by 8% from January 2015, leading to a 9% increase in average housing assistance payments (HAP).

Jefferson County

Average Monthly Housing Assistance Payment



Average Annual Income of Voucher Households = \$11,866

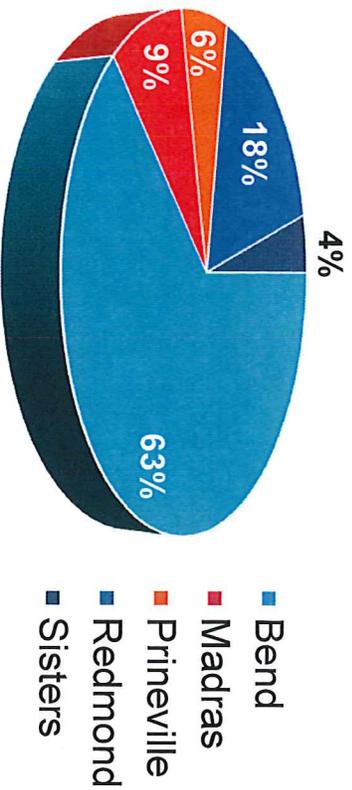
Housing Works pays out **\$21,266** in housing assistance payments each month to landlords in Jefferson County.

Average incomes have decreased by 6% from January 2015, leading to a 6% increase in average housing assistance payments (HAP).

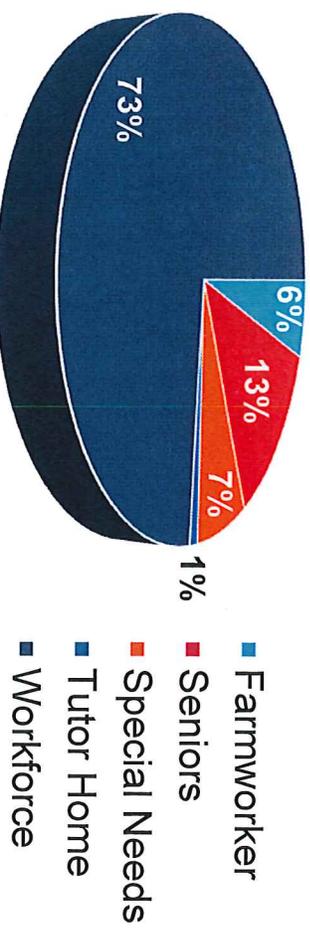


Housing Works Portfolio

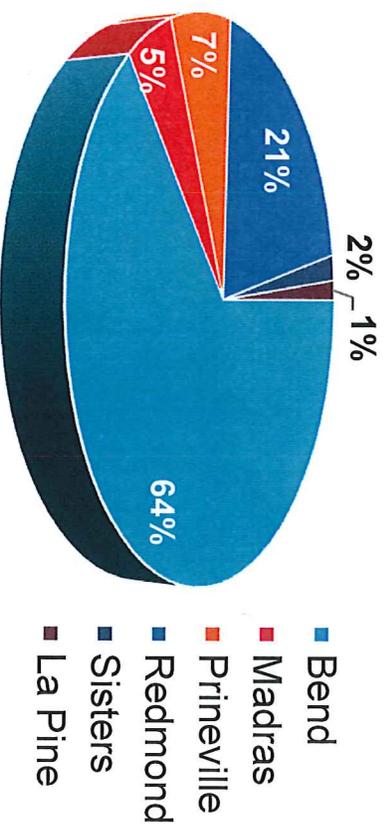
HW Portfolio by Locality



HW Portfolio by Type



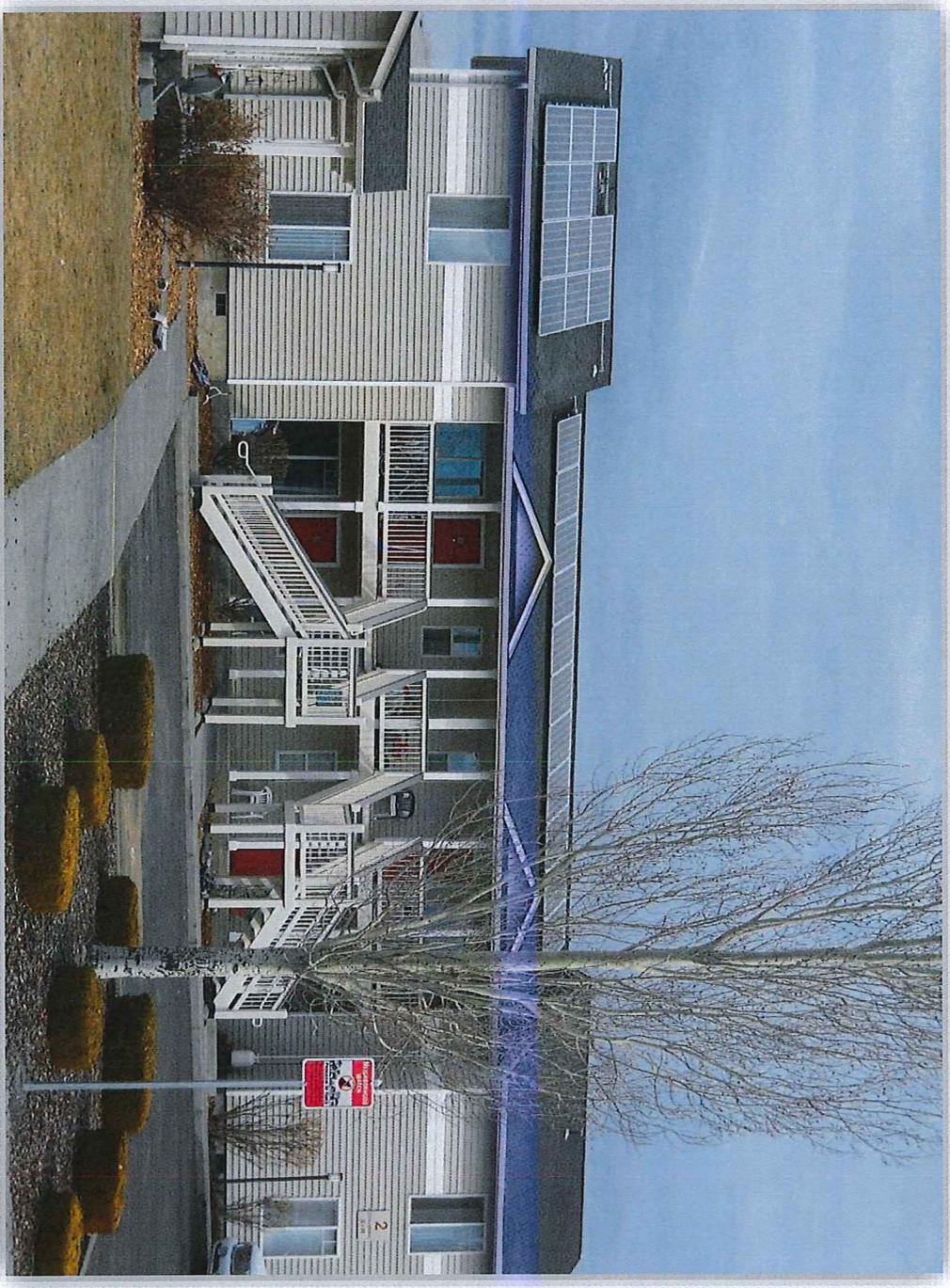
Population by Locality

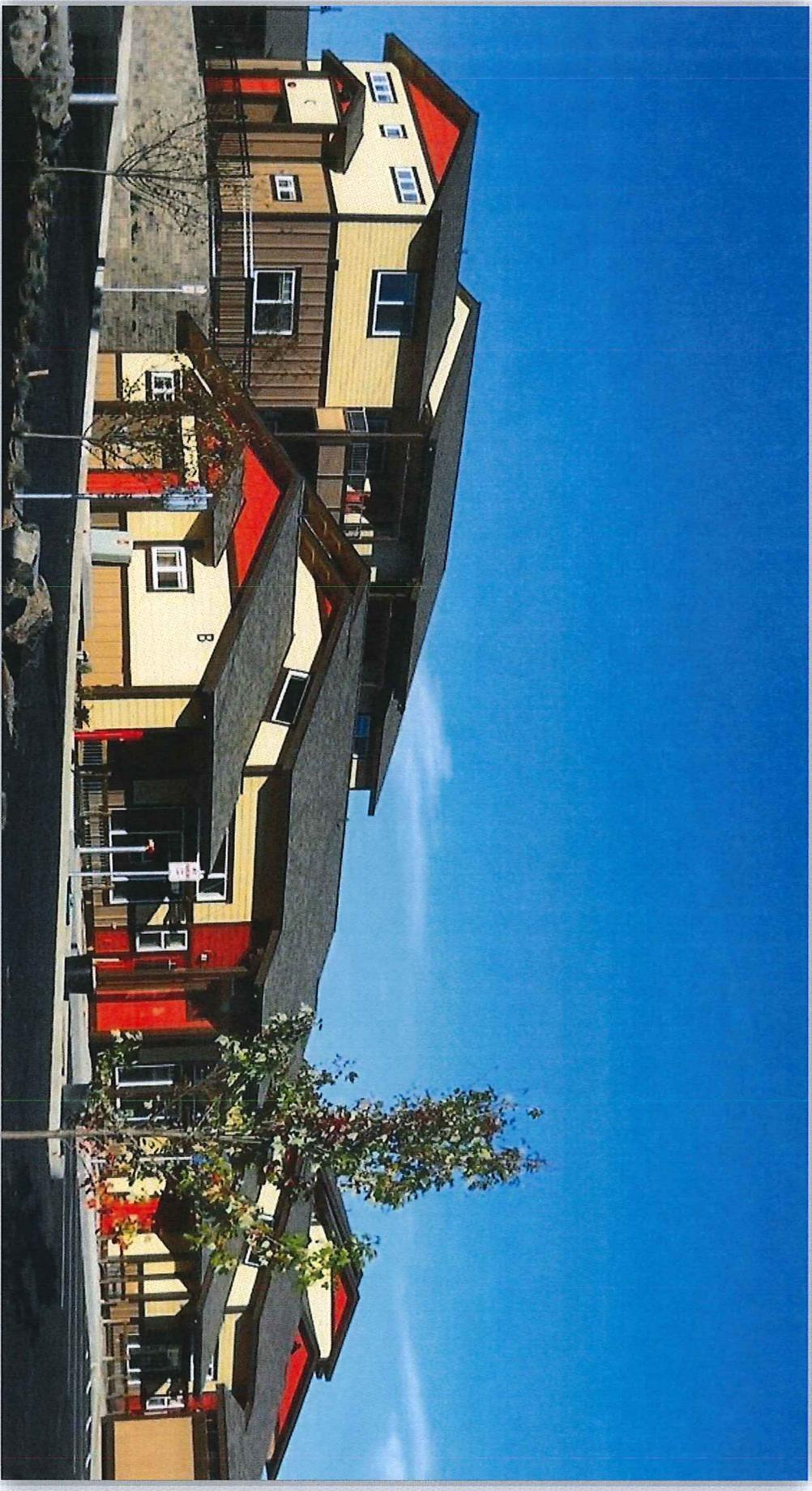


Investing in Community

Chennai Landing

- 24 Units of LIHTC Affordable Workforce Housing
- Built in 1999. Acquired and rehabbed by Housing Works in 2012
- Slated for major overhaul in 2016 dependent on award of funding





Canyon East

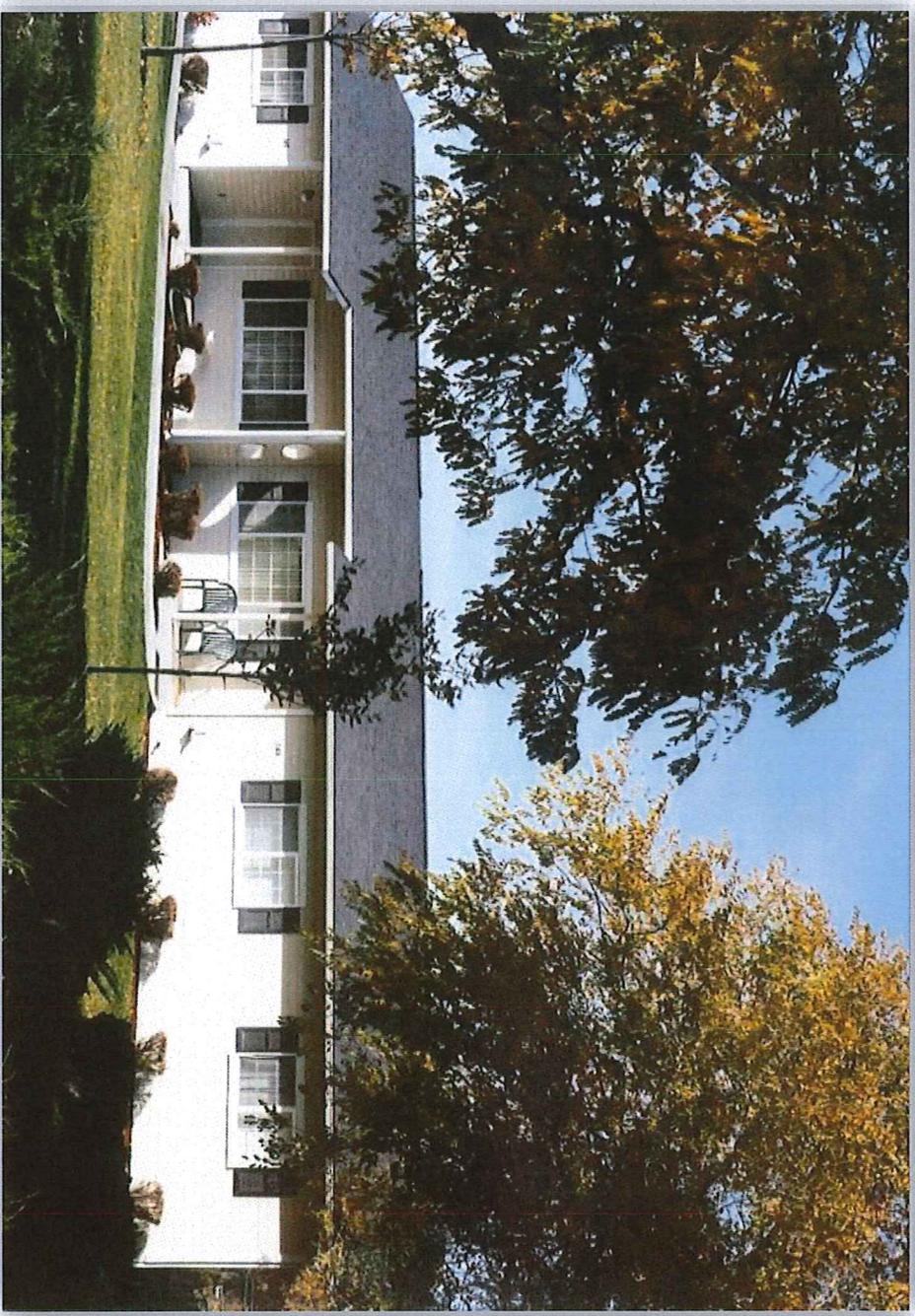
Opened in 2011, this 24 unit apartment community serves farmworker families.





