

AGENDA
VENETA CITY COUNCIL
MONDAY, OCTOBER 12, 2015 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**

- 6:35 **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.

- 6:40 **3. CONSENT AGENDA**
 - a. Minutes for September 14, 2015 Work Session (pgs. 3-5)
 - b. Minutes for September 14, 2015 (pgs. 7-13)
 - c. Accounts Payable
 - i. To be Paid – Payable through October 6, 2015 (pgs. 15-27)
 - d. Public Works Activity Report for September, 2015 (pgs. 29-30)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Request from S.A.N.T.A Project to waive Community Center Rental Fee (pgs. 31-34)
 - (2) Request from Fern Ridge Gleaners to waive Community Center Rental Fee (pgs. 35-38)
 - b. Council/Committee Liaison Reports

- 6:55 **5. STAFF REPORTS**
 - a. City Administrator.....Ric Ingham
 - (1) Fern Ridge Community Policing District (verbal)

 - b. Community Development Director
 - (1) Assessment of Apportionment of Costs for East Bolton Rd. Sewer Improvements
 - i. Agenda Item Summary (pgs. 39-40)
 - ii. Consideration of Written Objections (pgs. 41-54)
 - iii. **Ordinance No. 524** - AN ASSESSMENT ORDINANCE DECLARING THE APPORTIONMENT OF THE COSTS INCURRED FOR WASTEWATER COLLECTION IMPROVEMENTS; DIRECTING THE PUBLICATION OF NOTICE OF APPORTIONMENT AND ASSESSMENT UPON THE REAL PROPERTY BENEFITTED; GIVING NOTICE TO THE OWNERS, IMPOSING A LIEN UPON ALL REAL PROPERTY UPON WHICH THE ASSESSMENT IS NOT PAID; DIRECTING THE DOCKETING OF LIENS IN THE CITY LIEN DOCKET; FOR FIRST READING BY TITLE ONLY (pgs. 55-60)

 - c. Office Support Specialist IIITeresa Warrick
 - (1) Proposed Amendments to Veneta Municipal Code Chapter 9.25 - Marijuana
 - i. Agenda Item Summary (pgs. 61-62)
 - ii. **Ordinance No. 522** – AN ORDINANCE AMENDING CHAPTER 9.25 OF THE VENETA MUNICIPAL CODE; AND DECLARING AN EMERGENCY (pgs. 63-66)

 - d. Public Works Director.....Kyle Schauer
 - (1) Wastewater Master Plan Update (pgs. 67-72)

 - e. City Administrator.....Ric Ingham
 - (1) Questions from Councilors

- 8:40 **6. OTHER**

- 8:45 **7. ADJOURN**

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Minutes of the Veneta City Council Work Session

September 14, 2015

Present: Sandra Larson, Tim Brooker (via telephone), Thomas Cotter, Victoria Hedenstrom, Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director; Lauren Sommers, Legal Counsel; Alan Leiman, Municipal Court Judge; Teresa Warrick, Office Support Specialist III; Darci Henneman, City Recorder; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL WORK SESSION

Mayor Larson called the Veneta City Council Work Session to order at 5:38 p.m.

2. REVIEW HOUSE BILL 3400 - RECREATIONAL MARIJUANA

3. MUNICIPAL CODE

- i. Review Municipal Code Violations & Fines
- ii. Proposed Municipal Code Amendments

4. LAND USE CODE

- i. Review Types of Recreational Marijuana Uses Allowed under Senate House Bill 3400
- ii. Review Types of Recreational Marijuana Uses Allowed under current Land Development Ordinance
- iii. Identify Desired Code Amendments and Timeline

Ms. Sommers reviewed her power point presentation on the following topics: types of licenses, local taxes and House Bill (HB) 2041, how taxes will be distributed, City regulations, medical marijuana grow sites, processors, and dispensaries, Veneta's adopted regulations and current City zoning that could impact marijuana facilities, local options, and grandfathering, and the sale of recreational marijuana by medical dispensaries.

In response to a question from Mayor Larson, Ms. Sommers said under Measure 91 there was a prohibition action but it wasn't attached to the tax and only applied to recreational marijuana. She said cities can prohibit the sale of recreational marijuana but in doing so, they would not collect any tax revenue.

In response to a question from Mayor, Ms. Sommers said retail facilities can be closer than 1000 ft. from each other but medical facilities (whether or not they sell recreational marijuana), are still required to be a minimum of 1000 ft. from one another.

In response to a question from Mayor Larson, Ms. Sommers said she doesn't know where OLCC is with allowing medical marijuana dispensaries to sell recreational marijuana. She said medical grows may be able to transition to recreational grows and a medical facility must apply for a retail sales license but she's not sure about the specific transitioning process.

In response to a question from Thomas Laing, Ms. Sommers said new facilities or medical facilities wanting to transition to retail can apply for licenses in January 2016 but it's likely OLCC will not issue the license until summer or fall of 2016.

In response to a question from Thomas Cotter, Ms. Sommers said not knowing what the state is going to adopt, it's difficult to say whether the City should adopt state rules or its own. She said the City has a unique land use code and if the City wants to carve out its own regulations, it should be in the land use area.

Ingham questioned whether we should allow outside growing operations to use some of our limited Industrial Commercial land knowing it won't likely generate additional taxes.

In response to a question from Mayor Larson, Ms. Sommers said all Oregon law enforcement officers can enforce state law so if state law says possession of marijuana is prohibited under age 21, then we don't need to pass the same law. She said that transitions us into the second portion of the work session – talking about regulations on individuals.

In response to a question from Victoria Hedenstrom, Bork said Rural Residential properties one acre or larger can be legal commercial growers.

Ms. Sommers said medical marijuana growers are limited to 12 to 24 plants but the City's land use allows horticulture.

In response to a question from Thomas Laing, Ms. Sommers said if a medical marijuana grower registered prior to January 2015 they can grow 12 to 24 plants in a residential zone. If they registered after January 2015, they are limited to 12 plants.

In response to a question from Ingham, Ms. Sommers said prohibition of growing marijuana in public view has been around since the 1990s. She said her interpretation is any plant in a line of sight from the street, even if a neighbor can see it from the back side. She said if it grows above the fence line, it would be considered a violation. She said current City code says it's a violation to possess less than an ounce which doesn't make sense now, so that language would likely be repealed. She said what the Council needs to decide is if they want to make possession of marijuana a misdemeanor. She said currently, the City can only impose fines but cannot impose misdemeanor or felony citations, some of which call for jail time through Lane County Circuit Court.

Judge Leiman said we are a violation only court so he questions why the Council would want to put misdemeanors or felony in the City's code. He said an officer can cite someone into Circuit Court. He said we've seen a few theft charges come through as violations and the deputies have to make the choice to keep it local. He said violations like public use of alcohol and minor in possession of alcohol are considered public nuisance. He said the reason we have a Municipal Court is to address the quality of life for the citizens of Veneta. He said those cases would certainly disappear in Circuit Court so to make an impact, in his opinion, those personal use offenses should stay local. He said possession of over 8 oz. of marijuana should be cited into Lane County Circuit Court.

In response to a question from Thomas Laing, Ingham said a minor with a medical card could still be cited if they're smoking in a City park.

Thomas Cotter said if a violator cannot afford the penalty are they assigned to do something else, because we don't have a program that would cover that sort of thing. He said the penalty needs to be stiff enough but not so stiff that we cannot enforce it.

Judge Leiman said nowhere in the current City code is there a definition for a misdemeanor. He said a theft is charged as a violation. He said violations don't require the City to provide legal counsel/public defenders but misdemeanors and felony charges do. He said there's always been huge numbers attached to marijuana violations and it becomes a real struggle to fine the right amount that makes an impact but we also need to be realistic. He said he really wants to hear from the Council.

In response to a question from Victoria Hedenstrom, Judge Leiman said the maximum fine for a Class A misdemeanor is \$6500 and a possible one year jail term. He said the fine for a minor in possession of alcohol is a class B fine of \$260.

In response to a question from Thomas Laing, Judge Leiman said a Class A Misdemeanor is driving under the influence of intoxicants and goes to Lane County Circuit.

Victoria Hedenstrom said she wants to make sure the fines aren't excessive and said the fine for a Class A Misdemeanor is ridiculously high.

Judge Leiman suggested public use of marijuana should be cited into Veneta Municipal Court. He said it's more important to address violations here rather than sending them to Lane County Circuit Court.

Ms. Sommer said she was over inclusive when drafting the ordinance. She said a minor in possession of marijuana is higher than a public use citation. She said the Council want to limit this.

Warrick said under Measure 91, use of marijuana in public would be a Class B violation just like public consumption of alcohol and would be a \$500 fine. She said VMC 9.25 clearly states that no one can possess any amount of marijuana in City limits.

Judge Leiman said if it's a first offense, he will likely reduce the fine.

Warrick said examples of a Class C violation are, driving without a seatbelt or speeding one to 10 miles over the posted speed limit. She said speeding citations go up to \$1000 for excessive speed. Warrick said consuming alcohol in public is a \$500 fine.

In response to a question from Thomas Cotter, Ingham said if the Council has more questions regarding the adoption phase, staff may need to provide more information and request the Council postpone adopting the ordinance tonight. He said the Council also needs to decide if the City should cite misdemeanors into our code because currently we don't.

In response to a question from Victoria Hedenstrom, Judge Leiman said there are three types of charges: a violation, misdemeanor and felony and anything above a violation is cited into Lane County Circuit Court. He said currently possession of any amount of marijuana is against the code and necessitates the action to change our code.

