

AGENDA
VENETA CITY COUNCIL SPECIAL MEETING
THURSDAY, MAY 21, 2015 – 7:00 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 7:00 1. **CALL TO ORDER**
- 7:05 2. **PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.
- 7:10 3. **CONSENT AGENDA**
 - a. Civic Calendar for June, 2015 (pg. 3)
- 7:15 4. **COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Lane County Sheriff’s Office Activity Report for April 2015 (pg. 5)
 - b. Councilor/Committee Liaison Reports
- 7:30 5. **STAFF REPORTS**
 - a. Public Works Director.....Kyle Schauer
 - (1) Award of Construction Contract for 5th St. Improvements (pgs. 7-9)
 - b. City Administrator.....Ric Ingham
 - (1) Questions from Councilors
- 8:00 6. **OTHER**
- 8:10 7. **ADJOURN**

Times are approximate. This meeting will be digitally recorded. (A) - indicates an attachment. Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available if notice is given at least 48 hours prior to the start of the meeting. Contact City Recorder, Darci Henneman, via phone (541) 935-2191, Email dhenneman@ci.veneta.or.us, or TTY Telecommunications Relay Service 1-800-735-1232.

To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>



CITY OF VENETA - CIVIC CALENDAR - JUNE 2015

Veneta Administrative Center - 88184 Eighth Street, Veneta, Oregon

2	Veneta Planning Commission Meeting - City Hall	7:00 p.m.
3	Veneta Park Board Meeting - City Hall	4:30 p.m.
8	Joint Meeting of the Veneta Urban Renewal Agency Budget Committee and Agency Board - City Hall Joint Meeting of the Budget Committee and City Council - City Hall Veneta City Council Meeting - Includes Public Hearings on the Approved Fiscal Year 2015-16 Budget & Use of State Shared Revenue - City Hall Veneta Urban Renewal Agency Meeting - Immediately following City Council Meeting - Includes Public Hearing on the Approved Fiscal Year 2015-16 Budget - City Hall	7:00 p.m.
18	Municipal Court - City Hall	8:30 a.m.
21	Happy Father's Day	
22	Veneta City Council Meeting	7:00 p.m.
27	Meet Sgt. Halvorson (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library	1:00 p.m.

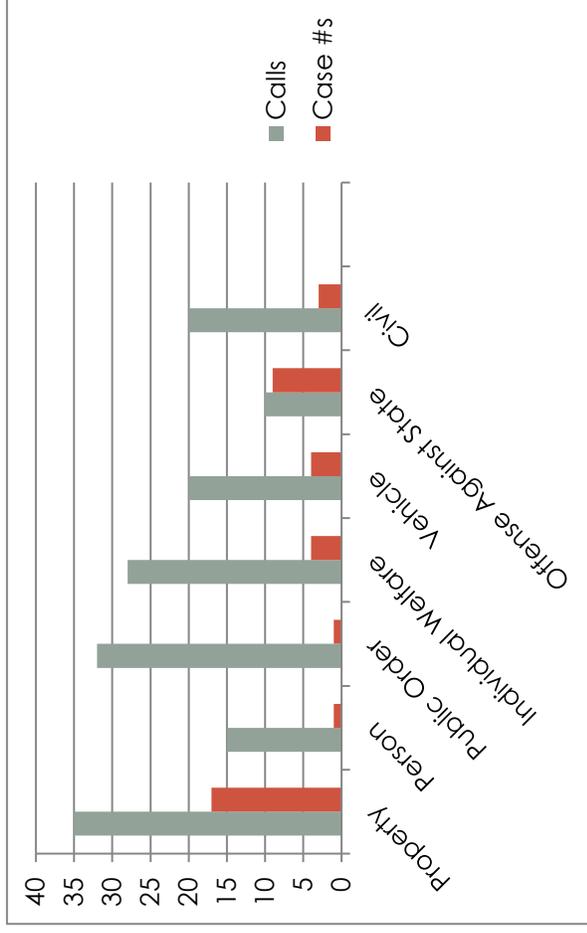
Calendar updates will be posted on the City's website at www.venetaoregon.gov
 This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J,
 Fern Ridge Public Library, and Lane Fire Authority