Menta Park

20 Units of
Farmworker
Housing
Developed by
Housing Works in
1995.



In the Works for 2016...

- **Increase the Supply of Quality Affordable Housing and Enhance the Services Offered to Residents**
- **Continue to Seek Opportunities to Acquire and Rehab Properties in Need**
- **Continue to assist low income families achieve self-sufficiency through Housing Works' programs**



THANK YOU.

QUESTIONS?



CITY OF MADRAS

Request for Council Action

Date Submitted: February 2, 2016
Agenda Date Requested: February 9, 2016
To: Mayor and City Council Members
Through: Jeff Hurd, Public Works Director
From: Michele Quinn, Public Works Administrative Assistant
Subject: Resolution No. 03-2016 – A resolution authorizing the City to apply for Recreation Trail Program Grant Funding for the Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project.

TYPE OF ACTION REQUESTED:

- Resolution Ordinance
 Formal Action/Motion Contract Review Board
 None - Report Only

Formal action / motion for Council to authorize the Mayor to sign, on behalf of the City, Resolution No. 03-2016 authorizing the City to apply for Recreational Trail Program Grant Funding for the Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project – Phase 1 in the amount of \$157,690.

DESCRIPTION:

Resolution No. 03-2016 authorizes the City to apply for Recreational Trail Program Grant funding for the Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project – Phase 1. The project includes approximately 900 linear feet of paved 10' wide, non-motorized, multi-use trail with drainage and retaining wall elements. The project is estimated at \$157,690 (\$125,000 RTP Grant, \$32,690 City).

STAFF ANALYSIS:

The City of Madras has the opportunity to apply for funding to complete another section of the Madras Multi-Use Trail System to bring the system closer to a closed loop around town. Staff's intent is to apply for funding from the Oregon Parks and Recreation District, Recreational Trails Program for Phase 1 in 2016 (section from the skate park to J Street) and apply for funding from the Oregon Parks and Recreation District, Local Government Grant Program for Phase 2 in 2017 (section from J Street to the Youth Fishing Pond). Both phases together estimate a total project cost of \$664,231 (RTP \$125,000, LGGP \$398,216, In Kind \$46,875, Cash \$94,140). The plan is to leverage the RTP funding and City Cash in order to obtain LGGP funding to construct both phases in the construction season of 2018. If staff is successful in obtaining both grants the City will have leveraged \$523,216.

If the City is unable to obtain the LGGP funding, Staff is still able to construct phase 1 of the trail (Madras Bike and Skate Park to J Street).

SUMMARY:

A. **Fiscal Impact:**

Resolution No. 03-2016

Phase 1 – Apply in 2016 Construct in 2018

- RTP Grant (80%): \$125,000
- City of Madras (20%): \$32,690.
- Total Project and Funding Amount: \$157,690

Resolution No. (tbd to be applied for in 2017)

Phase 2 – Apply in 2017 Construct in 2018

- LGGP Grant (60%): \$398,216
- City of Madras (16.3%): \$108,325
- Phase 1 Leverage (23.7%): \$157,690
- Total Project and Funding Amount: \$664,231

B. **Funding Source:**

- Transportation Operations Fund, Capital Outlay
- Upon receiving grant funding a budget resolution will need to be performed to recognize additional revenue and expenditure for the project.

C. **Recognition of Collateral Material and Technical Report:**

- Resolution No. 03-2016
- Project Estimate
- Project Preliminary Plans

RECOMMENDATION:

Formal action / motion for Council to authorize the Mayor to sign, on behalf of the City, Resolution No. 03-2016 authorizing the City to apply for Recreational Trail Program Grant Funding for the Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project – Phase 1 in the amount of \$157,690.

RESOLUTION NO. 03-2016

A RESOLUTION AUTHORIZING THE CITY OF MADRAS TO APPLY FOR A RECREATIONAL TRAILS PROGRAM GRANT FROM THE OREGON PARKS & RECREATION DEPARTMENT FOR THE "MADRAS BIKE AND SKATE PARK TO YOUTH FISHING POND TRAIL CONNECTION PROJECT PHASE 1" IN THE AMOUNT OF \$125,000.

WHEREAS, the Oregon Parks and Recreation Department (OPRD) is currently accepting applications for the 2016 Recreational Trails Grant Program; and

WHEREAS, the City of Madras desires to participate in this grant program to the greatest extent possible as a means of constructing a new (non-motorized) recreational multi-use trail; and

WHEREAS, the City proposes to construct approximately 900 lineal feet of paved trail, 10 feet in width, from the Madras Bike and Skate Park to J Street; and

WHEREAS, the estimated project cost for Phase 1 is \$157,690; and

WHEREAS, the City owns Map #11-13-11DB, Tax Lot #2803, Tax Lot #2805, and Tax Lot #2822, the property where the trail will be constructed; and

WHEREAS, the City is proposing this project be financed in conjunction with an Oregon Parks and Recreation Department Recreational Trails Program Grant Funding in the amount of \$125,000; City cash \$29,690; and in kind funding of \$3,000; and

WHEREAS, the City is proposing to apply for funding from the Local Government Grant in the amount of \$398,216 for Phase 2 of the project from J Street to the Youth Fishing Pond in 2017.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Madras as follows:

SECTION 1: The City of Madras supports the proposed project and is hereby authorized to apply for an Oregon Parks and Recreation Department Recreational Trails Program Grant in the amount of \$125,000 to design & construct the recreational trail connection project titled the "Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project Phase 1." The total project cost is estimated at \$157,690, with the remaining 20% of the funding to be made up of City cash and in kind services of \$32,690. The City of Madras is hereby authorized to commit the funds and resources necessary to deliver proposed project.

SECTION 2: Mayor Royce Embanks Jr. is hereby empowered to sign the resolution on the City's behalf.

SECTION 3: This resolution shall become effective immediately upon its passage by the Council and execution by the Mayor.

APPROVED AND ADOPTED by the City Council of the City of Madras and signed by the Mayor this _____ day of _____, 20____.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Vacancies: _____

Royce Embanks Jr, Mayor

ATTEST:

Karen J. Coleman, City Recorder

City of Madras Bike and Skate Park to Youth Fishing Pond Trail Connection Project
City of Madras
Date Prepared 1/25/16

	Description	Unit	Measure	Unit Price	Total
Phase 1 - Skate Park to J Street (900')					
1	Mobilization	1.0	LS	\$10,000.00	\$10,000.00
2	Clear and Grub	0.7	Acres	\$6,500.00	\$4,550.00
3	Excavation and Embankment	1.0	LS	\$40,000.00	\$40,000.00
4	Base Rock 6" for Trail	1,400.0	SY	\$7.20	\$10,080.00
5	Asphalt Trail Paving (10' width)	1,000.0	SY	\$10.65	\$10,650.00
6	Concrete Ramps Include Base	1.0	EA	\$6,500.00	\$6,500.00
7	18" Culvert	40.0	LF	\$60.00	\$2,400.00
8	36" Culvert	72.0	LF	\$70.00	\$5,040.00
9	Retaining Wall	150.0	LF	\$150.00	\$22,500.00
10	Hand Railing	150.0	LF	\$65.00	\$9,750.00
	Subtotal				\$121,470.00

Engineering and Administration \$18,000.00
 Contingency \$18,220.00
 Total \$157,690.00

City in Kind	City Cash	LGGP	RTP	Total
	\$ 10,000.00			\$ 10,000.00
	\$ -		\$ 4,550.00	\$ 4,550.00
\$ -	\$ -		\$ 40,000.00	\$ 40,000.00
\$ -	\$ -		\$ 10,080.00	\$ 10,080.00
			\$ 10,650.00	\$ 10,650.00
	\$ -		\$ 6,500.00	\$ 6,500.00
			\$ 2,400.00	\$ 2,400.00
\$ -			\$ 5,040.00	\$ 5,040.00
\$ -			\$ 22,500.00	\$ 22,500.00
\$ -			\$ 9,750.00	\$ 9,750.00
\$ -	\$ 10,000.00	\$ -	\$ 111,470.00	\$ 121,470.00

11% \$ 3,000.00 \$ 1,470.00 \$ - \$ 13,530.00 \$ 18,000.00
 \$18,220.00 \$ 18,220.00
 \$ 3,000.00 \$ 29,690.00 \$ - \$ 125,000.00 \$ 157,690.00
 1.90% 18.83% 0.00% 79.27% 100.00%

	Description	Unit	Measure	Unit Price	Total
Phase 2- J Street to Fishing Ponds (2150') Plus Lighting and Landscaping on Skate Park to J Street					
1	Pre-agreement planning costs	1.0	LS	\$15,000.00	\$15,000.00
2	Land Acquisition (Easements, ROW)	1.0	LS	\$28,875.00	\$28,875.00
3	Mobilization	1.0	LS	\$15,000.00	\$15,000.00
4	Clear and Grub	1.3	AC	\$6,500.00	\$8,450.00
5	Remove Existing Fence	1.0	LS	\$3,500.00	\$3,500.00
6	Excavation and Embankment	1.0	LS	\$40,000.00	\$40,000.00
7	Base Rock 6" for Trail	3,345.0	SY	\$7.20	\$24,084.00
8	Asphalt Trail Paving (10' width)	2,389.0	SY	\$11.00	\$26,279.00
9	Concrete Ramps Include Base	1.0	EA	\$6,500.00	\$6,500.00
10	18" CMP	125.0	LF	\$60.00	\$7,500.00
11	24" CMP	67.0	LF	\$70.00	\$4,690.00
12	36" CMP	92.0	LF	\$80.00	\$7,360.00
13	Pedestrian Crossing Sign	2.0	EA	\$500.00	\$1,000.00
14	Crosswalk Striping	1.0	LS	\$1,500.00	\$1,500.00
15	Fencing	1,211.0	LF	\$40.00	\$48,440.00
16	Light Pole Base (14')	21.0	EA	\$650.00	\$13,650.00
17	Luminaires, Lamps, and Ballast (14' poles)	21.0	EA	\$4,100.00	\$86,100.00
18	Power Meter Ped	1.0	LS	\$3,500.00	\$3,500.00
19	PPL Service	1.0	LS	\$6,500.00	\$6,500.00
20	Switching, Conduit and Wiring	3,050.0	LF	\$12.00	\$36,600.00
21	Trees	52.0	EA	\$250.00	\$13,000.00
22	Water Service	1.0	LS	\$5,000.00	\$5,000.00
23	Irrigation System	1.0	LS	\$20,000.00	\$20,000.00
	Subtotal				\$422,528.00