Victoria Hedenstrom suggested we stick with the offenses that can be cited into Municipal Court.

Mayor Larson thanked Judge Leiman for his input.

Ingham suggested Ordinance No. 522 be pulled from the agenda and staff will bring it back to the Council with more clarification and possible adoption.

In response to a question from Mayor Larson, Ingham said we're the first City to actually talk about recreational marijuana so we're not under a time constraint to pass the Ordinance tonight.

Ms. Sommers said its okay not to enforce the current code regarding possession of marijuana.

5. OTHER
None

6. ADJOURN

Mayor Larson adjourned the Veneta City Council at 6:43 p.m.

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Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Minutes prepared by DHenneman)

Minutes of the Veneta City Council

September 14, 2015

Present: Sandra Larson, Tim Brooker (via telephone), Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Claudia Denton, Economic Development Specialist; Linda Boothe; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL WORK

Mayor Larson called the Veneta City Council to order at 6:48 p.m.

2. PUBLIC COMMENT

Linda Boothe, 25127 Hunter Rd., Veneta, OR

Ms. Boothe said she appreciates the work City staff and the Council have put into revising City zoning codes and how the Public Works takes care of our City by maintaining our water/sewer systems, streets, etc. She said government should become less limited and invasive. How can government keep up with changing laws and why should businesses have to wait for code reform to conduct business that provides jobs, benefits, and taxes? She said she owns property on Jeans Rd. which is zoned Light Industrial and a code change allowed business and professional people to rent offices in her building on Jeans Rd. However, she also must pay a minimum fee to have a hair salon, masseur, and other professionals to conduct business in her building even though those businesses are already regulated by the County Health Dept. She said plant based food manufacturing is allowed in the Light Industrial zone but the material to provide the food may not be grown inside her manufacturing facility. However, it is allowed to be grown on undeveloped land in the Light Industrial zone. She said she has applied to the Economic Development Committee, however, what's really needed is for government to do what helps a community be safe and not interfere with the enterprise of people that want to be resourceful.

3. PUBLIC HEARING - AMENDMENTS TO THE VENETA COMPREHENSIVE PLAN

1) Mayor Larson opened the Public Hearing at 6:51 p.m.

2) Staff Report/Agenda Item Summary

Bork said the City Council is being asked to adopt the proposed amendments to the Comprehensive Plan "Comp Plan" and Veneta Land Development Ordinance (VLDO) which are the result of over three years of work from the Planning Commission, City Council, and staff. She said the proposed amendments have been reviewed by the Planning Commission and they made a recommendation to the City Council for adoption. She said these amendments reflect the recently adopted Residential Buildable Land Inventory and Housing Needs Analysis (2013) and the Economic Opportunity Analysis (2015). Bork provided a summary of the proposed amendments. She said the Planning Commission worked on several VLDO amendments that Ms. Boothe commented on which will allow business and professional offices in the Light Industrial zone. She said Mr. Parker recommended that Light Industrial and Industrial/Commercial zones be expanded to allow retail businesses and restaurants. He also recommended allowing a larger building footprint for retail businesses in order to promote development. Bork said another amendment to the Comp Plan was to remove the reference to "urban service boundary" which was, at that time, identified as a small area that related to capacity issues regarding the sewer facilities. She said since that time, the City has adopted updated Water and Wastewater Master Plans which look at the entire Urban Growth Boundary (UGB) as the study area and anticipates growth to the UGB and not just to the urban service boundary. She said the Planning Commission recommended removing all references to the urban service boundary.

In response to a question from Thomas Cotter, Bork said the term "interim stable" has been in the code since the 1970's and she too isn't sure why it was in the code. She said perhaps, at that time, there were stables in that area but staff couldn't find any history as to why that use was included in the zone.

- 3) Public Comments
None

Thomas Laing thanked the Planning staff on a job well done.

- 4) Questions from Council
None

- 5) Mayor Larson closed the Public Hearing at 6:58 p.m.

- 6) Deliberation & Decision
None

4. CONSENT AGENDA

**MOTION: Thomas Cotter made a motion to approve the consent agenda as presented.
Thomas Laing seconded motion.**

**VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye;
Tim Brooker, aye.**

The consent agenda as approved included Minutes for July 30, 2015 Special Meeting, Accounts Payable - Paid through August 25, 2015, To be Paid – Payable through September 8, 2015, Public Works Activity Report for July and August, 2015, Finance Director Employment Agreement, Elmira High School Homecoming Parade Permit Application (already approved by City Administrator).

In response to a question from Mayor Larson, Bork said the City has issued an additional 40 permits, not including new single family dwellings.

In response to a question from Thomas Cotter, Bork said the school excise tax is one cent per sq. ft. for new construction. She said it's somewhat like SDCs for schools.

In response to a question from Mayor Larson, Schauer said he believes last week's brown water issue was caused from using Well 9 because of the work being done to the reservoir. He said it had been sitting unused for some time but it should settle out quickly. He said iron is causing the water discoloration but it's not a health issue.

In response to a question from Thomas Laing, Schauer said Well 9 is on Huston Rd.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Appointments to the Economic Development Committee

Mayor Larson said we have seven worthy applicants. She said the bylaws for this committee require that members to the Economic Development Committee (EDC) be appointed by a vote of the Council. She reviewed the applicants; Linda Boothe, Len Goodwin, Herb Vloedman, Jason Alansky; Gina Haley Morrell; Dave D'Avanzo; and Charles Ruff.

Ingham said we have more applications than we have openings if we amend the Bylaws to reduce the number of members from 10 to seven. He said because we only received three applications under the first deadline, Mayor Larson suggested we extend the application deadline until August 29th.

Tim Brooker said because of the issues on the horizon, we should take the applications we have now and consider appointing people as they apply or at least continue to take applications for consideration at the committee meeting.

Mayor Larson suggested postponing amending the bylaws until more applications come in.

After a brief discussion, it was the consensus of the Council to appoint the applicants that have applied and postpone amending the bylaws.

In response to a question from Thomas Laing, Ingham said the deadline for accepting Economic Development Committee applications was August 29th.

MOTION: Thomas Cotter made a motion to appoint all seven applicants to the Economic Development Committee. Tim Brooker seconded the motion which passed with a vote of 5-0.

(2) Appointment to Fill a Park Board Vacancy

Mayor Larson appointed Desiree Rhodes to position 4 on the Veneta Park Board.

(3) Request from Mid Lane Cares for the City to pay the Water/Sewer Fees for Fern Ridge Service Center for one year

Ingham said in previous years, Mid Lane Cares submits this request in the fall for the dates of October 1 to September 30.

MOTION: Thomas Cotter made a motion to approve waiving water sewer bill from October 1, 2015 to September 30, 2016. Thomas Laing seconded motion which passed with a vote of 5-0.

(4) Request from Domaine Meriwether for Rural Tourism Marketing Program (RTMP) Funds

Ingham said Lorrie Normann from Domaine Meriwether approached him a few weeks ago about the City assisting her with advertising costs. He said because this event would be considered a visitor attraction, he suggested the Council approve \$250 to \$350 from the Rural Tourism Marketing Program (RTMP) fund to cover her additional advertising costs.

In response to a question from Victoria Hedenstrom, Ingham said Ms. Normann could provide a breakdown of where the funds were spent.

In response to a question from Thomas Laing, Ingham said RTMP funds had a carry-over of almost \$10,000 from FY2014-15. He said the City will receive another distribution in January 2016.

MOTION: Thomas Cotter made a motion to provide \$300 from the Rural Tourism Marketing Program fund to Domaine Meriwether to use for advertising the Evening in the Vineyard event. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(5) Request from Fern Ridge Kiwanis to waive the Community Center Rental Fee

Mayor Larson said the Fern Ridge Kiwanis would like to use the community center for the installation of new officers.

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee for the Fern Ridge Kiwanis on September 29, 2015. Tim Brooker seconded motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Thomas Cotter said he attended the Fern Ridge Chamber of Commerce board meeting and they talked about the Wineries without Walls program, advertising, and upcoming elections. He said at that same meeting, Ingham provided a presentation on the Transportation Utility Fee (TUF).

Victoria Hedenstrom said new Park Board member, Jody Kenney, was introduced and member Carol Petty resigned from the Park Board. The Park Board is now in need of event chairs for the Earth Day and Easter Egg Hunt events. She said the Tree City Celebration will be Saturday October 17th and members discussed a theme for the event. She said arborist Matt Horwitz may provide a presentation on creating a defensible space around homes. She said other topics discussed included the Park Master Plan and the Applegate Landing Phase 3 subdivision will include seven acres of dedicated park space. She said a park tour is scheduled for the October 7th meeting which will begin at 4:00 p.m. rather than the usual time of 4:30 p.m.

Mayor Larson said school is open district wide and all reports indicate things are going well and everyone is working around the construction. She said Sterling Pew's brother volunteered to be at Veneta Elementary for the next two weeks to provide a line of sight from the parking lot into the building. She said the Harvest Festival was a great success and the City's chili was very good, however, the People's Choice award went to West Lane Technical Learning Center. She said Thomas Cotter will be attending the September LCOG meeting because she will be in Bend at the League of Oregon Cities (LOC) conference.

Ric introduced Claudia Denton and said Ms. Denton is the City's new Regional Assistance for Rural Environment (R.A.R.E) participant. He said she came in and hit the ground running and is anxious to set up the Economic Development Committee and get the Committee up and running.

Ms. Denton said she's excited to be working with the City for the next 11 months and getting to know everyone.