City of Veneta Monthly Police Activity- April 2015

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	35	17
<u>Person</u>	15	1
<u>Public Order</u>	32	1
<u>Individual Welfare</u>	28	4
<u>Vehicle</u>	20	4
<u>Offense Against State</u>	10	9
<u>Civil</u>	20	3
<u>Total</u>		39



- Property** (Thefts, Criminal Mischief, Trespass)
- Person** (Assaults, Menacing, Harassment, Viol. Restraining Order)
- Public Order** (Disorderly Subjects, Suspicious Vehicles/Persons)
- Individual Welfare** (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
- Vehicle** (DUI, DWS, Illegal Parking/Vehicles, Traffic Hazard)
- Offense Against State** (Drug, Warrants)
- Civil** (Civil Service, Eviction Process)

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Award of Contract for the 5th Street Improvement Project

Meeting Date: May 21, 2015
Department: Public Works

Staff Contact: Kyle Schauer
Email: kschauer@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 313

ISSUE STATEMENT

Will the City Council authorize staff to enter into contract with Professional Underground Services, Inc. to construct the 5th Street Improvement Project?

BACKGROUND

On May 14th, bidding for the 5th Street Improvement project closed. The project includes the installation of curb, gutter, and sidewalk on the section of 5th Street between Broadway Avenue and Dunham Avenue. The project calls for asphalt patching between the existing asphalt and new curb and gutter as well as some small storm system improvements.

The City received four bids for the project. They were as follows:

Braun Excavating, Inc.	\$92,000
Brown Contracting, Inc.	\$69,400
Wildish Construction, Inc.	\$64,700
Professional Underground Services, Inc.	\$58,501

Professional Underground Services Inc.'s bid for \$58,501 is the lowest, most responsive bid. The City's contract engineering firm-Branch Engineering has vetted out the bids and have recommended awarding the bid to Professional Underground Services, Inc.

It is also recommended that the City add a contingency of about 10% to the budget for a total request not to exceed \$65,000.

RELATED CITY POLICIES

The project is budgeted for construction under the Street Fund in this current budget year.

COUNCIL OPTIONS

1. Authorize staff to enter into contract with Professional Underground Services, Inc. and proceed with the project.
2. Deny the request.
3. Postpone decision pending more information.

CITY ADMINISTRATOR'S RECOMMENDATION

The City Council authorize staff to enter into contract with Professional Underground Services, Inc. to construct the 5th Street Improvement project for an amount not to exceed \$65,000.

SUGGESTED MOTION

"I make a motion to authorize City staff to enter into contract with Professional Underground Services, Inc. to construct the 5th Street Improvement project for an amount not to exceed \$65,000."

ATTACHMENTS

1. Recommendation to Award letter from Branch Engineering Inc.



May 15, 2015

City of Veneta
 88184 Eighth Street
 Veneta, OR 97487
 ATTN: Kyle Schauer, Public Works Director

**RE: 5th Street Improvement Project
 Engineer's Recommendation for Award of Contract**

The City received the following bids for the 5th Street Improvements Project.

1. <u>Brown Contracting, Inc.</u>	\$ 69,400.00
2. <u>Braun Excavating Inc.</u>	\$ 92,000.00
3. <u>Wildish Construction</u>	\$ 64,700.00
4. <u>Professional Underground</u>	\$ 58,501.00

I have reviewed all bid packages and found them to be complete and responsive. Professional Underground Services Inc. bid is within the estimated cost range of \$45,000 - \$65,000.

I recommend that the contract be awarded to Professional Underground Services, Inc. in the amount of \$58,501.00.

Sincerely,

Branch Engineering Inc.

Michael Lane Branch, P.E.