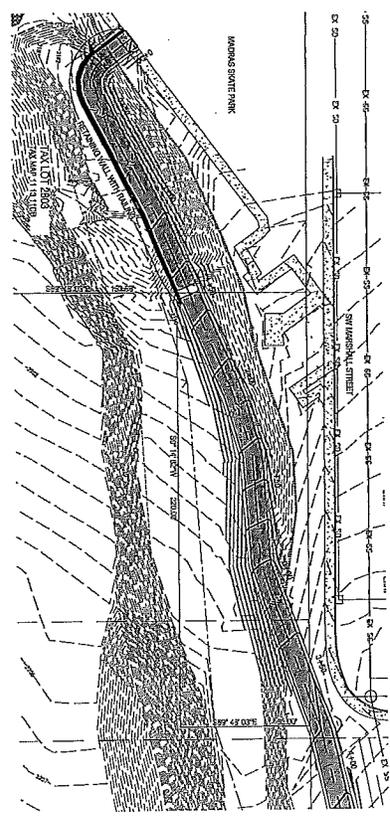
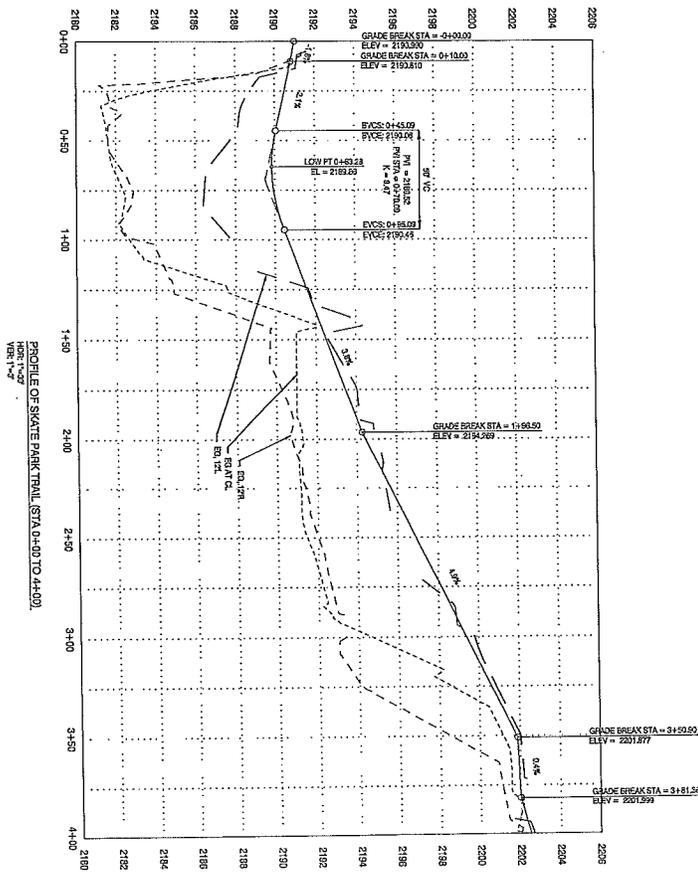
Design Engineering and Surveying \$20,000.00
Contingency \$64,013.00
Total \$506,541.00

Funding	RTP	\$125,000.00
	LGGP	\$398,216.00
	Force Account	\$46,875.00
	City Cash	\$94,140.00
	Total Funding =	\$664,231.00

City In Kind	City Cash	LGGP	RTP	Total
\$ 15,000.00	\$ -			\$ 15,000.00
\$ 28,875.00	\$ 15,000.00	\$ -		\$ 43,875.00
	\$ 8,450.00	\$ -		\$ 8,450.00
	\$ -	\$ 3,500.00		\$ 3,500.00
\$ -	\$ 10,000.00	\$ 30,000.00	\$ -	\$ 40,000.00
\$ -		\$ 24,084.00	\$ -	\$ 24,084.00
		\$ 26,279.00	\$ -	\$ 26,279.00
		\$ 6,500.00		\$ 6,500.00
		\$ 7,500.00		\$ 7,500.00
		\$ 4,690.00		\$ 4,690.00
		\$ 7,360.00		\$ 7,360.00
		\$ 1,000.00		\$ 1,000.00
		\$ 1,500.00		\$ 1,500.00
		\$ 48,440.00		\$ 48,440.00
\$ -		\$ 13,650.00	\$ -	\$ 13,650.00
		\$ 86,100.00	\$ -	\$ 86,100.00
\$ -		\$ 3,500.00	\$ -	\$ 3,500.00
		\$ 6,500.00	\$ -	\$ 6,500.00
\$ -		\$ 36,600.00	\$ -	\$ 36,600.00
\$ -		\$ 13,000.00	\$ -	\$ 13,000.00
\$ -		\$ 5,000.00	\$ -	\$ 5,000.00
\$ -		\$ 20,000.00	\$ -	\$ 20,000.00
\$ 43,875.00	\$ 33,450.00	\$345,203.00	\$ -	\$ 422,528.00

\$ - \$ - \$ 20,000.00 \$ - \$ 20,000.00
\$ 31,000.00 \$ 33,013.00 \$ 64,013.00
\$ 43,875.00 \$ 64,450.00 \$398,216.00 \$ - \$ 506,541.00

8.66%	12.72%	78.61%	0.00%	100.00%
\$ 46,875.00	\$ 94,140.00	\$398,216.00	\$ 125,000.00	\$ 664,231.00
7.06%	14.17%	59.95%	18.82%	100.00%



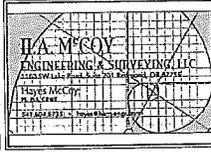
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 DRAWING: P1.1

SHEET TITLE:
**PLAN AND PROFILE
 (STA 0+00 TO 4+00)**

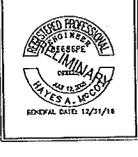
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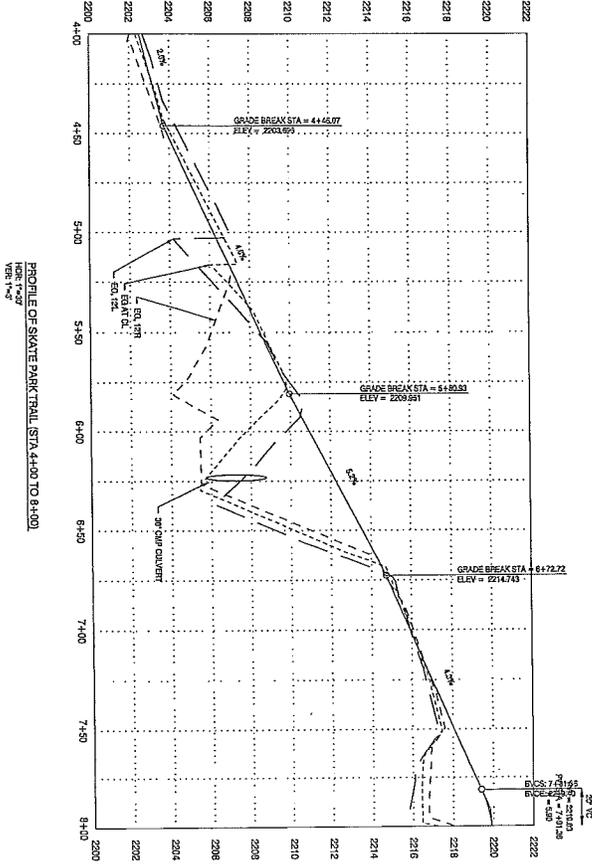
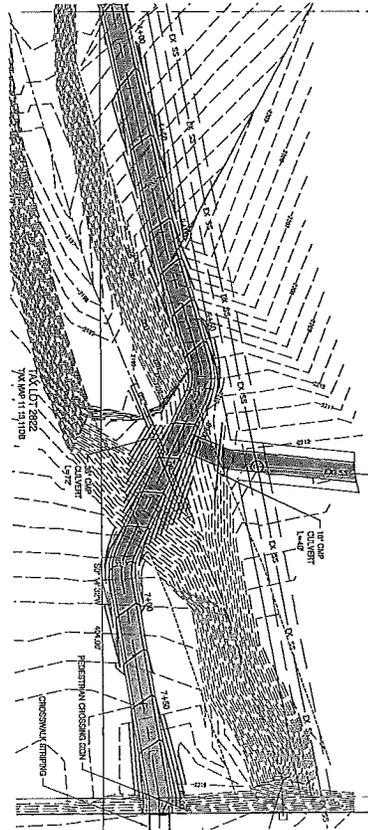
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 MADRAS, OREGON

CLIENT:
 CITY OF MADRAS

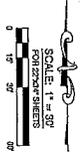


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PROFILE OF SKATE PARK TRAIL (STA 4+00 TO 8+00)
DATE: 1/20/15
BY: MMcCoy



JOB NO. 14-71
DRAWN BY: TL
DRAWING: P12

SHEET TITLE:
PLAN AND PROFILE
(STA 4+00 TO 8+00)

PROJECT:
MADRAS SKATE PARK TRAIL

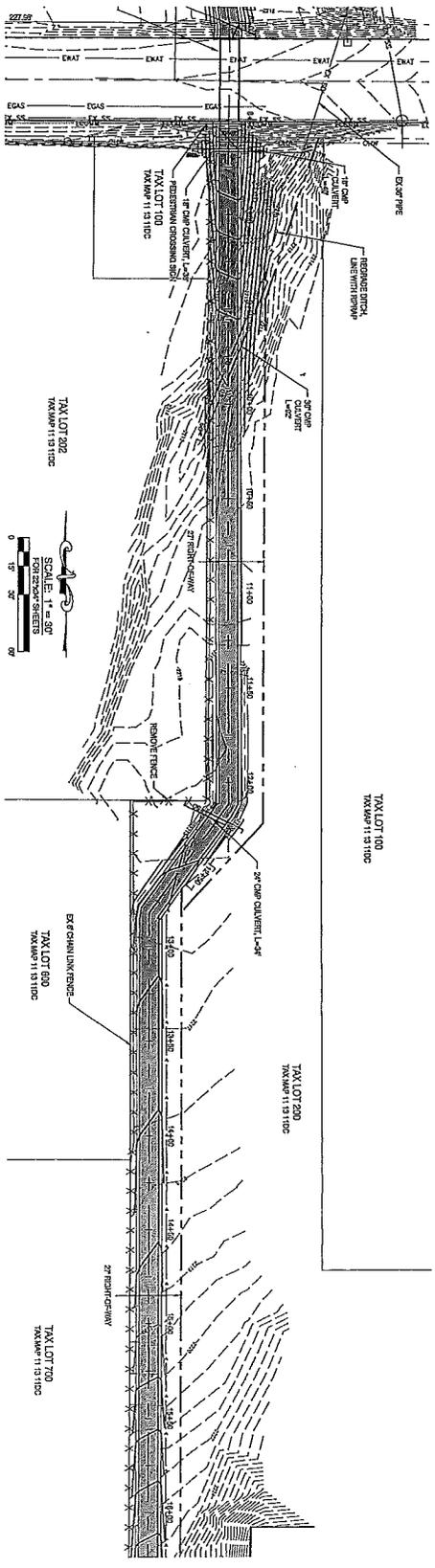
PROJECT LOCATION:
MADRAS, OREGON

CLIENT:
CITY OF MADRAS

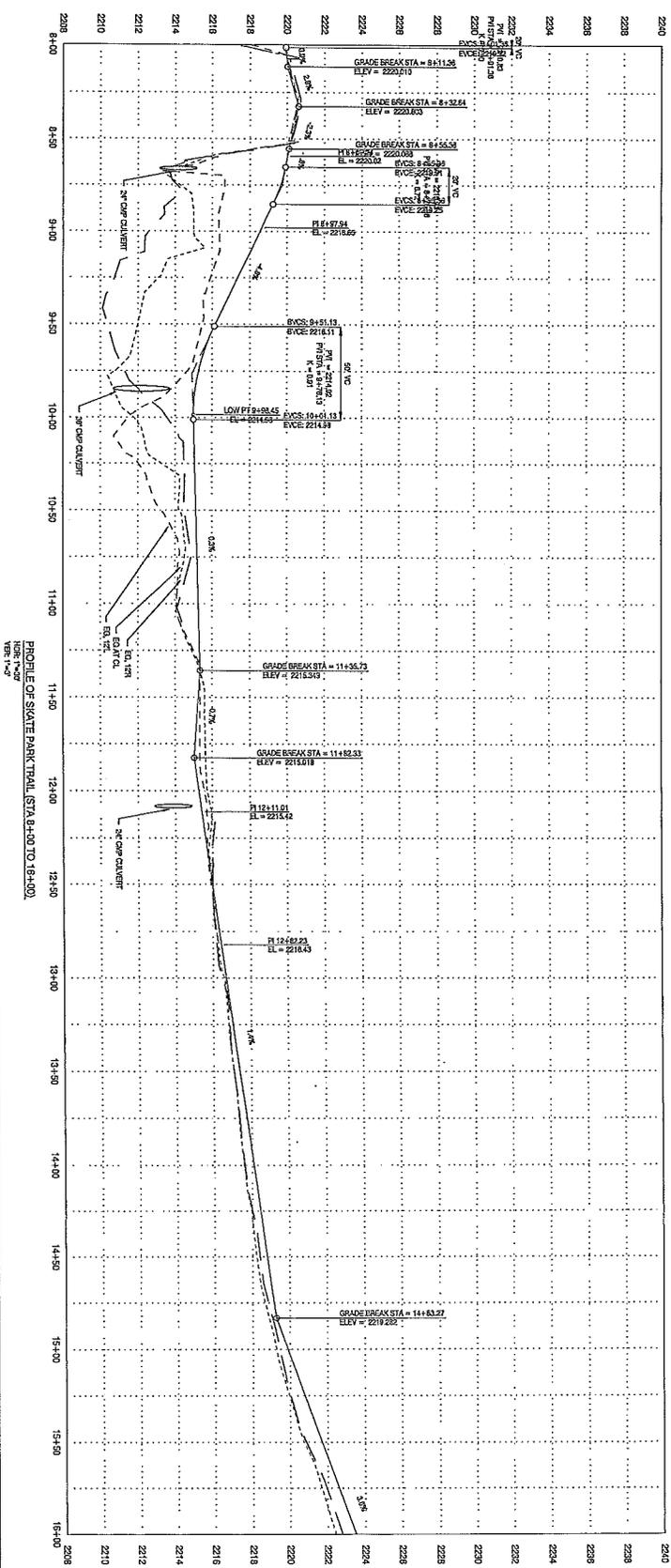
H.A. MCCOY
ENGINEERING & SURVEYING, LLC
2100 W. 14th Street, Suite 200, Madras, OR 97557
Phone: 503-761-1128
Fax: 503-761-1129
www.hamccoy.com
Professional Engineering
No. 102624-1