6. STAFF REPORTS

a. Office Support Specialist IIITeresa Warrick

- (1) Proposed Amendments to Veneta Municipal Code Chapter 9.25, Ordinance No. 398 Unlawful Possession of Marijuana
 - i. Agenda Item Summary

It was the consensus of the Council to postpone adoption of Ordinance No. 522 in order for staff to provide Council with more information.

- ii. **Ordinance No. 522** – AN ORDINANCE AMENDING CHAPTER 9.25 OF THE VENETA MUNICIPAL CODE; AND DECLARING AN EMERGENCY

Ordinance No. 522 was pulled from the agenda.

b. Community Development Director.....Kay Bork

- (1) Amendment to Veneta Comprehensive Plan and Land Development Ordinance
 - i. **Ordinance No. 523** – AN ORDINANCE ADOPTING AMENDMENTS TO THE VENETA COMPREHENSIVE PLAN ORDINANCE NO. 504 AND LAND DEVELOPMENT ORDINANCE NO. 493

MOTION: Thomas Cotter made a motion to approve Ordinance No. 523 for first reading, by title only. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

Ordinance No. 523 was read into the record for first reading by title only.

(2) Approval of Proposed East Bolton Rd. Sewer Assessment Amount

Bork said Council is being asked to determine if the benefited property owners shall bear all or a portion of the costs for the E. Bolton Sewer Project which is a required step of the LID process. She said previously, the Council agreed to assess E. Bolton property owners the 2009 sewer project costs of \$213,900. She said the E. Bolton improvements came in at \$239,067. If property owners are assessed \$213,900, the City's share will be \$25,000 which is lower than the City Engineer's estimate. She provided the Council with LID assessments for each property owner based on the 2009 LID estimate project cost of \$213,900.

In response to a question from Victoria Hedenstrom, Ingham said it's up to the Council if they choose to reduce the amount E. Bolton residents will pay but that may be an issue for the Bolton Hill folks who were charged the full assessments.

Bork said once staff gets approval from the Council, the notification process will begin and cost amounts will be provided to residents.

MOTION: Thomas Cotter made a motion that the East Bolton Road LID benefited properties pay a portion of the project costs in the amount of \$213,900 to be spread across LID benefitted properties as shown in Attachment 1. Thomas Laing seconded motion which passed with a vote of 5-0.

(3) Update on Trek Drive Structure (verbal)

Bork said previously, the Council approved the bid from Braun Excavating, Inc. to demolish the structure. However, since that time she has been contacted by a representative from Northwest Community Credit Union (NWCCU) and acknowledged they do own the property. She said unfortunately, Wells Fargo didn't submit the correct paperwork to NWCCU so that's why they were unaware of the abatement and demolition of the property. She said as they were working out the demolition schedule, the property was sold to an individual who is interested in renovating and rebuilding the home. She said she would recommend the Council move through the abatement process again so we can establish a timeline. Bork said this is informational only and does not require Council action at this time.

Mayor Larson said it's important that the new owners don't wait to get started on the project.

c. Public Works Director.....Kyle Schauer

(1) Update on Pavement Preservation Projects (verbal)

Schauer said there's been a lot of work happening around town. All dig outs and patch repairs have been completed and the crack seals and slurry seal will happen soon but next week's weather doesn't look good. He said the amount of crack seal to be used was low. He said their bid was to use 14,000 pounds of application which they've just about used at this point. He said we may need an additional 6,000 to 12,000 pounds of application. He said the contract was written with a \$37,000 contingency and it looks like we'll use most of that if not all. He suggested we use that and get as good of a product as we can. He said he will work with the engineer and the contractor to get this project completed.

In response to a question from Mayor Larson, Schauer said crack seals are difficult to determine, because we don't always know the depth of the cracks and how much product is really needed. He said the most difficult streets have already been done so hopefully the estimate isn't as dire as suggested.

In response to questions from Thomas Laing, Schauer said the crack seal process is very labor

intensive. He said all organic materials are cleaned out of the cracks and then followed by high pressure air to remove the debris. He said that is followed by a hot tar application to fill in the cracks and then squeegeed in. He said the final step is then to spray the cracks with a sealant so the tar isn't tracked by traffic. Schauer said some of the asphalt is failing so the plan is to use the above process on the streets that are in pretty good shape, which will hopefully prevent them from cracking further. He said sealing the streets to keep water out of the base allows for more stability in the asphalt.

- d. City Administrator.....Ric Ingham
(1) Request from Charter to Extend Microwave Tower Lease

Ingham said this lease extension of the Bolton Hill tower. He said originally Charter wanted a two year renewal. He said we've often used the lease renewal as a way to put pressure on Charter to abandon the micro-wave feed and go to a fiber feed to bring advance services. He said Mayor Larson and Council president, Cotter suggested shortening the lease to a one year renewal in an effort to get Charter to advance their services to our area. He said the one year lease would become effective January 1, 2016.

In response to a question from Victoria Hedenstrom, Ingham said for the last two years Charter Communications has not wanted to discuss upgrading services because they were in the middle of the consolidation with Comcast/Time Warner but the FCC would not allow that to happen. Charter went ahead and made an offer to other cable providers but until the license and consolidation takes place, they don't want to talk about services or what they're selling or willing to retain.

MOTION: Thomas Cotter made a motion to approve the Lease Renewal with Charter Communications for one year. Tim Brooker seconded the motion which passed with a vote of 5-0.

- (2) Revisions to Economic Development Committee Bylaws

- i. Agenda Item Summary
This item was pulled from the agenda.

Mayor Larson appointed Thomas Cotter as the Council member of the Economic Development Committee.

- ii. **Resolution No. 1182** – A RESOLUTION ADOPTING REVISED BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE AND REPEALING RESOLUTION NO. 700

Resolution No. 1182 was pulled from the agenda.

6. OTHER

Mayor Larson showed off her talking stick she purchased at the Crazy Horse Monument in South Dakota.

Ingham said staff has tentatively scheduled a work session on September 28th to focus on the last of the Transportation Utility Fee (TUF) policy questions for other TUF. He said staff would also like to set the date for one or two Town Hall meetings sometime in October and get these meetings advertised in the City newsletter and Fern Ridge Review. The first Open House is tentatively scheduled for Wednesday, October 21, 2015.

Mayor Larson said the City is hosting the Mayor's Roundtable meeting on Wednesday, October 21st at City Hall.

After a brief discussion it was decided that the TUF Open House will be Thursday, October 22, 2015 at 6:30 p.m., at City Hall.

Thomas Cotter said he came to City Hall as a real estate agent regarding a property he was working on with a client. He said City staff members were very professional and he thanked Ingham for having such a great staff.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:54 p.m.

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Sandra H. Larson, Mayor

ATTEST:

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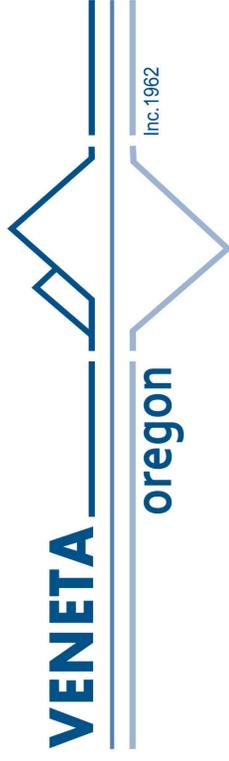
Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable To Be Paid Proof List