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SCALE: 1" = 30'
 0 15 30
 TAX LOT 100
 TAX MAP 11 13 1100
 TAX LOT 202
 TAX MAP 11 13 1100
 TAX LOT 203
 TAX MAP 11 13 1100
 TAX LOT 204
 TAX MAP 11 13 1100
 TAX LOT 207
 TAX MAP 11 13 1100



PROFILE OF SKATE PARK TRAIL (STA 8+00 TO 16+00)
 2208 8+00 8+50 9+00 9+50 10+00 10+50 11+00 11+50 12+00 12+50 13+00 13+50 14+00 14+50 15+00 15+50 16+00 2210 2212 2214 2216 2218 2220 2222 2224 2226 2228 2230 2232 2234 2236 2238 2240

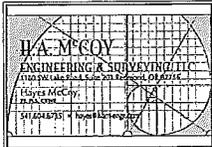
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PLAN AND PROFILE
 (STA 8+00 TO 16+00)

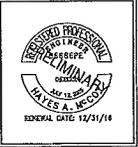
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MADRAS SKATE PARK TRAIL

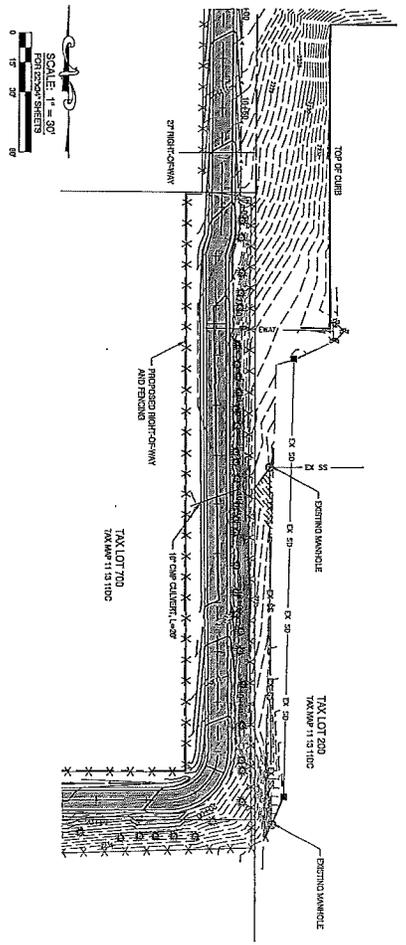
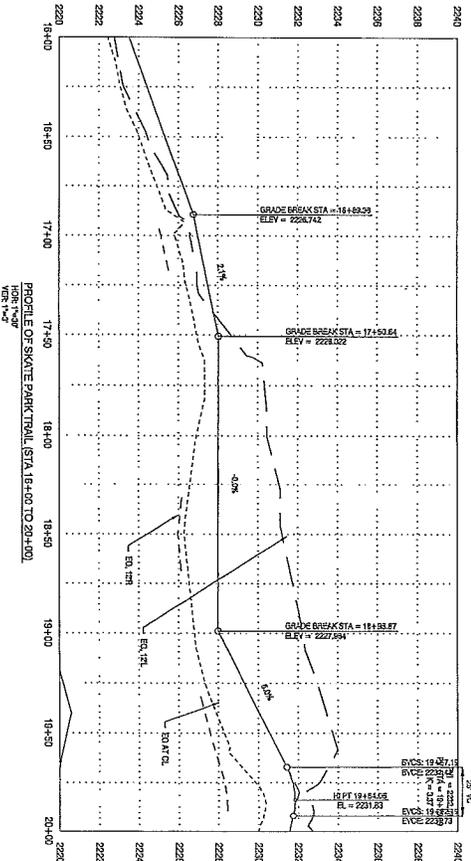
PROJECT LOCATION:
MADRAS, OREGON

CLIENT:
CITY OF MADRAS



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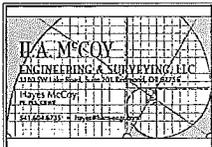
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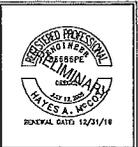
PROJECT:
 MADRAS SKATE PARK TRAIL

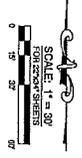
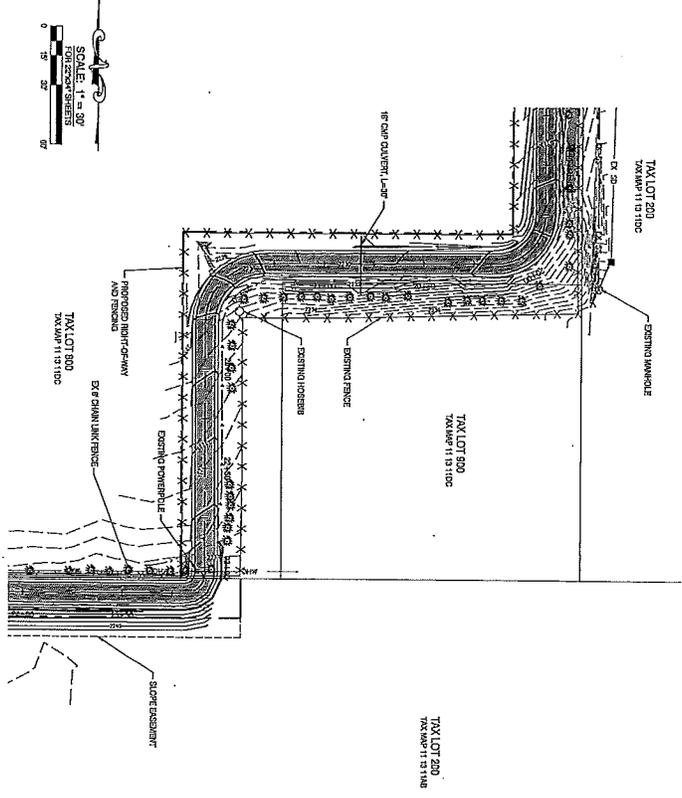
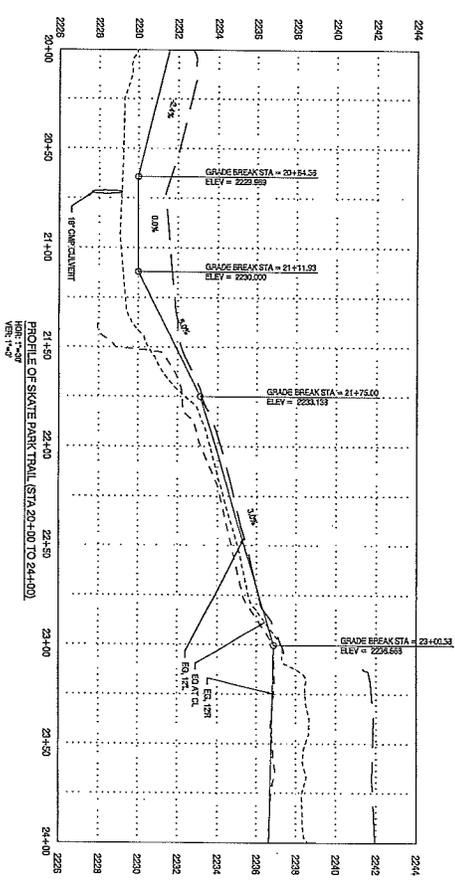
PROJECT LOCATION:
 MADRAS, OREGON

CLIENT:
 CITY OF MADRAS



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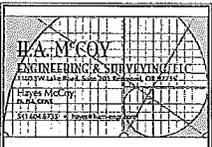


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(STA 20+00 TO 24+00)

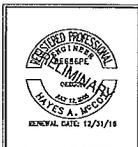
PROJECT:
MADRAS SKATE PARK TRAIL

PROJECT LOCATION:
MADRAS, OREGON

CLIENT:
CITY OF MADRAS



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JOB NO.: 14-71
DRAWN BY: TL
DRAWING: P1.5

CITY OF MADRAS

Request for Council Action

Date Submitted: February 3, 2016
Agenda Date Requested: February 9, 2016
To: Mayor and City Council Members
From: Gus Burrell, City Administrator
Subject: Resolution No. 04-2016 – A resolution amending, replacing, and superseding City of Madras Resolution No. 22-2015 in its entirety, which resolution concerns the City of Madras Employee Education Assistance Program

TYPE OF ACTION REQUESTED:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance |
| <input checked="" type="checkbox"/> Formal Action/Motion | <input type="checkbox"/> Contract Review Board |
| <input type="checkbox"/> None - Report Only | |

DESCRIPTION & STAFF ANALYSIS:

Resolution No. 04-2016 replaces the existing Resolution No. 22-2015 and outlines the City's employee education/tuition reimbursements program. The attached resolution contains what staff and legal counsel believe to be the desired program revisions and changes communicated by council during the work session held on January 26th; however there may be final refinements made to the resolution that will be presented the night of council.

Resolution 04-2016 provides the following:

- Differentiates between the two IRS categorical limits pertaining to training:
 - IRC 127 Qualified Educational Assistance
 - Training programs for up to \$5,250 annually
 - Courses needed to meet minimum job qualifications (i.e. recruitment tool)
 - IRC 132 Working Condition Fringe
 - Does not have an annual program cost limitation
 - Used to improve upon job skills; training for minimum job qualifications

does not qualify (i.e. used for advanced degrees; wastewater operator certifications, etc.)

- Applications for assistance in an amount of \$10,000 or more shall be approved by City Council, and the Council may require the employee to sign and enter into an educational financial assistance agreement with the City as a condition to receiving the financial assistance.

SUMMARY:

A. **Fiscal Impact:**

- N/A

B. **Funding Source:**

- N/A

C. **Recognition of Collateral Material and Technical Report:**

- Resolution No. 04-2016

RECOMMENDATION:

Formal action / motion that Council approves and adopts Resolution No. 04-2016.

RESOLUTION NO. 04-2016

A RESOLUTION AMENDING, REPLACING, AND SUPERSEDING CITY OF MADRAS RESOLUTION NO. 22-2015 IN ITS ENTIRETY, WHICH RESOLUTION CONCERNS THE CITY OF MADRAS EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM.

WHEREAS, the City of Madras ("City") has an established policy targeting specific training, certification, and degree programs for employees' professional growth and development and that is determined beneficial to City; and

WHEREAS, in keeping with the aforementioned policy and practice, the Madras City Council (the "Council") established a certain training, educational, and tuition reimbursement program (the "Reimbursement Program") for qualified employees under Section 4 of the City of Madras Personnel Manual dated March 11, 2014 (the "Manual"); and

WHEREAS, on September 8, 2015 the Council passed Resolution No. 22-2015, which resolution, among other things, (a) clarified that City may pay an employee's qualified training and educational expenses directly to the subject training and educational institution, and (b) replaced and superseded the Reimbursement Program with an employee educational assistance program; and

WHEREAS, the Council desires to amend and restate Resolution No. 22-2015 in its entirety in order to provide, among other things, (a) more employees the opportunity to participate in the employee educational assistance program, and (b) the program administrator greater flexibility in implementing and administering the employee educational assistance program.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings contained in this Resolution No. 04-2016 (this "Resolution") are hereby adopted.

2. Employee Educational Assistance Program. City supports and encourages City employees to continue their training and education and pursue increased growth and responsibility within their professional careers. To this end, City hereby establishes the City of Madras Employee Educational Assistance Program (the "EEAP") subject to and accordance with this Resolution. The EEAP is established pursuant and subject to Internal Revenue Code ("IRC") § 127. This Resolution satisfies the separate written plan requirement imposed under IRC § 127. In accordance with IRC § 127, in connection with City's implementation and administration of the EEAP, City will not discriminate between employee classifications, favor higher compensated employees over other employees, and/or favor one type of qualified educational pursuit over another.

3. EEAP Purpose. The EEAP provides employees, identified by their supervisors as in need of professional development and growth within their position, an opportunity to pursue training and education to further the employee's professional development and growth. The EEAP furthers City's commitment to support employees whom desire to continue their training and education to secure increased growth within their professional careers through the payment or reimbursement of qualified training and educational expenses. City desires that the EEAP will (a) offer City employees the ability to increase their technical, supervisory, and professional knowledge, and improve their ability to satisfactorily perform their job duties and responsibilities, (b) improve City's quality of leadership and productivity, and (c) assist in City's attraction and retention of qualified persons for City service.

4. Program Administrator. City's city administrator (or his or her designee) is designated as the EEAP administrator (the "Administrator"). The Administrator has the authority to implement, administer, and manage all aspects of the EEAP, including, without limitation, the authority to (a) interpret the EEAP and any EEAP governing documents, including, without limitation, this Resolution, (b) decide all questions concerning the EEAP, including, without limitation, employee eligibility to participate in the EEAP, and (c) if the Administrator determines necessary or appropriate, waive and/or modify certain procedural and/or substantive formalities, conditions, and/or requirements. Notwithstanding this broad authority, the Administrator will act reasonably, in compliance with applicable federal, state, and local laws, regulations, and ordinances, and in a manner the Administrator reasonably believes is in City's best interests. The decision of the Administrator will be final and binding. The decision of the Administrator on any given matter will not set any precedent nor bind future decisions of the Administrator. If a request is made by the city administrator for educational financial assistance under the EEAP, the Council will be designated as the Administrator and will assess and review the city administrator's request.

5. Annual Appropriation. Available financial assistance provided under the EEAP will be determined and subject to appropriation by resolution of the Council. The amount of financial assistance may be increased or decreased at any time by Council resolution. If the Council decides to limit or not provide funding for financial assistance under the EEAP in any particular fiscal year, City will not be obligated to provide any payment or reimbursement for qualified educational expenses if sufficient funding is not then available even if, among other things, an employee has commenced completion of a particular training or educational program or otherwise. If requests for financial assistance exceed funding provided by the Council, the Administrator will determine EEAP participation based upon what the Administrator determines is in City's best interests. City's financial assistance will be based on availability of funds in City's EEAP budget at the time of application and, if applicable, any subsequent fiscal year(s).

6. Financial Assistance. An eligible employee may request that City pay (directly) or reimburse the employee for up to one hundred percent (100%) of certain qualifying "educational expenses" subject to the terms and conditions of the EEAP, this Resolution, and IRC § 127. If financial assistance is provided directly to the training or educational institution, City may pay the financial assistance in installments as billed by the training or educational institution for the qualifying educational expenses. City will provide financial assistance under the EEAP only for "qualifying educational expenses." For purposes of the EEAP, "qualifying educational expenses" generally include the cost of tuition, books, fees, and supplies for qualified "education." Qualifying educational expenses do not include, among other things, the cost of lodging, meals, transportation, parking, and/or tools or supplies (other than textbooks) the employee is permitted to keep at the end of the employee's coursework. For purposes of the EEAP, "education" generally includes any form of instruction or training that improves or develops the capabilities of the employee. Education is not limited to courses that are job related or part of a degree program.

7. EEAP Eligibility Requirements and Conditions. In addition to any eligibility requirements and/or conditions that the Administrator may impose, to be eligible for financial assistance under the EEAP, an employee must satisfy all eligibility requirements and conditions imposed under this Resolution, including, without limitation, the following:

(a) The employee must have completed his or her probationary employment period. The employee must be an active, regular full-time employee. The employee must be in good standing with City prior to enrollment. An employee that has been subject to written disciplinary action

is ineligible to apply for financial assistance within one year from receipt of the most recent written disciplinary action. To retain eligibility, an employee must remain an active, regular full-time employee in good standing from the time of application until completion of the coursework.

(b) The employee must apply for financial assistance on City's then current training/educational financial assistance application (the "Application") and in such manner as the Administrator may prescribe. The Application must include all information and documentation requested, including, without limitation, the employee's job description, a description of each course included in the program, and identification of the proposed educational expenses. The Application must be approved by the employee's department head and the Administrator.

(c) Training or coursework may not materially interfere with the performance of the employee's job duties and responsibilities. To this end, an employee must make arrangements to attend his or her training and/or coursework primarily outside the employee's regularly scheduled work hours.

(d) No reimbursement will be made if the employee is eligible for or receiving financial assistance under any governmental or private scholarship, fellowship, and/or grant program unless it is inadequate to pay for the employee's qualified educational expenses. If the employee is eligible for or receiving outside funding, but such funding does not cover all the employee's qualified educational expenses, the employee may seek financial assistance through the EEAP. In these cases, financial assistance will be limited to the difference between the qualified educational expenses of the coursework and any financial assistance the employee is eligible for or receiving from outside funding sources.

(e) An employee must submit evidence of satisfactory completion of the coursework. An employee must receive a passing grade of "B" or its equivalent to receive any financial assistance under the EEAP. If payment for coursework is made in advance and the employee fails to receive a passing grade of "B" or its equivalent, the employee must immediately reimburse City for any financial assistance provided by City unless otherwise approved by the Administrator in writing.

8. Participation Procedure. An employee desiring to receive financial assistance under the EEAP must adhere to the following procedures:

(a) The employee's supervisor must identify a need for the employee's professional growth and development that can be achieved through specific training, certification, or a degree program. Once the supervisor and employee mutually agree on a specific training, certification, or degree program, the employee must properly complete the Application. The Application must be submitted to the employee's department head at least three months prior to course commencement.

(b) Within thirty (30) days after the department head's receipt of a properly and timely completed Application, the department head will provide his or her recommendations for approval or denial of the Application to the Administrator for review and consideration. The Administrator will review the Application and the recommendation of the employee's department head. Within thirty (30) days after the Administrator's receipt of the Application, the Administrator will approve or deny the employee's Application. Unless otherwise approved by the Administrator, financial assistance will not be provided for any coursework that has been commenced prior to the Administrator's approval of the Application.

(c) If required by the Administrator, the employee must sign and enter into an educational financial assistance agreement with City as a condition to receiving financial assistance

under the EEAP. The educational financial assistance agreement will contain terms and conditions acceptable to the Administrator.

(d) Within six months after completion of the coursework, the employee must submit to the Administrator a copy of an official grade transcript (or, if applicable, such other evidence the Administrator may require to demonstrate successful course completion) and receipts for all qualified educational assistance expenses, if applicable. The closing date of the quarter or semester will be used to determine the course completion date.

(e) Upon approval and successful completion of the coursework, the employee will be reimbursed for the amount of the qualified educational expenses. The employee must return or reimburse City for any excess payments or reimbursements. The final official grade report must demonstrate successful completion of the coursework, which in the case of a degree program requires the employee to demonstrate that he or she received a grade of "B" or above (3.0 or equivalent).

9. Working Condition Benefits – IRC § 132. An employee not qualifying for financial assistance under the EEAP and/or requesting financial assistance exceeding the amounts permitted under the EEAP may be eligible to receive financial assistance as a "working condition benefit" subject to and in accordance with IRC § 132. In addition to any other eligibility requirements and/or conditions that the Administrator may impose, an employee may be eligible to receive financial assistance as a working condition benefit if the following eligibility requirements and/or conditions are satisfied:

(a) Financial assistance must be available and appropriated by the Council as provided under Section 5. The amount of financial assistance will be limited and restricted as provided under Section 5.

(b) An eligible employee may request that City pay (directly) or reimburse the employee for up to one hundred percent (100%) of certain qualifying "WCB expenses" subject to the terms and conditions of this Resolution and IRC § 132. For purposes of this Section 9, "WCB expenses" eligible for payment or reimbursement must qualify as a working condition benefit under IRC § 132. Without otherwise limiting the immediately preceding sentence, qualifying WCB expenses may include, without limitation, tuition, books, supplies, lab fees, transportation, and all other expenses permitted under IRC § 132.

(c) Coursework must be job-related and relate to the employee's present position or toward a degree which relates to the employee's present position. The employee's job description must support the coursework. Without otherwise limiting the generality of the immediately preceding sentence, coursework ineligible for reimbursement includes any coursework or education needed to the meet the minimum education requirements of the employee's current position or that may qualify the employee for a new trade or business.

(d) Each course will be evaluated individually for qualification under IRC § 132. Each course must directly relate to the employee's position and be reasonably expected to increase the employee's knowledge within the duties of his or her current position or qualify the employee for advancement. To this end, each course must meet at least one of the following tests: (a) the course maintains or improves skills required by the employee in his or her employment; and/or (b) the course is required by City or by law for the employee to keep his or her present salary, status, or job and the required education must serve a bona fide business purpose of City.

(e) The employee must meet those eligibility requirements and conditions provided under Section 7 concerning the EEAP except that the employee must have successfully completed not

less than one year of continuous employment with City (as of the date of the employee's application for financial assistance). All other eligibility requirements and conditions provided under Section 7 must be satisfied.

(f) An employee must apply to receive financial assistance in accordance with the participation procedures and requirements provided under Section 8, including, without limitation, (a) the employee's proper completion of the Application, and (b) upon successful completion of the coursework, the employee must demonstrate that he or she has successfully completed the coursework, which in the case of a degree program requires the employee to demonstrate that he or she received a grade of "B" or above (3.0 or equivalent). An Application for financial assistance under this Section 9 not exceeding \$10,000.00 will be reviewed and, if appropriate, approved by the Administrator. Any Application for financial assistance under this Section 9 exceeding \$10,000.00 must be reviewed and, if appropriate, approved by the Council.

(g) If an Application for financial assistance in an amount not exceeding \$10,000.00 is approved by the Administrator, the Administrator may require the employee to sign and enter into an educational financial assistance agreement with City as a condition to receiving the financial assistance. If an application for financial assistance in an amount exceeding \$10,000.00 is approved by the Council, the Council may require the employee to sign and enter into an educational financial assistance agreement with City as a condition to receiving the financial assistance.

(h) The educational financial assistance agreement identified under Section 8(c) and Section 9(g) will contain terms and conditions acceptable to the Administrator or Council, as the case may be, including, without limitation, the obligation that the employee reimburse City for all financial assistance City paid or incurred concerning the employee's educational expenses if the employee (a) voluntarily terminates his or her employment with City, and/or (b) is terminated for cause prior to completing two consecutive years of continued service following City's final payment of any qualified educational expenses or completion of the subject coursework, whichever is later. If the continuing employment obligation is contained in the educational financial assistance agreement, City may except from the events triggering employee's reimbursement obligation any termination due to a reduction in force, the employee's retirement, and/or extenuating circumstances preventing the employee from fulfilling the continued employment service requirement (e.g., the employee endures a hardship or health-related situation preventing the employee from being able to continue performing his or her regular job duties); provided, however, the Administrator or Council, as the case may be, must agree in writing that due to the particular extenuating circumstances, the employee should have no reimbursement obligations.

(i) Except as provided under the last sentence of Section 9(f), the Administrator has the authority to implement, administer, and manage all aspects of any financial assistance provided under this Section 9, including, without limitation, the authority to (a) interpret the provisions of this Section 9, (b) decide all questions concerning eligibility to receive financial assistance under this Section 9, and (c) if the Administrator determines necessary or appropriate, waive and/or modify certain procedural formalities and/or requirements provided under this Section 9. The decision of the Administrator will be final and binding. The decision of the Administrator on any given matter will not set any precedent nor bind future decisions of the Administrator. If a request is made by the city administrator for financial assistance under this Section 9, the Council will assess and review the city administrator's request and will otherwise manage all aspects of the city administrator's receipt of financial assistance under this Section 9.

10. Tax Implications.

10.1 EEAP under IRC § 127. City establishes the EEAP under the educational assistance program guidelines provided under IRC § 127 and any regulations promulgated thereunder. Under IRC § 127, an employer may exclude certain qualified educational assistance expenses from an employee's gross income.

10.2 Working Condition Benefits under IRC § 132. Any financial assistance exceeding the maximum dollar amount permitted under IRC § 127 and/or otherwise not qualifying under IRC § 127, must be included in the employee's wages unless the financial assistance qualifies as working condition benefits under IRC § 132. Under IRC § 132, an employer may exclude certain qualified job-related expenses from an employee's gross income.

11. No Employment Guaranty. This Resolution, the EEAP, and/or the provision of any financial assistance to an employee under the EEAP does not constitute a commitment or guaranty of employment for any specific period of time or duration. Unless otherwise agreed by City in writing, all City employees are employed on an at-will basis. Subject to applicable law, an employee may be terminated or voluntarily resign at any time, for any reason or no reason, with or without cause or prior notice.

12. Amendment; Interpretation; Severability; Errors. This Resolution amends, replaces, and supersedes Resolution No. 22-2015 in its entirety. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. Any reference to a federal, state, or local law means the federal, state, or local law as now existing and hereafter amended. This Resolution will be in full force and effect from and after its approval and adoption.

ADOPTED by the City Council of the City of Madras and signed by the mayor this _____ day of _____, 2016.

Ayes: _____
Nays: _____
Abstentions: _____
Absent: _____
Vacancies: _____

Royce Embanks, Mayor

ATTEST:

Karen J. Coleman, City Recorder

CITY OF MADRAS
Request for Council Action

Date Submitted: February 3, 2016

Agenda Date Requested: February 9, 2016

To: Mayor and City Council

From: Gus Burrell, City Administrator

Subject: **Draft Annual Strategic Implementation Plan for Fiscal Year 2016-17**

TYPE OF ACTION REQUESTED: Review and comment to City Administrator.

STAFF ANALYSIS AND DESCRIPTION:

Per the City Council's Governance policy:

By the first regularly scheduled February Council meeting of each year, the City Administrator shall submit the draft Annual Strategic Implementation Plan (plan) for the coming fiscal year to the Council. In March, the Council shall present any recommendations to the City Administrator. The Council will adopt the plan by May 1st.

This means that the Council will be asked to consider adoption of the performance plan on April 26, 2016 which is the last meeting before May 1, 2016.

SUMMARY:

- A. **Fiscal Impact:** To be determined.
- B. **Recognition of Collateral Material and Technical Report:** See attached written plan.

RECOMMENDATION: The attached report has been prepared for City Council review and comment. The City Council is welcome to present recommendations, questions or comments to the City Administrator up to March 31, 2015.

City of Madras

FY 2016-17 Annual Strategic Implementation Plan *At-a-Glance*

Updated: 2/3/2016

Color Key: **Red/Past Due** **Green/On Track** **Blue/Completed**
 JH - Jeff Hurd, SP - Sara Puddy, NS - Nick Snead, BM - Brandie McNamee, TS - Tanner Stanfill, KC - Karen Coleman, GB - Gus Burril

City Goals	Department Objectives	Responsible Person(s)	Target Dates for Objective Completion														
			July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June			
GOAL 1 Strategic economic development	1.1 Develop & implement airport noise regulatory protections in the City and County ordinances	NS															
	2.1 Research and strategize revisions to Water and Wastewater Ordinances	BM															
	2.2 Review and consider implementation of Transportation Funding Task Force Recommendations	GB, JH															
	2.3 Secure Woodworth Farm Water Rights	JH															
	2.4 Transition to a biennial budget process for City and MRC	GB, BM, NS															
	2.5 Clean audit opinion	BM															
	2.6 Finance accounting software upgrade - Caselle Connect	BM															
GOAL 2 Financial sustainability and responsible use of city resources	2.7 Information technology upgrades	GB, NS, BM, JH, TS, SP															
	3.1 Resource Sidewalk Grant Program Ph 2	JH															
	3.2 Prepare recreational marijuana zoning and time, place and manner regulation (preparatory in event community votes to allow recreational retail sales)	NS															
GOAL 3 A safe, healthy and environmentally responsible community	4.1 Police Chief inter-agency relation focus	TS															
GOAL 4 Effective relationships with local, state, and federal partners																	



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 1, 2016

Objective Title: 1.1 Develop & Implement Airport Noise Regulatory Protections in the City & County Ord.