User: mindy

Printed: 10/08/2015 - 8:58 AM

Batch: 008-09-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess										
Monthly	09/30/2015	459.90	0.00	10/05/2015	Monthly Contract		-			No 0000
100-100-52055	Janitorial Services Contract									
Monthly	09/30/2015	114.98	0.00	10/05/2015	Monthly Contract		-			No 0000
140-140-52055	Janitorial Services Contract									
Monthly	09/30/2015	191.62	0.00	10/05/2015	Monthly Contract		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
	Monthly Total:	766.50								
	AbvMess Total:	766.50								
ALSCO ALSCO										
Sept 2015	09/30/2015	359.83	0.00	10/13/2015			-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
Sept 2015	09/30/2015	89.98	0.00	10/13/2015			-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
Sept 2015	09/30/2015	152.00	0.00	10/13/2015			-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
	Sept 2015 Total:	601.81								
	ALSCO Total:	601.81								
AnalyLab Analytical Laboratory Group										
70840 Water	10/05/2015	485.60	0.00	10/05/2015	Drinking water		-			No 0000
210-210-53055	System Quality Tests									
	70840 Water Total:	485.60								
70840 WW	09/03/2015	1,209.60	0.00	10/13/2015	Wastewater		-			No 0000
220-220-53055	System Quality Tests									
	70840 WW Total:	1,209.60								
	AnalyLab Total:	1,695.20								
ApexSys Apex Systems										
216650	09/25/2015	55.20	0.00	10/13/2015	Quarterly alarm system monitoring		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
216650	09/25/2015	13.80	0.00	10/13/2015	Quarterly alarm system monitoring		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
216650	09/25/2015	75.00	0.00	10/13/2015	Quarterly alarm system monitoring		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
216650	09/25/2015	75.00	0.00	10/13/2015	Quarterly alarm system monitoring		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
216650	09/25/2015	69.00	0.00	10/13/2015	Quarterly alarm system monitoring		-	No		0000
130-520-54045	Pool Bldg Janitorial - Maint									
	216650 Total:	288.00								
	ApexSys Total:	288.00								
BanBkCC Banner Bank										
A Frydendall	09/17/2015	10.00	0.00	10/13/2015	LC Env Hlth - Food Handler Course		-	No		0000
100-100-51070	Training & Conferences									
	A Frydendall Total:	10.00								
MSOnline 9/15	09/17/2015	25.74	0.00	10/13/2015	Monthly fee		-	No		0000
100-100-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	2.86	0.00	10/13/2015	Monthly fee		-	No		0000
100-160-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	2.86	0.00	10/13/2015	Monthly fee		-	No		0000
100-170-52045	Computer System Support/Maint									
MSOnline 9/15	09/17/2015	5.87	0.00	10/13/2015	Monthly fee		-	No		0000
130-130-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	2.87	0.00	10/13/2015	Monthly fee		-	No		0000
130-520-52045	Computer System Support/Maint									
MSOnline 9/15	09/17/2015	10.86	0.00	10/13/2015	Monthly fee		-	No		0000
140-140-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	10.86	0.00	10/13/2015	Monthly fee		-	No		0000
210-210-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	15.86	0.00	10/13/2015	Monthly fee		-	No		0000
220-220-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	5.86	0.00	10/13/2015	Monthly fee		-	No		0000
230-230-52045	Computer System Support-Maint									
MSOnline 9/15	09/17/2015	3.86	0.00	10/13/2015	Monthly fee		-	No		0000
240-240-52045	Computer System Support-Maint									
	MSOnline 9/15 Total:	87.50								
S Hartz	09/17/2015	325.00	0.00	10/13/2015	OGFOA Conf. & Hotel		-	No		0000
100-100-51070	Training & Conferences									
	S Hartz Total:	325.00								
	BanBkCC Total:	422.50								
BarnScot Barnes Scottie										
1015	09/29/2015	204.00	0.00	10/13/2015	Monthly Newsletter	MM/XXXXX Newslet	-	No		0000
100-100-51095	Public Relations									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	1015 Total:	204.00								
	BarnScot Total:	204.00								
BattBulb Batteries Plus										
211-438700	09/23/2015	50.00	0.00	10/13/2015	System needs - PO 4738		-	No		0000
220-220-53145	Effluent Area Maintenance									
	211-438700 Total:	50.00								
	BattBulb Total:	50.00								
BranEng Branch Engineering, Inc										
5618	09/30/2015	520.00	0.00	10/13/2015	Veneta Vet Clinic - Site Review		-	No		0000
140-140-52140	Technical Review Services									
	5618 Total:	520.00								
5619	09/30/2015	488.75	0.00	10/13/2015	Sproat Ranch Estates Partition Review		-	No		0000
140-140-52140	Technical Review Services									
	5619 Total:	488.75								
5629	09/30/2015	2,620.00	0.00	10/13/2015	Multi-Use Pathway		-	No		0000
230-230-52290	Other Professional Services									
	5629 Total:	2,620.00								
	BranEng Total:	3,628.75								
BucSan Buck's Sanitary Service										
A-40806	09/30/2015	53.00	0.00	10/13/2015	Fern Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A-40806 Total:	53.00								
A-40807	09/30/2015	53.00	0.00	10/13/2015	City Park Unit		-	No		0000
130-130-53210	Park Maintenance									
	A-40807 Total:	53.00								
A-40808	09/30/2015	98.50	0.00	10/13/2015	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A-40808 Total:	98.50								
	BucSan Total:	204.50								
BuiDep Building Department The										
Sept 2015	10/05/2015	5,175.38	0.00	10/13/2015	Inspection Services		-	No		0000
100-100-52025	Building Permit Inspections									
Sept 2015	10/05/2015	1,839.75	0.00	10/13/2015	Inspection Services		-	No		0000
100-100-52030	Electrical Permit Inspections									
	Sept 2015 Total:	7,015.13								
	BuiDep Total:	7,015.13								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CasWat Cascade Water Works Inc										
2015 - Pmt #1	09/25/2015	18,686.50	0.00	10/13/2015	August 16 - September 24		-	No		0000
220-220-61610	System Improvements									
2015 - Pmt #1	09/25/2015	34,703.50	0.00	10/13/2015	August 16 - September 24		-	No		0000
314-314-60130	System Expansion									
2015 - Pmt #1	Total:	53,390.00								
CasWat	Total:	53,390.00								
CivWest Civil West Engineering Service										
3101-006.12	09/25/2015	1,112.43	0.00	10/13/2015	Airpiping - 08/26-09/25/2015		-	No		0000
210-210-61610	System Improvements									
3101-006.12	09/25/2015	2,065.95	0.00	10/13/2015	Airpiping - 08/26-09/25/2015		-	No		0000
314-314-60130	System Expansion									
3101-006.12	Total:	3,178.38								
220-220-52070	Engineering Fees									
3101-008.05	Total:	4,261.00	0.00	10/13/2015	Mixing Zone - 08/26-09/25/2015		-	No		0000
CivWest	Total:	4,261.00								
CivWest	Total:	7,439.38								
ConQua Conser Quarry										
944913	09/22/2015	357.93	0.00	10/13/2015	3/4 minus rock - PO 4720		-	No		0000
230-230-53045	Street Maintenance									
944913	Total:	357.93								
ConQua	Total:	357.93								
ConTruck Conveyor Truck Services, Inc										
17059	09/24/2015	814.70	0.00	10/13/2015	3/4 minus rock - PO 4722		-	No		0000
230-230-53050	Street Rehabilitation									
17059	Total:	814.70								
ConTruck	Total:	814.70								
DCBS DCBS										
Apr-June 2015	10/01/2015	30.00	0.00	10/13/2015	State surcharge & Mfg Home Admin fees		-	No		0000
100-000-20270	State Mobile Home Fee Payable									
Apr-June 2015	10/01/2015	4,043.64	0.00	10/13/2015	State surcharge & Mfg Home Admin fees		-	No		0000
100-000-20275	Building Surcharges Payable									
Apr-June 2015	10/01/2015	344.64	0.00	10/13/2015	State surcharge & Mfg Home Admin fees		-	No		0000
100-000-20280	Electrical Surcharges Payable									
Apr-June 2015	Total:	4,418.28								
DCBS	Total:	4,418.28								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EDMS EDMS Inc										
18590	10/05/2015	116.91	0.00	10/13/2015	September Utility Billing Statements		-	No		0000
210-210-51010	Admin Supplies & Services									
18590	10/05/2015	296.03	0.00	10/13/2015	September Utility Billing Statements		-	No		0000
210-210-51015	Postage									
18590	10/05/2015	175.37	0.00	10/13/2015	September Utility Billing Statements		-	No		0000
220-220-51010	Admin Supplies & Services									
18590	10/05/2015	444.05	0.00	10/13/2015	September Utility Billing Statements		-	No		0000
220-220-51015	Postage									
	18590 Total:	1,032.36								
18590 NL	10/05/2015	649.52	0.00	10/13/2015	Monthly Newsletter		-	No		0000
100-100-51095	Public Relations									
	18590 NL Total:	649.52								
	EDMS Total:	1,681.88								
EPUD EPUD										
104799 09/15	09/23/2015	21.12	0.00	10/13/2015	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 09/15 Total:	21.12								
107383 09/15	09/23/2015	823.37	0.00	10/13/2015	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 09/15 Total:	823.37								
122635 09/15	09/23/2015	23.32	0.00	10/13/2015	Bulk Water Statopm		-	No		0000
210-210-51035	Electricity									
	122635 09/15 Total:	23.32								
51043 09/15	09/23/2015	357.06	0.00	10/13/2015			-	No		0000
100-100-51035	Electricity									
51043 09/15	09/23/2015	89.26	0.00	10/13/2015			-	No		0000
140-140-51035	Electricity									
	51043 09/15 Total:	446.32								
60675 09/15	09/23/2015	70.58	0.00	10/13/2015	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 09/15 Total:	70.58								
61380 09/15	09/23/2015	58.36	0.00	10/13/2015	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 09/15 Total:	58.36								
8229 09/15	09/23/1515	20.56	0.00	10/13/2015	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 09/15 Total:	20.56								
St Lights 09/15	09/23/2015	2,472.72	0.00	10/13/2015	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lights 09/15 Total:	2,472.72								
	EPUD Total:	3,936.35								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Ferg3021 FEI #3011 Waterworks										
46682 09/15	09/30/2015	2,543.75	0.00	10/13/2015	System needs - PO 4715		-	No		0000
210-210-53040	System Maintenance									
	46682 09/15 Total:	2,543.75								
51218 09/15	09/30/2015	4,076.50	0.00	10/13/2015	System needs - PO 4715		-	No		0000
210-210-53040	System Maintenance									
	51218 09/15 Total:	4,076.50								
	Ferg3021 Total:	6,620.25								
FRRRev Fern Ridge Review										
15731	10/03/2015	48.00	0.00	10/13/2015	2x3 Ad - Economic Develop Comm		-	No		0000
100-205-51010	Admin Supplies & Services									
	15731 Total:	48.00								
	FRRRev Total:	48.00								
GovEth Government Ethics Commission										
AIE02464	09/21/2015	554.54	0.00	10/13/2015	Ethics assessment FY 2015/16		-	No		0000
100-100-51020	Professional Dues									
	AIE02464 Total:	554.54								
	GovEth Total:	554.54								
HarShau Hartz Shauna										
SHartz 09/15	09/28/2015	32.12	0.00	10/13/2015	Reimburse - Chili Cook off needs		-	No		0000
100-100-51085	Miscellaneous/Discretionary									
	SHartz 09/15 Total:	32.12								
	HarShau Total:	32.12								
IngR Ingham R Ric										
RIngham 9/15a	10/06/2015	574.33	0.00	10/13/2015	Conference expense reimbursement		-	No		0000
100-100-51070	Training & Conferences									
	RIngham 9/15a Total:	574.33								
RIngham 9/15b	10/06/2015	50.00	0.00	10/13/2015	Phone stipend		-	No		0000
100-100-51030	Telephone Services									
	RIngham 9/15b Total:	50.00								
RIngham 9/15c	10/06/2015	347.58	0.00	10/13/2015	Mayor Larson - Lodging LOC Conf		-	No		0000
100-100-51090	Training & Travel-Officials									
	RIngham 9/15c Total:	347.58								
RIngham 9/15d	10/06/2015	143.10	0.00	10/13/2015	Expense & Mileage reimbursement		-	No		0000
100-100-51075	Travel - Staff									
	RIngham 9/15d Total:	143.10								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	IngR Total:	1,115.01								