City Department: Community Development

Potential Budget/Funding Source(s): Community Development (\$4,250) and Airport Operations (\$4,250)

Project Description:

Develop and implement regulations that will protect the Airport from complaints about noise emanating from aircraft using Madras Airport to ensure the Airport will be able to continue to used as planned in the future.

Related Council Goal(s):

- | | |
|---|---|
| <input checked="" type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Hire consultant to prepare regulations, conduct public engagement (property owners, stakeholders, appointed & elected officials), facilitate public meetings and/or hearings for the adoption of the regulations.

Relevant Partners:

Anticipated start date: 03 / 01 / 2016

Anticipated completion date: 12 / 31 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2/1/16

Objective Title: 2.1 Research and strategize revisions to Water and Wastewater Ordinances

City Department: Finance and Public Works

Potential Budget/Funding Source(s): \$4,000 legal fees, \$250 Focus Group costs, ISF- Central Services Fund

Project Description:

Ordinance 505. Regarding Wastewater was adopted October 22, 1991, and Ordinance 484. Regarding Water Services was adopted March 26, 1991. A lot has changed in the past 25 years and it's time to update the ordinances to become more in line with industry standards and best practices.

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Finance Director will lead the efforts in planning and coordinating focus groups to get community involvement in the proposed ordinance updates.

Relevant Partners:

Public Works staff, City Council, Local Property Management Firms, Tenant and Owner focus groups

Anticipated start date: 8 / 1 / 2016

Anticipated completion date: 3 / 1 / 2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 3, 2016

Objective Title: #2.2 Review and consider implementation of Transportation Task Force Recommendations

City Department: City Administrator and Public Works Director

Potential Budget/Funding Source(s): Transportation Operations Fund - \$325,000 to \$750,000 in new funding

Project Description:

In December 2014, the City contracted with FCS GROUP to evaluate funding needs and new options for cost recovery related to the City's transportation system needs. The Citizen Advisory Committee provided an avenue to affect the design of City policies for increasing transportation funding with a formal report and recommendation made to to stop deterioration of paved roads and to start paving gravel ones.

Related Council Goal(s):

- | | |
|--|--|
| <input checked="" type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input checked="" type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Assist the City Council to choose on creating an action plan for the significant transportation funding shortfall (\$325,000 minimum to stop deterioration of roads in short term, \$600,000 per year long term.)

Relevant Partners:

Anticipated start date: 09 / 01 / 16

Anticipated completion date: 06 / 30 / 17

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 2.3 Secure Woodworth Farm Water Rights

City Department: Public Works

Potential Budget/Funding Source(s): Estimate \$9,000 to secure rights. Wastewater Operations Fund

Project Description:

North Unit Irrigation District which operates under Bureau of Reclamation suggests that property owners buy out the federal water rights which allow for less reporting and more flexibility in transferring rights back and forth. The City has done this with all of it's previous rights.

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Purchase rights by the end of September 2016

Relevant Partners:

North Unit Irrigation District

Anticipated start date: 7/01/16

Anticipated completion date: 9/30/16

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2/1/16

Objective Title: 2.4 Transition to a Biennial Budget Process for City and MRC

City Department: Finance

Potential Budget/Funding Source(s): \$500 Public Notice Fees, ISF- Central Services Fund

Project Description:

To transition to a biennial budget process it has to occur on a year that coincide with the State of Oregon biennial cycle, which next period is 2017-2019. This next year will be the year to transition, otherwise if not completed would have to wait until 2019-2021 cycle.

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Finance Director will lead the efforts in planning and coordinating the new biennial budget process.

Relevant Partners:

All City departments, City Council, and Department of Revenue Budget division

Anticipated start date: 11 / 1 / 2016

Anticipated completion date: 6 / 30 / 2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2/1/16

Objective Title: 2.5 Clean Audit Opinion

City Department: Finance

Potential Budget/Funding Source(s): \$34,000 Audit Fees, ISF- Central Services Fund

Project Description:

Annual goal is to always strive for a clean audit opinion. This is a team effort amongst City departments to accomplish, however finance will lead the efforts and potentially implement revised policies and procedures if there are changes that need made to ensure we are protecting City assets.

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Finance Director will lead the efforts in planning and coordinating of audit files and fieldwork.

Relevant Partners:

All City departments, including airport.

Anticipated start date: 7 / 1 / 2016

Anticipated completion date: 12 / 13 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2/1/16

Objective Title: 2.6 Finance Accounting Software Upgrade - Caselle Connect

City Department: Finance

Potential Budget/Funding Source(s): \$7,500 IT Costs- programmed, ISF- Central Services Fund

Project Description:

Caselle is mandating an upgrade to Caselle "Connect" to cover support of their accounting software. We are currently using Caselle "Clarity" and after 7/1/2016 the clarity version will no longer be supported. We are required to update to ensure software assurance is maintained.

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Finance Director will lead the efforts in planning and coordinating the new accounting software upgrade.

Relevant Partners:

All Finance staff (potentially Jefferson County as well due to their upgrade in FY15-16)

Anticipated start date: 7/1/2016 **Anticipated completion date:** 10/30/2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 1, 2016

Objective Title: 2.7 Information Technology Upgrades

City Department: Administration, Community Development, Police, Public Works

Potential Budget/Funding Source(s): Administration, Community Development, Police, Public Works (\$32,708)

Project Description:

The City's server needs to be replaced as identified by the City's IT contractor, Covenant Technology Solutions at a cost of \$24,000. Additionally, the City's IT contractor is recommending that most of the City's computers be upgraded to Microsoft Office 2013 (\$5,592).

Related Council Goal(s):

- | | |
|--|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input checked="" type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Facilitate the timely purchase and installation of a new server and Microsoft Office 2013 licenses by the City's Information Technology contractor, Covenant Technology Solutions.

Relevant Partners:

City Administrator, Department Directors, Covenant Technology Solutions.

Anticipated start date: 07 / 01 / 2016

Anticipated completion date: 06 / 30 / 2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 3.1 Resource Sidewalk Grant Program Phase II

City Department: Public Works

Potential Budget/Funding Source(s): Transportation Operations Fund and Madras Redevelopment Comm.

Project Description:

To construct a second round of sidewalk replacement in the downtown when damaged by a street tree.

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Bids from Contractors in July/August.
2. Contract Award in August.
3. Project Completion in October

Relevant Partners:

Contractors

Anticipated start date: 7 / 1 / 2016

Anticipated completion date: 10 / 31 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 1, 2016

Objective Title: 3.2 Prep. rec. marijuana zoning & TPM regulation (if community vote allows rec sales)

City Department: Community Development

Potential Budget/Funding Source(s): Community Development (\$4,000)

Project Description:

Pending the outcome of November 2016 Election, implement Recreational Marijuana Zoning and Time, Place, and Manner regulations.

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Facilitate the development, review, and approval of the necessary Zoning and Time, Place, and Manner regulations for Recreational Marijuana.

Relevant Partners:

City Council, City Administrator, City Attorney, community members

Anticipated start date: 04 / 01 / 2016

Anticipated completion date: 11 / 30 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 02-01-16

Objective Title: 4.1 Police Chief inter-agency relation focus

City Department: Madras PD

Potential Budget/Funding Source(s): MPD personnel services

Project Description:

Monthly meeting with COLES (Central Oregon Law Enforcement Services)
Quarterly Meeting with Jefferson County Law Enforcement

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input checked="" type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input checked="" type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Relevant Partners:

Central Oregon Law Enforcement Agencies

Anticipated start date: 07 / 01 / 2016

Anticipated completion date: 06 / 30 / 2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2-1-2016

Objective Title: 4.2 Solar Eclipse Planning and Preparing with Community Members

City Department: All Departments - Central Services, CDD, PD, PW, Finance

Potential Budget/Funding Source(s): Tourism/Economic Development Fund; Estimated Cost TBD

Project Description:

The Solar Eclipse will take place on Monday, August 21, 2017 in Madras at approximately 10:19 a.m. The City is anticipating an influx of 20,000 visitors to the area for day, and an additional 20,000 visitors who will stay several nights in Jefferson County. This objective includes the first of two fiscal year impacted financially for hiring an event coordinator to handle all event logistics, ticket sales, parking, volunteers, etc.

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input checked="" type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

- Facilitate action committee meetings;
- Provide limited (specific) staffing assistance to event coordinator;

Relevant Partners:

Jefferson County & Fairgrounds; Chamber of Commerce; ODOT; 509J School District

Anticipated start date: 11/01/2015

Anticipated completion date: 08/21/2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 02-01-16

Objective Title: 5.1 Employee Training - Advanced Roadside Impaired Driving Enforcement (ARIDE)

City Department: Madras PD

Potential Budget/Funding Source(s): Materials and Services Training- Approximately \$1,000.00

Project Description:

Advanced Roadside Impaired Driving Enforcement (ARIDE) for all patrol staff. This will be enhanced training for Patrol Officers to better equip them in for drug impaired drivers

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input checked="" type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input checked="" type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input checked="" type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Relevant Partners:

DPSST

Anticipated start date: 07/01/2016

Anticipated completion date: 06/30/2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2-1-2016

Objective Title: 5.2 Convert Agency Safety Data Sheets (SDS) to Electronic Format

City Department: HR Office and Public Works

Potential Budget/Funding Source(s): Project cost inclusive of existing IT service agreement

Project Description:

OSHA requires that all SDS sheets are kept at each PW facility and accessible for each employee within a five minute response time (they provide pertinent first aid information for each chemical used in the department). Technology has enabled staff to provide easier access and quicker response time to these sheets if they were made available electronically via a shared drive on the City's existing server.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input checked="" type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

- HR will convert agency SDS sheets to electronic format
- HR will work with PW Department to educate on accessing and utilizing SDS sheets via electronic format

Relevant Partners:

Public Works Director, Parks Supervisor, Street Supervisor, Utilities Supervisor; Covenant Technology IT

Anticipated start date: 09/01/2016

Anticipated completion date: 06/01/2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2-1-2016

Objective Title: 5.3 Research and Implement Electronic Recordkeeping of Agency Personnel Filing

City Department: HR Office

Potential Budget/Funding Source(s): Central Services Fund; Cost TBD

Project Description:

All agency personnel files are kept hard copy, in the HR Office. The need to organize and store these files in a more efficient manner has become a much higher priority in the last 24 months. This objective explores electronic format options, the legal requirements for electronic storage of these files, and the implementation process, if determined feasible this fiscal year.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input checked="" type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

- HR will research various electronic format options and legal requirements for format change
- HR will produce findings to City Administrator to determine feasibility for implementation consideration

Relevant Partners:

City Administrator, Covenant Technology Solutions, City's Legal Counsel, City Recorder

Anticipated start date: 12/01/16

Anticipated completion date: 06/01/2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 2-1-2016

Objective Title: 5.4 Develop an Agency Workforce Diversity and Inclusion Policy

City Department: HR Office with policy review aid from CS, PW, CDD, PD, Finance

Potential Budget/Funding Source(s): Central Services Fund; Cost TBD

Project Description:

This project will review the City's recruitment and hiring policy/practices, identify possible gaps that may be creating challenges for people of various cultural and diverse backgrounds from applying for employment. I will conduct an analysis to see what other agencies around the state are doing to close this gap and encourage workplace diversity, and create a policy that meets the needs of our agency.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input checked="" type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

- HR to research, data collection & analysis; draft policy and finalize with City Administrator
- HR to finalize policy and present findings to City Council

Relevant Partners:

City Administrator, Let's Talk Diversity Coalition, PSU EMPA Professors/Advisors, Others TBD

Anticipated start date: 07/01/2016

Anticipated completion date: 06/30/2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 02-01-16

Objective Title: 6.1 Update/complete adoption policy and procedures manual (LEXIPOL)

City Department: Madras PD

Potential Budget/Funding Source(s): Materials and Services MPD \$1,950.00

Project Description:

Update and complete adoption of policy and procedures manual for MPD (LEXIPOL)

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input checked="" type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input checked="" type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Relevant Partners:

LEXIPOL

Anticipated start date: 07/01/2016

Anticipated completion date: ___/___/___

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 1, 2016

Objective Title: 7.1 Complete Transportation System Plan Update

City Department: Community Development

Potential Budget/Funding Source(s): Community Development (Personnel & Materials and Services).

Project Description:

Finalize the Transportation System Plan and assist with the required public hearings to adopt the Plan.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Collaborate with consultant to finalize Plan, prepare necessary documents and notices for public hearings, coordinate adoption with DLCD.

Relevant Partners:

ODOT, Kittelson & Associates, Jefferson County

Anticipated start date: 01/01/2016

Anticipated completion date: 04/30/2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.2 Seek Funding for the Bel Air - Herzberg Heights Sewer Project

City Department: Public Works

Potential Budget/Funding Source(s): \$1,050,000 CWSRF/Wastewater Ops/Wastewater SDC/Jeffco

Project Description:

To install sanitary sewer main through the Bel Air and Herzberg Heights Subdivision. Jefferson County allocated \$121,500 for the City to take over jurisdiction of the roads. Staff intends to seek funding to obtain enough to install sewer throughout the subdivision and overlay the streets

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Apply for funding through grant resources as they become available. No specific deliverable this year.

Relevant Partners:

Department of Environmental Quality, Jefferson County.

Anticipated start date: 7 / 1 / 2016

Anticipated completion date: 6 / 30 / 2017

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.3 Design replacement of the irrigation system for Desert Peaks Golf Course

City Department: Public Works

Potential Budget/Funding Source(s): Wastewater Operations - \$10,000

Project Description:

To design the irrigation replacement system for the golf course. This will give us an estimate to begin saving funds for construction in a few years.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Contract award to Irrigation Designer in July.
2. Irrigation design completed by October of 2016.

Relevant Partners:

N/A

Anticipated start date: 7 / 1 / 2016

Anticipated completion date: 10 / 31 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.4 Pave 7th Street from "A" Street South to tie in

City Department: Public Works

Potential Budget/Funding Source(s): Transportation Operations Fund \$12,000

Project Description:

Remove pavement and place the City's standard section of 4" of AC and 8" of Agg Base rock in the south travel lane of 7th Street from A Street south to the tie in.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Advertise for construction in June of 2016. 2. Contract award in July of 2016. 3. Construction completed by October of 2016.

Relevant Partners:

N/A

Anticipated start date: 6 / 1 / 2016

Anticipated completion date: 10 / 1 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.5 Construct Bard Lane Phase II

City Department: Public Works

Potential Budget/Funding Source(s): ODOT \$264,000

Project Description:

Widen Bard Lane from Hatfield to Adams to Minor Collector Standards to include pavement, curb and gutter, sidewalk and lighting. Also requires acquisition of ROW.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Design complete by April of 2016. 2. Construction contract award by July 1, 2016. 3. Construction completion by November 1, 2016

Relevant Partners:

ODOT, North Unit Irrigation District, Scott Teeny

Anticipated start date: 2 / 15 / 2016

Anticipated completion date: 11 / 1 / 2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.6 Installation of Speed Radar Sign on Hwy 97 South of Town

City Department: Public Works

Potential Budget/Funding Source(s): Transportation Operations Fund \$7,500

Project Description:

Install one speed radar sign near the south end of town to help reduce speeds as they approach town. Location to be determined collaboratively with ODOT and City.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Have ODOT install Speed Radar Sign by October 31, 2016

Relevant Partners:

ODOT, Public Works and Parks Committee

Anticipated start date: 7/1/2016

Anticipated completion date: 10/31/2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: 1-30-16

Objective Title: 7.7 Improve Illumination at Intersection of Hwy 97 and Hall Road

City Department: Public Works

Potential Budget/Funding Source(s): Transportation Operations Fund - \$5,500

Project Description:

Install a cobra head street light at the corner of Hall Road and 97.

Related Council Goal(s):

- | | |
|---|--|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input checked="" type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

1. Install cobrahead light at Hwy 97 and Hall Road

Relevant Partners:

PacifiCorp

Anticipated start date: 7/1/2016

Anticipated completion date: 9/30/2016

Status Update:



ANNUAL STRATEGIC PLAN – OBJECTIVE EXECUTIVE SUMMARY

Date: February 1, 2016

Objective Title: 8.1 Develop Industrial Development Permit Guide

City Department: Community Development

Potential Budget/Funding Source(s): Community Development

Project Description:

Prepare a detailed guide to assist property owners, developers, & economic development professionals with the City's permitting process related to industrial development.

Related Council Goal(s):

- | | |
|---|---|
| <input type="checkbox"/> No. 1 Strategic Economic Development | <input type="checkbox"/> No. 5 Employee Development and a Supportive Work |
| <input type="checkbox"/> No. 2 Financial Sustainability and Responsible Use of City Resources Environment | <input type="checkbox"/> No. 6 Responsive and Effective Leadership |
| <input type="checkbox"/> No. 3 A Safe, Healthy and Environmentally Responsible Community | <input type="checkbox"/> No. 7 An Infrastructure that Prepares for Tomorrow |
| <input type="checkbox"/> No. 4 Effective Relationship with Local, State, and Federal Partners | <input checked="" type="checkbox"/> No. 8 Customer Satisfaction |

Director's Role/Deliverables:

Develop guide with input from Public Works, Jefferson County CDD, Economic Development, & stakeholders.

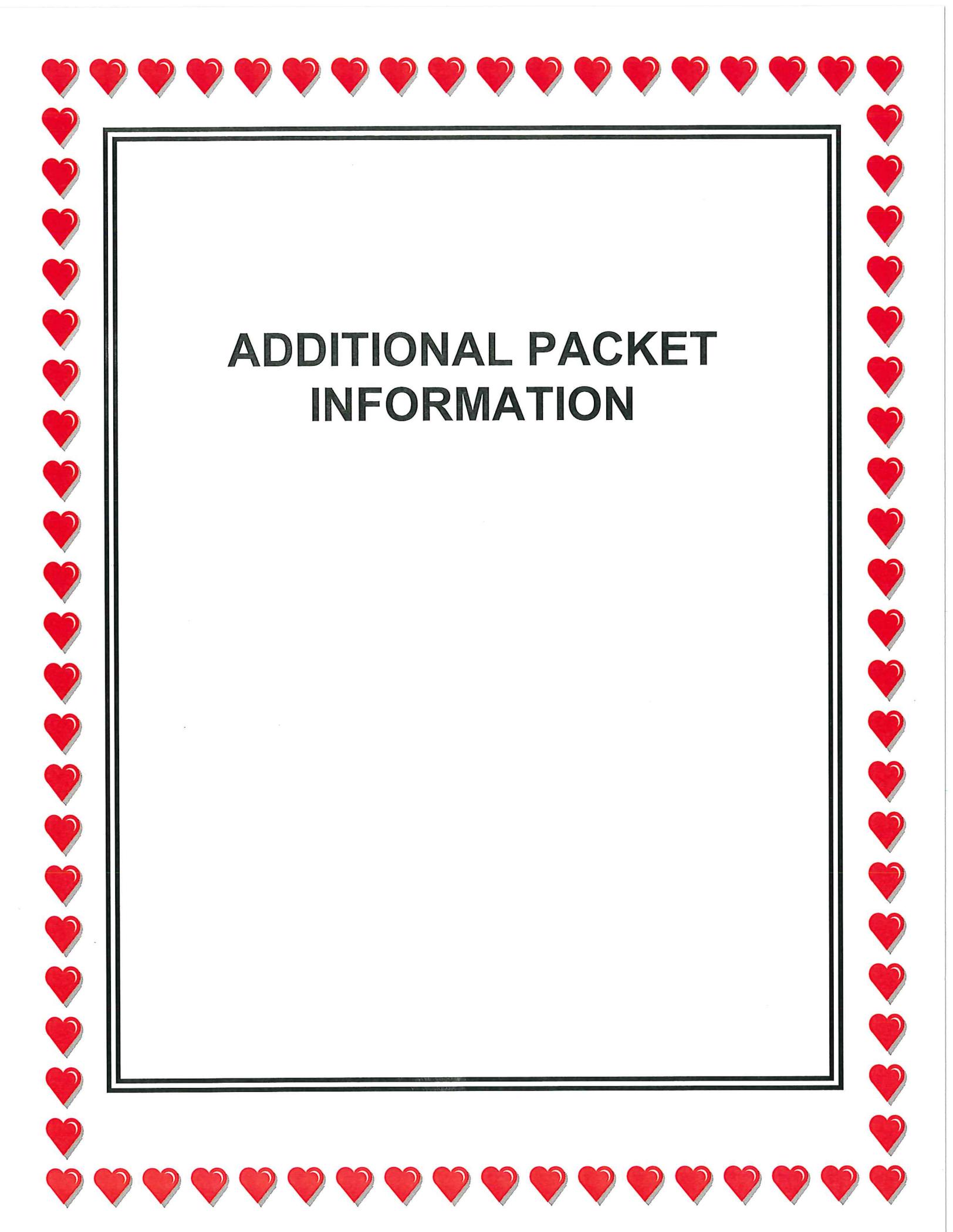
Relevant Partners:

City Public Works Director, Building Official, County Sanitarian, Jefferson County Economic Development Manager

Anticipated start date: 04 / 01 / 2016

Anticipated completion date: 06 / 30 / 2017

Status Update:



**ADDITIONAL PACKET
INFORMATION**

The 2015 Canyon Rumble Frozen Half was a huge success. This was the 4th year for the race. We had 100 runners from Oregon, Washington and Idaho at the startline. There was three different races, a 5k, 10k and half marathon. We were able to raise some serious cash for the Jack Watts Memorial Scholarship and the Youth Running Grant. Over the past 4 years this race has grown and been able to give back over \$5,000 to Jefferson County. This year we should be able to add another \$3,000 to that number. This event really helps to put Madras on the map in a very positive way.

*We deeply thank you help
appreciate your help to us
and allowing us to see
your traffic engineering!*

**Thank you
for your
support!**

James Ford

Trevor Groves

Paul Spence

Bill Miller

We hope you will be part of
the 2016 Rumble Team



THE CITY OF **MADRAS**

City of Madras
Public Works and Parks Committee
City Council Work Room

January 6, 2016
8 A.M.

MINUTES

I. CALL TO ORDER

Meeting was called to order by Chair Walt Chamberlain at 8:00 a.m. on Wednesday January 6, 2016 at 125 SW "E" Street City Council Work Room

MEMBERS PRESENT

Walt Chamberlain
Stan Nowakowski
Bill Ferguson
Bill Montgomery
Louise Muir
Chuck Schmidt

STAFF MEMBERS PRESENT

Public Works Director; Jeff Hurd
Public Works Administrative Assistant; Michele Quinn
Park Supervisor; Jon Burchell
Utilities Supervisor; Keith Bedell
Street Supervisor; Rod Fulton

VISTORS PRESENT

Eldon Sasser

II. CONSENT AGENDA

APPROVAL OF AGENDA AND MINUTES

A Motion was made by Louise Muir; seconded by Chuck Schmidt to approve the Consent Agenda and November 4, 2015 minutes as presented motion carried unanimously.

III. VISTOR COMMENTS

IV. NEW BUSINESS

A. Speed Signs on McTaggart (Eldon Sasser)

Eldon Sasser told the Committee that currently there are no speed limit signs posted on McTaggart Road. Eldon said he is bringing this to the Public Works and Parks Committee to see if we can have some speed signs installed. Eldon told the Committee that people regularly drive over the speed limit on McTaggart.

Eldon also asked the Committee about adding speed signs on Jefferson Street in the School Zone.

The Committee discussed different ways they could slow traffic down on McTaggart and also on Jefferson Street. There was a discussion about adding additional signs, installing a flashing beacon.

Rod Fulton commented that the problem with adding additional signs in the school zone it may cause an enforcement issue. Normally the signs are posted at the beginning of the school zone and the end of the school zone.

Jeff Hurd told the Committee that he spoke with the City Engineer and the City can post speed signs as the discretion of road authority.

The Committee continued to discuss the speed zones and asked if we could change the speed to 20 mph all the time instead of just during school hours. There was a discussion on where to place additional signs.

Rod Fulton told the Committee he would check and see if we can change the speed limit.

Rod said he would start putting the speed trailer out in these areas to make people aware of the speed limit.

The Committee asked that we research the speed signs and bring it back to the next meeting

B. 7th and C Street Stop Sign Findings

Jeff Hurd went over the police report for the intersections 7th and B Street and 7th and C Street. Jeff said there have only been two accidents at 7th and B Street in the last five years. 7th and C Street there has been three accidents in the past five years. Jeff said he talked to the City Engineer we can put some stop ahead signs on the ground with thermoplastic, or we could add stop ahead signs.

The Committee discussed adding a four way stop or is there the possibility of removing some of the parking spaces along the road side to increase site distance.

A Motion was made by Stan Nowakowski; seconded by Louise Muir to recommend the installation of a four way stop at the intersection of 7th and C Street the motion carried unanimously.

C. Election of Chair Person and Vice Chair.

Walt Chamberlain told the Committee that he will be leaving in June as they are moving to Idaho.

A Motion was made by Louise Muir; seconded by Bill Fergusons to recommend Stan Nowakowski as Chairperson of Public Works and Parks Committee motion carried unanimously.

A Motion was made by Bill Ferguson; seconded by Stan Nowakowski to recommend Louise Muir as Vice Chairperson of Public Works and Parks Committee motion carried unanimously.

V. PROJECT/EVENT UPDATES

A. US 97:J Street Project

Louise Muir asked if a sign could be installed on the section of Adams Drive to direct you to US Highway 97.

Jeff Hurd informed the Committee they are out finishing up punch list items.

Walt Chamberlain asked about the new sign and will there be anything done to make it look better.

Jeff Hurd told the Committee that the utilities caused the contractor to fall behind so they made an agreement that they would get all there contract items done, but they will be working on punch list for a quite a while after. That is why you are seeing flag poles showing up after the fact. They are expecting to be done with the entire punch list by the end of January. We are going to talk to OTAK and see if we can increase the letter font, and possibly add our sister city on there.

Walt Chamberlain said he would like to thank everyone for putting the new sign in Sahalee Park.

B. Highway 97 Sidewalk Improvement at L Street

Jeff Hurd informed the Committee that bids came back yesterday the low bid came in around 65,000.00 we only budgeted 50,000 for construction. We are a little over budget so we are talking with ODOT to see if they can help out. If

ODOT can add a little then we can add a little we will get it off the ground here soon. We are hoping to enter into contract with them at the end of January.