JaspIren Jasper Irene	10/05/2015	150.00	0.00	10/13/2015	Refund tree permit fee-chgd in error		-		No	0000
100-100-51105 Refunds										
	Jasper 10/15 Total:	150.00								
	JaspIren Total:	150.00								
JerBro Jerry Brown Co	09/30/2015	48.77	0.00	10/13/2015	Fuel usage		-		No	0000
100-100-51075 Travel - Staff										
September 2015	09/30/2015	97.56	0.00	10/13/2015	Fuel usage		-		No	0000
130-130-53030 Vehicle Operation/Maintenance										
September 2015	09/30/2015	97.56	0.00	10/13/2015	Fuel usage		-		No	0000
230-230-53030 Vehicle Operation-Maintenance										
September 2015	09/30/2015	390.23	0.00	10/13/2015	Fuel usage		-		No	0000
210-210-53030 Vehicle Operation&Maintenance										
September 2015	09/30/2015	341.45	0.00	10/13/2015	Fuel usage		-		No	0000
220-220-53030 Vehicle Operation&Maintenance										
September 2015 Total:		975.57								
JerBro Total:		975.57								
Kiwanis Kiwanis of Fern Ridge	09/29/2015	123.00	0.00	10/13/2015	R Ingham - Annual membership dues		-		No	0000
10/15 - 09/16										
100-100-51020 Professional Dues										
10/15 - 09/16 Total:		123.00								
Kiwanis Total:		123.00								
LaingTho Laing Thomas	09/28/2015	574.33	0.00	10/13/2015	LOC Conf expense reimbursement		-		No	0000
TLaing 09/15										
100-100-51090 Training & Travel-Officials										
TLaing 09/15 Total:		574.33								
LaingTho Total:		574.33								
LanCoAc Lane Co Accts Receivable	10/05/2015	1,147.50	0.00	10/13/2015	Assmnts collected less 15% collection		-		No	0000
September 2015										
100-000-20330 County Fine Assessment Payable										
September 2015 Total:		1,147.50								
LanCoAc Total:		1,147.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LanCoSh Lane County Sheriff's Ofc SO5323 120-120-52210	10/06/2015 Law Enforcement Contract SO5323 Total: LanCoSh Total:	210,843.75 210,843.75 210,843.75	0.00	10/06/2015	1st Qtr FY 2015/16		-	No		0000
LanEle Lane Electric Coop Inc 42002 09/15	09/30/2015 Electricity-Community Center 42002 09/15 Total:	60.22 60.22 129.54	0.00	10/13/2015	Community Center		-	No		0000
42007 09/15	09/30/2015 Welcome Sign Maintenance 42007 09/15 Total:	129.54 129.54 5,071.34	0.00	10/13/2015	Hwy 126 Welcome Sign		-	No		0000
42008 09/15	09/30/2015 Electricity 42008 09/15 Total:	5,071.34 5,071.34 206.49	0.00	10/13/2015	Wastewater Treatment Plant		-	No		0000
42009 09/15	09/30/2015 Electricity 42009 09/15 Total:	206.49 720.43 720.43	0.00	10/13/2015	Bolton Hill Reservoir		-	No		0000
42013 09/15	09/30/2015 Electricity 42013 09/15 Total:	720.43 1,300.89 1,300.89	0.00	10/13/2015	Huston/Tidball pump		-	No		0000
230-230-51035	Electricity-Street Lights Street Lis 09/1 Total: LanEle Total:	7,488.91 7,488.91	0.00	10/13/2015	Various Street Lights		-	No		0000
LarSan Larson Sandra SLarson 9/15	10/06/2015 Training & Travel-Officials SLarson 9/15 Total: LarSan Total:	40.00 40.00 40.00	0.00	10/13/2015	LOC Conf expense reimbursement		-	No		0000
McFarHay McFarland Hay & Livestock 14	09/25/2015 System Maintenance 14 Total: McFarHay Total:	5,950.00 5,950.00 5,950.00	0.00	10/13/2015	Re-plant former poplar plantation		-	No		0000
MidSta Mid-State Industrial Svc 0161223	09/24/2015 Street Sweeping Contract 230-230-53150	1,830.00	0.00	10/13/2015	Monthly Contract		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	0161223 Total:	1,830.00								
	MidSta Total:	1,830.00								
NexCom Nextel Communications										
886952530-118	09/27/2015	40.07	0.00	10/13/2015	Cell phones Sept. 2015		-	No		0000
100-100-51030	Telephone Services									
886952530-118	09/27/2015	40.07	0.00	10/13/2015	Cell phones Sept. 2015		-	No		0000
130-130-51030	Telephone Services									
886952530-118	09/27/2015	60.10	0.00	10/13/2015	Cell phones Sept. 2015		-	No		0000
210-210-51030	Telephone Services									
886952530-118	09/27/2015	60.10	0.00	10/13/2015	Cell phones Sept. 2015		-	No		0000
220-220-51030	Telephone Services									
886952530-118	09/27/2015	40.07	0.00	10/13/2015	Cell phones Sept. 2015		-	No		0000
230-230-51030	Telephone Services									
	886952530-118 Total:	240.41								
	NexCom Total:	240.41								
ODOR ODOR - Court										
September 2015	10/05/2015	723.00	0.00	10/13/2015	Unitary Assessment / other St fees		-	No		0000
100-000-20320	State Fine Assessments Payable									
	September 2015 Total:	723.00								
	ODOR Total:	723.00								
OneCal One Call Concepts Inc										
5090498	09/30/2015	11.22	0.00	10/13/2015	Utility Locates MM/Year		-	No		0000
210-210-51030	Telephone Services									
5090498	09/30/2015	11.22	0.00	10/13/2015	Utility Locates MM/Year		-	No		0000
220-220-51030	Telephone Services									
	5090498 Total:	22.44								
	OneCal Total:	22.44								
O'Reilly O'Reilly Automotive, Inc										
Sept 2015	09/28/2015	15.99	0.00	10/13/2015	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
Sept 2015	09/28/2015	15.98	0.00	10/13/2015	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
Sept 2015	09/28/2015	4.98	0.00	10/13/2015	Various needs		-	No		0000
210-210-53040	System Maintenance									
	Sept 2015 Total:	36.95								
	O'Reilly Total:	36.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
OreWat Oregon Water Services 19131 09/29/2015		4,748.06	0.00	10/13/2015	System repairs - PO 4721		-	No		0000
220-220-53050 WW Treatment Plant Maintenance 19131 Total:		4,748.06								
OreWat Total:		4,748.06								
OrmKip Orme Kip KOrme 09/15 09/30/2015		50.00	0.00	10/13/2015	Cell phone stipend		-	No		0000
220-220-51030 Telephone Services KOrme 09/15 Total:		50.00								
OrmKip Total:		50.00								
ParoDen Paronto Dennis Paronto 09/15 10/02/2015		30.00	0.00	10/13/2015	Refund Kiwanis Club CC deposit		-	No		0000
130-130-51105 Refunds Paronto 09/15 Total:		30.00								
ParoDen Total:		30.00								
RodPai Roddia Paint Co 25980771 10/02/2015		415.50	0.00	10/13/2015	Traffic paint - PO 4725		-	No		0000
230-230-53045 Street Maintenance 25980771 Total:		415.50								
531991 09/15 09/30/2015		415.50	0.00	10/13/2015	Traffic paint - PO 4723		-	No		0000
230-230-53045 Street Maintenance 531991 09/15 Total:		415.50								
RodPai Total:		831.00								
RurDev Rural Development Initiatives 2015-74 10/05/2015		500.00	0.00	10/13/2015	WealthWorks NW Webinar Series		-	No		0000
100-205-52290 Other Professional Services 2015-74 Total:		500.00								
RurDev Total:		500.00								
S&KPaint S&K Painting, Inc 14-1619.401#3 09/22/2015		38,832.50	0.00	10/13/2015	REservoir Improvements 6/7-9/18/15 final		-	No		0000
210-210-53040 System Maintenance 14-1619.401#3 Total:		38,832.50								
S&KPaint Total:		38,832.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SalmStum Salmi Stump Lisa		30.00	0.00	10/13/2015	Return Community Center Deposit		-	No		0000
SalmiStump 2015	09/24/2015	30.00								
130-130-51105	Refunds	30.00								
	SalmiStump 2015 Total:									
	SalmStum Total:									
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SamiPac SANIPAC		23.76	0.00	10/13/2015	Trash haul-Act #2013-2002191-001		-	No		0000
2028408	10/01/2015									
100-100-51050	Bldg Maint/Janitorial Sup	5.94	0.00	10/13/2015	Trash haul-Act #20132002191-001		-	No		0000
2028408	10/01/2015									
140-140-51050	City Hall Maint/Janitorial Sup	102.74	0.00	10/13/2015	Trash Haul-Act #2013-2002191-001		-	No		0000
2028408	10/01/2015									
220-220-53050	WW Treatment Plant Maintenance	121.96	0.00	10/13/2015	Trash haul-Act #2013-2002191-001		-	No		0000
2028408	10/01/2015									
210-210-53065	Bldg & Yard Maintenance	3.89	0.00	10/13/2015	Trash haul-Act #2013-2002191-001		-	No		0000
2028408	10/01/2015									
130-520-54045	Pool Bldg Janitorial - Maint	258.29	0.00	10/13/2015	St Debris-Act #2013-3001949-001		-	No		0000
2028442	10/01/2015	688.89								
230-230-53045	Street Maintenance	947.18								
	2028442 Total:									
	SamiPac Total:									
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SchKyl Schauer Kyle		56.60	0.00	10/13/2015	Chili Cook-off supplies		-	No		0000
KSchauer 9/15ex	10/01/2015									
100-100-51085	Miscellaneous/Discretionary	56.60								
	KSchauer 9/15ex Total:									
KSchauer 9/15ph	10/01/2015	50.00	0.00	10/13/2015	Cell phone stipend		-	No		0000
210-210-51030	Telephone Services	50.00								
	KSchauer 9/15ph Total:									
	SchKyl Total:									
<hr/>										
SunsetAu Sunset Auto Parts, Inc		11.86	0.00	10/13/2015	Various needs		-	No		0000
September 2015	09/30/2015									
210-210-53040	System Maintenance	11.86	0.00	10/13/2015	Various needs		-	No		0000
September 2015	09/30/2015									
220-220-53040	System Maintenance	16.89	0.00	10/13/2015	Various needs		-	No		0000
September 2015	09/30/2015									
210-210-53130	Equipment Repairs	16.89	0.00	10/13/2015	Various needs		-	No		0000
September 2015	09/30/2015									
220-220-53130	Equipment Repairs	12.49	0.00	10/13/2015	Various needs		-	No		0000
September 2015	09/30/2015									
130-130-53130	Equipment Repairs									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
September 2015 230-230-53130	09/30/2015 Equipment Repairs	12.49	0.00	10/13/2015	Various needs		-	No		0000
	September 2015 Total:	82.48								
	SunsetAu Total:	82.48								
<hr/>										
TherImag Thermo Imaging & Analysis, LLC										
5026	09/28/2015	327.00	0.00	10/13/2015	Install led light on building		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
	5026 Total:	327.00								
	TherImag Total:	327.00								
<hr/>										
VenAce Veneta Ace Hardware										
Sept 2015	09/30/2015	42.74	0.00	10/13/2015	Various needs		-	No		0000
210-210-53040	System Maintenance									
Sept 2015	09/30/2015	5.00	0.00	10/13/2015	Various needs		-	No		0000
230-230-53045	Street Maintenance									
Sept 2015	09/30/2015	13.48	0.00	10/13/2015	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
Sept 2015	09/30/2015	13.48	0.00	10/13/2015	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
Sept 2015	09/30/2015	14.99	0.00	10/13/2015	Various needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
Sept 2015	09/30/2015	7.98	0.00	10/13/2015	Various needs		-	No		0000
220-220-53040	System Maintenance									
	Sept 2015 Total:	97.67								
	VenAce Total:	97.67								
<hr/>										
WilAnim Willamette Animal Guild										
42541	09/21/2015	45.00	0.00	10/13/2015	Spay	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42541 Total:	45.00								
42545	09/22/2015	90.00	0.00	10/13/2015	Spay / Neuter	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42545 Total:	90.00								
42564	09/24/2015	45.00	0.00	10/13/2015	Spay	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42564 Total:	45.00								
42565	09/25/2015	90.00	0.00	10/13/2015	Neuter x 2	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42565 Total:	90.00								
42590	10/05/2015	90.00	0.00	10/13/2015	Spay / Neuter	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42590 Total:	90.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
42598	10/06/2015	90.00	0.00	10/13/2015	Neuter x 2		-	No		0000
100-170-51122	Animal Control Feral Program									
	42598 Total:	90.00								
	WilAnim Total:	450.00								
<hr/>										
WilWin Wilco-Winfield LLC										
1063545	09/03/2015	199.58	0.00	10/13/2015	System needs - PO 4718		-	No		0000
220-220-53020	System Operating Supplies									
	1063545 Total:	199.58								
	WilWin Total:	199.58								
<hr/>										
	Report Total:	372,662.76								