C. *Speed Radar Sign*

No Update

D. *Kenwood Park*

No Update

E. *Spray Park*

Chuck Schmidt told the Committee that we put together everything and got it all bid out. We asked Bean Foundation if they would like to get any grants to help and they said no they wanted to pay for everything. We had another meeting with Bean Foundation Council and they changed their minds and wanted to pay for only half and asked us to look for grants. The last decision was that Bean Foundation would pay for half and there was another party that would pay the other half. We have yet to hear what Bean Foundation has decided.

F. *Skate Park to Fishing Pond Trail Addition*

Jeff Hurd told the Committee the RTP Grant is open and we are working on the application and we will need a 20% match. We will also apply for the Local Government Grant which is a 60/40 match and then leverage the two so the City won't have to come up with funding match. We will be going from Skate Park to J Street then J Street to the Fishing Pond.

G. *Court House Update*

No Update

H. *Warm Springs Truck Stop Update*

Jeff Hurd told the Committee that Warm Springs are working on their Traffic impact analysis they have hired Kittleson and Associates. They are moving forward but not very fast.

I. *Madras Municipal Airport West Access Road*

Jeff Hurd informed the Committee that we have about 50% design, but we are waiting for Daimler to sign a lease agreement and give notice to proceed.

Additional Discussions

- Louise Muir asked what is happening on the property of H Street and Madison.

Michele Quinn told the Committee that we are currently in the process of code enforcement we have issued a letter of violation. We have found out that the owner has passed away and we are trying to contact the owner's son. We are hoping we will get some compliance if not we

will probably have to enforce and abate the nuisance and lien the property for the cost.

- Bill Ferguson asked why the Air Museum does not have any signage on their building.

Jeff Hurd said he will ask Nick to see why they don't have a sign.

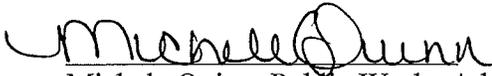
- Walt Chamberlain said he would like to thank everyone for the installation of the street light on Culver Hwy and 3rd Street.
- Stan Nowakowski said Earth Day is coming up in April 23, 2016 could we have some kind of trail clean up.

Jon Burchell said we can start earlier put it in the paper.

ADJOURN

Public Works & Parks meeting adjourned at 9:00 a.m.

Respectfully submitted by:



Michele Quinn, Public Works Administrative Assistant



2017 Solar Eclipse Action Committee Meeting
City Hall, Council Work Room – 125 SW E Street
Madras, Oregon 97741

January 11, 2016

Meeting Notes

11:00 to 1:00 p.m.

Attendance

Gus Burrell, City of Madras; Tom Brown, City Council; Sandy Forman, Fairgrounds; Kelly Simmelink, Identity Zone; JR Brooks, Identity Zone; Jeff Hurd, City of Madras; Tanner Stanfill, Madras PD; Mark Carman, Jefferson County Emergency Management; Sara Puddy, City of Madras.

OMSI Involvement

Tom Brown communicated that OMSI still had not decided what they are looking to propose to the City yet with regard to utilizing City airport property during the eclipse. The committee discussed minimum limitations around the proposal so that the group wasn't simply identifying and proposing to utilize the most accessible property and requesting to manage the most profitable portions of the grounds; rather create a proposal "package" that OMSI would have to maintain responsibility for during the event. Details are yet to be determined.

Event Coordination/Planning

The committee had a lengthy discussion on revamping the City's RFP for event coordination services for the solar eclipse and rather than tailoring it for a professional event coordination firm, to open it up for a local individual, team or group that was willing to coordinate the effort. The committee discussed the benefit of identifying one individual/group that can coordinate and manage the entire event for ticket sales, parking, vendors, volunteers, traffic/safety considerations and other event logistics.

- For planning purposes, the committee agreed to target the RFP as anticipating (in addition to area residents) an influx of 20,000 people driving in to Madras the day of the event for viewing, and an additional 20,000 that will already be in Madras camping/staying overnight for the event.
- Identity zone has voiced interest in serving in this capacity for the event. They have already begun working contractually with the county to secure the fairgrounds for the event to hold the "Oregon Solar Fest" event
 - Discussion about their proposal including the ability for local volunteer groups to earn revenue for their respective organizations.
- Discussed the desire to book services and buy local as much as possible before seeking services and purchases elsewhere.

- Public Works will help identify the RV dumping location/needs for the event

Public Safety

- The Police Chief said that the City has the ability to request personnel assistance within six months of the event.
- The Police Chief will coordinate PD/law enforcement efforts for the event; Mark Carman will coordinate EMS and Fire efforts

Other Considerations

- The committee would like to see the PIO for the event incorporated into the event coordinator proposal.
- The committee discussed whether or not additional insurance was necessary for the event. The City has begun conversations with its insurance company along those lines; Identity Zone would need to do the same with their insurance agent regarding obtaining

Next Meeting Discussion Items

The RFP for Event Coordination will have been advertised and proposals received. Review of proposals received will be the main conversation topic for the next meeting.

Next Meeting Schedule

Monday, February 8, 2016 from 11 a.m. to 1 p.m. at City Hall (lunch provided)



THE CITY OF **MADRAS**

City of Madras, 125 SW E Street, Madras, OR 97741. Tel. (541) 475-2344 Fax (541) 475-7061

City of Madras Employee Safety Committee Meeting Minutes

City Hall – 125 SW “E” Street

Madras, OR 97741

December 17, 2015 Meeting

1. Call to Order

Chair, Brandie McNamee at 8:18 a.m.

Members in attendance were: Sara Puddy, Brandie McNamee, Jon Burchell, Wray Harris, and Bo Doan.

Visitors in attendance were: Rick Rohach, Tammy McHaney, Gus Burril (those that will serve on the committee as voting members for 2016)

2. Consent Agenda.

- a. Adoption of Agenda, with addition of “school training/safety committee budget discussion”
- b. Approval of Minutes from October 8, 2015 meeting

A motion was made by Jon Burchell to approve the consent agenda as amended, and minutes. It was seconded by Bo Doan; motion passed unanimously.

3. Visitors Comments

Visitors incorporated comments, suggestions and feedback into the regular meeting but did not vote as the intent of this meeting was to serve as a “hand off” where the new members serving for 2016 join the December 2015 meeting and members before they officially become members.

4. The Hand-Off

Introduction of the committee members currently serving and the new members that will be serving in 2016. City Administrator Gus Burril handed out Chapter 2 from the Employee Safety Manual “Safety Committee and Safety Meetings” which identifies members’ roles and responsibilities. The new members were encouraged to review the chapter to better understand the role of the committee and how it serves the City and its members.

- Mandated by OSHA
- City’s goal – wants everyone to be safe, committee reviews accident/incident reports
- Look for/identify (proactive) workplace hazards

- Reviews safety concern forms that are submitted
- Committee has made considerable amount of achievement in the past 12 months for the agency and its employees in the realm of safety and making safety initiatives

Some committee members discussed the desire to meet monthly regardless if it was a month where a quarterly on-site inspection took place in lieu of a regularly scheduled meeting. The committee discussed potentially utilizing email/electronic communication as a means to communicate accident/incident and/or any other correspondences in between regularly scheduled meetings in lieu of scheduling additional meetings. This will be an additional discussion item for the January safety committee agenda.

5. Accident/Incident Reports

None to report

6. Safety Comments/Concern Form Submittals

Forms were submitted supporting the purchase of AED units as specified locations. The City Administrator provided an agency history on these units when they were purchased previously by the agency. Committee members voiced their desire to purchase them and place them strategically at City facilities where elderly people are typically located (golf course) and/or locations farthest from the EMS services like the Airport. The City Administrator communicated that he would look to each department to analyze their respective budget and that if they support the purchase, then the departments can look at making the purchase part of their budget proposals for the next fiscal year (unless their current budgets can support it this year).

7. Review of Workplace Hazards Findings Spreadsheet

The committee reviewed the “incomplete” spreadsheet (the workbook also includes the “completed” items). The committee discussed the need to budget accordingly for some of the items that will require larger amounts of resources to complete.

8. Review Inspection Reports

The committee reviewed each set of submitted inspection reports. The committee discussed that if there are findings on any given report, that the person and/or department that completes the report needs to identify the “fix” or the hazard mitigation and report it to the building maintenance (or whomever the appropriate person is) so that the hazard can be mitigated. Sara communicated that she still needs to add hazards identified on inspection reports to the findings spreadsheet.

9. Additional Discussion

- Bo identified some additional training opportunities that are available in January 2016
- The committee discussed office ergonomic equipment vs. modifying existing work stations (i.e. take laptop to common area to stand while working on computer)

- Looking to send safety committee to Central Oregon OSHA Conference 2016
- Discuss safety committee budget (\$1,000.00) during the January meeting

10. Adjourn

Meeting was adjourned at 9:54 am.



Sara Puddy, HR and Administrative Coordinator



THE CITY OF **MADRAS**

City of Madras
Urban Forestry Commission
216 NW "B" Street

January 5, 2016
6 P.M.

MINUTES

I. CALL TO ORDER

The Urban Forestry Commission meeting was called to order by Vice Chair Brad Jorgensen at 6:00 p.m. on January 5, 2016 at the Public Works Building located at 216 NW B Street.

MEMBERS PRESENT

Rebekah Burchell
Brad Jorgensen
Rob Osborn
Tom Brown

STAFF MEMBERS PRESENT

Parks Supervisor; Jon Burchell
Public Works Administrative Assistant; Michele Quinn

VISITORS PRESENT

Stan Nowakowski

II. CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes for the December 8, 2015 Special Meeting

APPROVAL OF AGENDA AND MINUTES

A motion was made by Becky Burchell; seconded by Rob Osborn; to approve the December 8, 2015 Special Meeting minutes, and agenda as presented, motion passed unanimously.

1- Urban Forestry Commission Meeting
January 5, 2016

216 N.W. "B" Street, Madras, OR 97741 Telephone (541)475-2622 – Fax (541)475-1038

The City of Madras is an Equal Opportunity Provider

III. VISITOR COMMENTS

Stan Nowakowski introduced himself and told the Commission that he serves on the Public Works and Parks Committee, Friends of Willow Creek Canyon, and he would like to see the City participate in an Earth Day clean-up. The Commissioners then introduced themselves.

IV. NEW BUSINESS

A. Update Urban Forestry Management Plan

The Commission continued working through the Urban Forestry Management Plan starting on page 46.

Jon Burchell told the Commission that he had spoken with Jeff Hurd, Public Works Director, about the Urban Forestry management plan update and Jeff would like to keep everything in the plan and only omit items that really don't make sense. The Public Works Director is working on updating the City's Street Standards and should have that complete by June. Jeff would like to have all the relative material needed from the updated Street Standards included in the Urban Forestry Management Plan. The Commission agreed.

The Commission talked about making some of the figure examples larger and easier to read. The Commission would like to update the history section and add new projects along with the Tree City USA designation. They discussed adding more website resources to the current list.

Jon Burchell handed out the recommended street tree list with the latest revisions. He asked the Commission about the Pacific Dogwood and suggested it be removed because they grow well in zone 7-8, we are in zone 4-5. The Commission agreed that the Pacific Dogwood needed to be removed from the street tree list. The Commission liked the changes that were made to the street tree list.

The Commission discussed adding information on calling in locates before planting and also more clarification regarding planting trees in and around alley ways.

B. Partner in trail adoption with Middle Deschutes Water Council

Jon Burchell told the Commission that the Middle Deschutes Water Council (MDWC) has hired John Speece as the MDWC Coordinator. Jon Burchell informed the Commission that John Speece is very excited about involving the kids in the MDWC and he has already begun working with the Culver School District STEP program. John Speece would also like to work on getting the Madras kids involved in the program. The MDWC would like to know if the Urban Forestry Commission would consider letting them adopt one of their two sections of trail for them to clean-up.

The Commission discussed which sections of trail they would consider giving to the MDWC. The Commission decided to give the 9th to B Street trail section to the MDWC for adoption.

Jon Burchell invited the Urban Forestry Commission to attend the MDWC meeting on February 23, 2016 at 4:30 in the General Aviation Building at the Airport.

C. Election of Chair Person and Vice Chair Person

A motion was made by Tom Brown; seconded by Rob Osborn; to table the appointment of new Chair and Vice Chair to the next meeting due to missing members, motion passed unanimously.

V. Updates

A. Industrial Park Green Way

Jon Burchell informed the Commission the project is complete. The contractor will be back in spring to pressure up the system, adjust sprinkler heads and check for leaks. They will also bring in top soil to address any areas that may have settled over the winter. When the contractor is done and all punch list items are complete the City will go in and over seed the entire area so it will grow back lush and green.

B. Downtown Sidewalk Grant Program

Jon Burchell told the Commission that the Public Works Dept. are going through downtown and grinding the areas that are a trip hazard. In the spring we will come back and pull the concrete panels, address any tree issues and replace with new concrete.

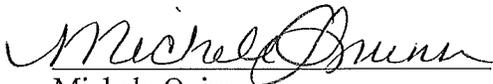
VI. ADDITIONAL DISCUSSION

No Additional Discussion

VII. ADJOURN

The Urban Forestry Commission Meeting was adjourned at 6:45 p.m.

Respectfully Submitted



Michele Quinn
Public Works Administrative Assistant

3- Urban Forestry Commission Meeting
January 5, 2016

216 N.W. "B" Street, Madras, OR 97741 Telephone (541)475-2622 – Fax (541)475-1038

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