City of Veneta
M E M O R A N D U M

Date: October 8, 2015
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for September 2015

Water

Monthly water production: Wells-9.794 MG, EWEB-7.502 MG.

Total of 17.296 MG.

Repaired one water service line leak.

Replaced three MXU radio transmitters.

Took five bacteriological samples. All were negative.

Performed 75 service calls.

Delivered 40 Shut Off Notices.

Performed one shut off for non-payment.

Removed brush from around fire hydrants.

Removed one meter for non-payment after city lock was removed.

Installed new meter for Veneta Elementary.

Found existing water connection on Jeans Road for potential commercial building.

Repaired sampling station on 2 MG reservoir.

Wastewater

Took five influent and five effluent samples of treatment plant. No violations.

Monitored Jeans and Pine Street lift pump stations.

Worked with contractor to close out E. Bolton Sewer Project.

Worked with contractor to resolve underground conflicts on Air-piping project.

Assisted contractor with piping bypass at WWTP.

Applied herbicide to old plantation area prior to disking to kill weeds.

Mowed plantation site.

Worked with contractor to convert old poplar plantation into planted hay field.

Set up both big gun irrigators to water newly seeded fields.

Replaced non-potable pump at WWTP.

Cleaned automatic valves at headworks.

Replaced battery in effluent meter.

Raised manhole in front of residence on 6th Street.

Cleaned UV lights, sensors, and the entire channel.

Street/Storm Drainage

Issued zero Right of Way Construction Permits.

Replaced/repared four street signs.

Mowed detention ponds.

Patch left open for paving by contractor just prior to 8th Street bridge caused damage to at least four vehicles. Public Works crew placed rock in hole and posted more signage to make safe because contractor was not in town the following morning.

Repaired sections of East Bolton and then applied asphalt overlay to entire section from Territorial to Pine.

Public Works crew added rock to asphalt edge of new overly on E. Bolton. Rocked in and compacted driveway aprons.

Completed numerous full depth patch replacements on street sections prior to slurry seal application.

Began slurry seal application on 23 street sections.

Cleaned out drainage way on 6th Street.

Prepped curbs and began re-painting yellow curbs in west side of town.

Trimmed back branches in Right of Ways around town for school bus clearance and vision.

Parks & Recreation

Cleaned parks weekly.

Remove three hazard trees from City Park near Well #4.

Repaired DR walk behind mower.

Trimmed up trees in City Park

Other

Completed 12 miscellaneous service orders.

Performed 17 utility locates.

Community center use: paying-eight, non-profit-ten.

Building Permits: zero

Certificates of Occupancy: zero

Kip Orme and Andy Fielder attended Electrical safety training.

S.A.N.T.A.

"Sharing Among Neighbors Toy Appeal"

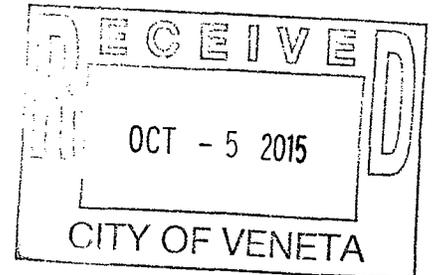


TO: Veneta City Council

FROM: The S.A.N.T.A Project

DATE: October 2, 2015

SUBJECT: Request for Waiver of Community Center Usage Fee



Veneta City Council,

S.A.N.T.A has reserved the Veneta Community Center for a series of meeting from September 2015 - January 2016 to prepare for our annual toy giveaway. We are a non-profit organization and request to have the usage fee for the community center waived to allow us to put more revenue towards purchasing toys for our annual event.

We thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Alice Nichols, S.A.N.T.A Board President



COMMUNITY CENTER / PARK APPLICATION AND RENTAL AGREEMENT

City of Veneta - 88184 8th Street - PO Box 458 Veneta, Oregon 97487 - 541-935-2191

Date(s) of Use: Sept 8, 22, Oct 6-19, Nov 3-16, Dec 1-16

Time of Event: 6:00 to 7:00

Set Up Time: 5:45 to 7:15

Facility: [X] Community Center [] Broadway Park [] Territorial Park [] Other:

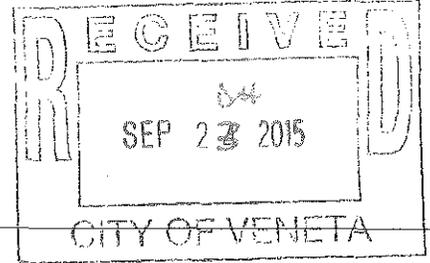
Which describes your organization:

[X] Nonprofit [] For-profit (please refer to #8 on the following page)

Describe Use and All Activities (attach an additional sheet if necessary):

Hold meeting and 1 day for sorting TOYS

FOR OFFICE USE ONLY
Community Center/Park Rent \$ 253.00
Security Deposit \$ 30 pd 9/23
Waiver Granted by Council [] Yes [] No
Total \$ 253.00
Approved by
Date
Receipt No. 24872 (deposit only)



All fees and deposits are due at time of scheduling. If the event is cancelled at least 5 days prior to the event, the rental fee is refundable. The deposit will be refunded in full if the event is cancelled. The key(s) to the facility must be picked up in City Hall during regular business hours. If the event is scheduled for after 5:00 p.m., or on Saturday, Sunday, or an observed holiday, the key(s) must be picked up the business day prior to the event. Key(s) must be returned to City Hall during business hours on the first business day following the event. The City reserves the right to cancel reservations given 24 hours notice.

NO TOBACCO PRODUCTS OR ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.

Estimated Attendance (may not exceed 100 people in Community Center): 50 at the most

(Check all Uses)

[X] Community Center [] Kitchen [X] Tables & Chairs (not to be taken outside of the building)

Please do not use any tape other than that recommended by the City on the walls or glitter anywhere in or around the facility.

Name of Organization: SANTA project P.O Box 263 Veneta

Name of Applicant: Alice Nichols (Responsible party)

Address: City/Zip: Veneta, 97487

Phone (Home): (Work):

(Cell): Email:

I certify that I am the authorized representative of the above group(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the policies regarding use of the Veneta Community Center/Park. I understand that violation of any of these policies may jeopardize further use of the facility and/or result in termination of use.

In consideration of use of the facility, I and the organization I represent hereby:

1. Agree to indemnify, defend, and hold harmless the City of Veneta, its agents, officials, and employees against any and all claims, damages, losses and expenses, including attorney fees and costs arising out of and from the use of the premises, or conduct on the premises, by applicant, the organization applicant represents, and all employees, agents, contractors, guests, and invitees;
2. Assume responsibility for any physical damage to the facility which is incurred as a result of activity or attendance at the event that is the subject of this application and agreement;
3. Agree to comply with all applicable federal, state, and local laws and regulations;
4. Release the City from all liability for any and all property damage, personal injuries, or other claims arising from use of the facility, including those that are known and unknown, foreseen and unforeseen, future, or contingent;
5. Agree not to, now or in the future, directly or indirectly, commence or prosecute any action, suit, or other proceeding against the City, its officers, directors, employees, agents, or affiliates concerning, arising out of, or related to the actions, causes of action, claims, and demands waived, released, or discharged by this agreement;
6. Agree that if a suit or action is brought either directly or indirectly to enforce the terms of this agreement, the prevailing party shall be entitled to and the losing party hereby agrees to pay reasonable attorney fees incurred in such proceeding, in both the trial and appellate courts, as well as any costs and disbursements. Further, if it becomes necessary for the City to incur the services of an attorney to enforce any provision of this agreement without initiating litigation, agree to pay City's attorney fees;
7. Assume responsibility for all set up and clean up for the event, including but not limited to sweeping and mopping floors and proper disposal of trash; and
8. Prior to use of the facility, for-profit ventures agree to obtain and provide the City with a certificate of general liability insurance in the amount of \$1 million, naming the City as an additional insured. The period of coverage must begin on the set up date and expire no sooner than 11:59 p.m. on the clean up date. The City Administrator may waive this requirement if the City Administrator determines that public liability insurance is not warranted based on the risk of loss and totality of the circumstances surrounding the proposed use.

I and the organization I represent, understand that it is our responsibility to leave the facility in good order (per the checklist provided) and to promptly return any keys to City Hall. Failure to do so will forfeit the security deposit. Deposit will not be refunded until the facility has been inspected. Additional clean-up and/or repair charges may be owed if damages exceed the amount of the security deposit. Any additional clean up and repair charges are due to the City within 10 days of notice of the charges.

SANTA

Name of Organization (if applicable)

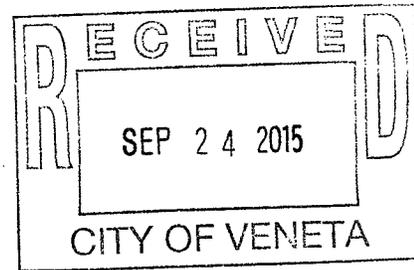
Signature of Applicant
(Responsible party)

9-23-2015

Date

Fern Ridge Gleaners
c/o Mid Lane Cares
P.O. Box
Veneta, Oregon 97487
September 22, 2015

City of Veneta
P.O. Box
Veneta, Oregon 97487



To whom it may concern:

The Fern Ridge Gleaners is a 501 (c)(3) non-profit organization under the sponsorship of Mid Lane Cares. It is our goal to assist those individuals who need help stretching their grocery budget by providing opportunities for self sufficiency through picking second harvest foods. We are an organized group of people who are willing to work very hard picking, sorting, dividing, distributing, and anything else that needs to be done to get the product ready for use and distributed.

We meet every 2nd, 4th, and 5th Friday, and sometimes an occasional additional Friday, to sort second harvest foods to distribute to area families. To do this we are requesting the use of the Veneta Community Center on these Friday's from the hours of 4-8 pm. We are also requesting that the usual rental amount be waived.

You can contact Diana Waggoner (541-935-5466), Sue Richards (541-935-2554), or Pat Coy (midlanecares3@gmail.com) with any questions. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Diana Waggoner".

Diana Waggoner
co-coordinator of the Fern Ridge Gleaners
board member of Mid Lane Cares
541-935-5466
541-935-0346



COMMUNITY CENTER / PARK APPLICATION AND RENTAL AGREEMENT

City of Veneta – 88184 8th Street – PO Box 458
Veneta, Oregon 97487 – 541-935-2191

Date(s) of Use: 2nd, 4th, 5th Fri. of the month

Time of Event: 4 to 8

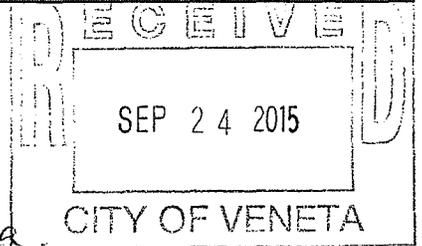
Set Up Time: _____ to _____

Facility: Community Center Broadway Park
 Territorial Park Other: _____

Which describes your organization:
 Nonprofit For-profit (please refer to #8 on the following page)

Describe Use and All Activities (attach an additional sheet if necessary):
- distribution of food to the needy of the area

FOR OFFICE USE ONLY	
Community Center/Park Rent	\$1740.00
Security Deposit	\$ 30.00 Pd
Waiver Granted by Council	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total	\$1740.00
Approved by	_____
Date	_____
Receipt No.	on file deposit only



All fees and deposits are due at time of scheduling. If the event is cancelled at least 5 days prior to the event, the rental fee is refundable. The deposit will be refunded in full if the event is cancelled. The key(s) to the facility must be picked up from City Hall during regular business hours. If the event is scheduled for after 5:00 p.m., or on Saturday, Sunday, or an observed holiday, the key(s) must be picked up the business day prior to the event. Key(s) must be returned to City Hall during business hours on the first business day following the event. The City reserves the right to cancel reservations given 24 hours notice.

NO TOBACCO PRODUCTS OR ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.

Estimated Attendance (may not exceed 100 people in Community Center): 30-40 tops

(Check all Uses)
 Community Center Kitchen Tables & Chairs (not to be taken outside of the building)

Please do not use any tape other than that recommended by the City on the walls or glitter anywhere in or around the facility.

Name of Organization: Mid Lane Gleaners

Name of Applicant: Pat Coy
(Responsible party)

Address: PO Box 344 City/Zip: Veneta

Phone (Home): _____ (Work): 935-0948

(Cell): _____ Email: _____

I certify that I am the authorized representative of the above group(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the policies regarding use of the Veneta Community Center/Park. I understand that violation of any of these policies may jeopardize further use of the facility and/or result in termination of use.

In consideration of use of the facility, I and the organization I represent hereby:

1. Agree to indemnify, defend, and hold harmless the City of Veneta, its agents, officials, and employees against any and all claims, damages, losses and expenses, including attorney fees and costs arising out of and from the use of the premises, or conduct on the premises, by applicant, the organization applicant represents, and all employees, agents, contractors, guests, and invitees;
2. Assume responsibility for any physical damage to the facility which is incurred as a result of activity or attendance at the event that is the subject of this application and agreement;
3. Agree to comply with all applicable federal, state, and local laws and regulations;
4. Release the City from all liability for any and all property damage, personal injuries, or other claims arising from use of the facility, including those that are known and unknown, foreseen and unforeseen, future, or contingent;
5. Agree not to, now or in the future, directly or indirectly, commence or prosecute any action, suit, or other proceeding against the City, its officers, directors, employees, agents, or affiliates concerning, arising out of, or related to the actions, causes of action, claims, and demands waived, released, or discharged by this agreement;
6. Agree that if a suit or action is brought either directly or indirectly to enforce the terms of this agreement, the prevailing party shall be entitled to and the losing party hereby agrees to pay reasonable attorney fees incurred in such proceeding, in both the trial and appellate courts, as well as any costs and disbursements. Further, if it becomes necessary for the City to incur the services of an attorney to enforce any provision of this agreement without initiating litigation, agree to pay City's attorney fees;
7. Assume responsibility for all set up and clean up for the event, including but not limited to sweeping and mopping floors and proper disposal of trash; and
8. Prior to use of the facility, for-profit ventures agree to obtain and provide the City with a certificate of general liability insurance in the amount of \$1 million, naming the City as an additional insured. The period of coverage must begin on the set up date and expire no sooner than 11:59 p.m. on the clean up date. The City Administrator may waive this requirement if the City Administrator determines that public liability insurance is not warranted based on the risk of loss and totality of the circumstances surrounding the proposed use.

I and the organization I represent, understand that it is our responsibility to leave the facility in good order (per the checklist provided) and to promptly return any keys to City Hall. **Failure to do so will forfeit the security deposit. Deposit will not be refunded until the facility has been inspected. Additional clean-up and/or repair charges may be owed if damages exceed the amount of the security deposit. Any additional clean up and repair charges are due to the City within 10 days of notice of the charges.**

Mid Lane Gleamers

Name of Organization (if applicable)

Signature of Applicant
(Responsible party)

9/16/15
Date

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Assessment of Apportionment of Costs for East Bolton Rd. Sewer Improvements and Adoption of Ordinance No. 524

Meeting Date: October 12, 2015
Department: Community Development

Staff Contact: Kay Bork
Email: kbork@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext.314

ISSUE STATEMENT

Council is scheduled to adopt the East Bolton Rd Local Improvement District (LID) Assessment Ordinance, per Veneta Municipal Code (VMC) 3.10.100 - Assessment Ordinance. Prior to adopting the Ordinance Council shall consider written objections of the assessment amount filed with the City Recorder.

BACKGROUND

On September 14, 2015 Council determined the East Bolton Road LID benefitted properties would pay a portion of the sewer project costs in the amount of \$213,900 to be spread across the LID benefitted properties.

On September 15, 2015 staff sent, via certified mail, the proposed assessment to each property owner within the LID boundary. The deadline to submit written objections to the City was October 6, 2015. The City received two objections which are attached for Council review.

Council has the option to adopt, correct, modify, or revise the assessment and shall determine the assessment to be charged against each lot within the LID according to the special and peculiar benefits arising from the improvement, and shall by ordinance apportion the assessments.

RELATED CITY POLICIES

VMC Chapter 3.010.100 - Assessment Ordinance regulates the process for adopting an assessment ordinance.

COUNCIL OPTIONS

1. Adopt Ordinance No. 524 with proposed assessments as shown in Exhibit A.
2. Do not adopt Ordinance No. 524 with proposed assessments as shown in Exhibit A.
3. Direct staff to amend Ordinance No. 524 to be considered at the October 26, 2015 Council meeting.

CITY ADMINISTRATOR'S RECOMMENDATION

Adopt Ordinance No. 524 with proposed assessments as shown in Exhibit A.

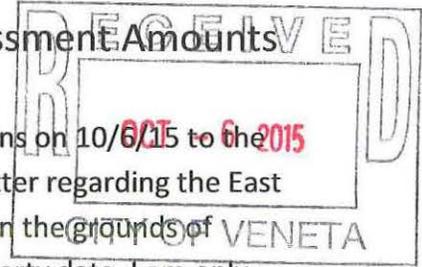
SUGGESTED MOTIONS

1. *“I make a motion to adopt Ordinance No. 524, “An assessment ordinance declaring the apportionment of the costs incurred for wastewater collection improvements; directing the publication of notice of apportionment and assessment upon the real property benefitted; giving notice to the owners, imposing a lien upon all real property upon which the assessment is not paid; directing the docketing of liens in the city lien docket; for first reading by title only.”*

ATTACHMENTS

None

Objections to City of Veneta East Bolton Road Sewer Assessment Amounts



I, Ben Carlson living at 25138 E. Bolton Road, respectfully submit these objections on 10/6/15 to the City of Veneta in accordance to the 9/15/15 Notice Of Proposed Assessment letter regarding the East Bolton Road LID sewer expansion property assessments. I base my objections on the grounds of unequal application of costs and misapplying and/or misrepresentation of property data. I am only looking for what is fair and equitable to all property owners on the East Bolton Road LID.

It appears there continues to be a misunderstanding and misconstruing of the data by the City of Veneta council and staff between the assessment costs and the costs for individuals hooking up to the sewer line.

1. Some properties have been dropped from the original and subsequent East Bolton assessment lists because "they are already hooked up" to a different sewer line than the original East Bolton Road sewer line list.
 - a. The problem with this is those property owners never paid any assessment dollars toward the different line they hooked up to instead of paying assessment to the original East Bolton Road. This is not fair and equitable to the other property owners on the East Bolton Road LID.
 - b. One time a city council member said "It wouldn't be fair to make them pay again." The cost of hooking up to the sewer line is separate and above the sewer line assessment costs. That was an inaccurate statement as there was no paying "again" since an original sewer line assessment was never paid in the first place. It appears some of the council members still don't understand this concept.
 - c. When I asked about those properties at a city council meeting, Rick deflected the question saying that was not relevant to the East Bolton Road project. This is public information and should have been presented to the East Bolton Road LID property owners. It in fact is relevant in order to be fair and equitable to the other East Bolton Road property owners.



Conclusion: These property owners should be added back on the original East Bolton Road LID assessment list because they haven't paid any assessment yet and it will make it fair and equitable to the others on the list for everyone to pay a share of a sewer line.

2. Some property owners have had their assessments costs dramatically dropped in the last few proposed assessments because a later plan has part of their property to be "serviced" by a different existing sewer line.
 - a. Those property owners did not pay any assessment for that existing sewer line leading to their property from a different location and will only be "hooking up" to that line.
 - b. A council member once said those property owners will have to build roads through their properties and add a sewer line. They will pay for an assessment for the new road they build.

Objections to City of Veneta East Bolton Road Sewer Assessment Amounts

- c. If "2. b." above is true then to subdivide my property my property I have to build a road so the entire back portion of my property should be left off the assessment for the same reason. If the reasoning of the council member works for those properties it should be applied to all instead of a selected few.

Conclusion: These property owners full property square footage should be added back on the original East Bolton Road LID assessment list because they didn't pay for that existing sewer line assessment and it will make it fair and equitable to the others on the list for everyone to pay a share of a sewer line.

3. **Summarizing the above points**, to make this project fair and equitable how about we go back to include:
 - a. All the East Bolton Road original 2009 30 LID properties that have not paid for any sewer line assessment anywhere and the missing number 31 on the attached 5th chart at 25108 East Bolton Road. (Not talking about costs to hook up house/property to a sewer line.)
 - b. Each property's entire square footage. (Not excluding any to hook up to a different sewer line that they didn't pay any assessment for previously.)
 - c. As promised at the 2015 Open House, hold the assessment dollars for East Bolton Road property owners to the project 2009 costs or as implied at the Open House, to the individual property owner's assessments.
4. The enclosed five charts are from the minimal pages of info from 12/2006, 10/2009, 1/2015, 3/2015, and 9/2015. There has been no consistency in the type of info given to property owners. It is hard to follow the changes from one time to the next especially when it isn't put in the same format. The charts are to help make it easier to read and understand.
5. Not only the printed info has been inconsistent, but what the City of Veneta employees said wasn't matching up to what is later printed in handouts and other publications.
 - a. At the 2015 Open House Kay said the sewer assessments were going to be the same as the 2009 report plan. The handout said the assessment per potential number of service connections was \$3,506.67 each, so the number assigned by the mythical engineer report to my property was 7 which put me at the \$24,546.
 - b. I received an updated chart (no engineer report) at my request after the Open House and my assessment went from \$24,546 to \$43,657. So what I was given for a handout and what was told at the Open House was a lie or at the least a misrepresentation that the assessment wasn't for the individual property owner's amounts, but a redistribution of costs from number 1 and 2 listed above.
 - c. Then my wife received a phone call from Kay saying that new assessment number was incorrect and \$11,000 too high.

Objections to City of Veneta East Bolton Road Sewer Assessment Amounts

- d. After that phone call I didn't receive any amended document. In fact that same new "incorrect" chart was then published in the Fern Ridge Review on 3/25/15.
6. There has been inconsistency from the start on how to assign the sewer assessment dollar amounts to properties. The method of assessing kept changing.
 - a. In 2006 it was a certain amount of square feet from the front property line across the front. This wasn't fair as there were dog leg properties with little frontage and bigger back parts with one property was so far back it was beyond the maximum distance for the frontage measurement.
 - b. I believe in 2009 it was how many lots a property could be divided into.
 - c. Then later it was the square footage of the entire property.
7. I noticed well before the 2015 Open House that there were a number of properties that were not having their entire property square footage included in the assessment.
 - a. On the first four charts this particularly included 20, 18, 16, and 11. I know that 11 has a designated greenway at the back so that couldn't be fully subdivided.
 - b. When I asked about these other ones at the Open house I was told that those properties would require a road in the back to access it. The property owners would have to build a road with a sewer line and utilities to service that part of the property off a different street so that part of the property was removed from the East Bolton Road assessment.
8. If that is true about number 7 about the removal from the property square footage assessment because a road has to be built with sewer and other utilities to the lots, then as previously mentioned the same should be for my property. At one point an engineering report says it can be divided into 7 lots. There would only be 2 lots on East Bolton Road and the other 5 lots would be accessed from a road built to them.
9. The number of properties connected to the East Bolton Road assessment has decreased over the years. I've asked why the properties are being dropped off and I get no straight answer.
 - a. 2006 there were 30 properties.
 - b. 2009 there were 30 properties, 1 dropped off and another 1 added.
 - c. 1/2015 there were 20 properties, 10 dropped.
 - d. 3/2015 there were 18 properties, 3 more dropped and 1 added.
 - e. 9/2015 there were no changes in the number of properties from the last list.
10. I've asked about other entire properties being dropped from the assessment list. I was told they hooked up to different sewer lines than the original East Bolton Road project. I've asked if those property owners paid any assessment money to pay for that line they hooked their house to. My question has yet to be answered. If they haven't paid any assessment money to

Objections to City of Veneta East Bolton Road Sewer Assessment Amounts

the line they hooked into then they shouldn't get off free. And I'm not talking about the cost of hooking up to the sewer line; I'm talking about the paying for the sewer line assessment going down the street.

11. A noticeable dramatic drop in square footage assessment was on 11 from the Open House chart to the subsequent mailed chart that was also published in the Fern Review.
 - a. 11 had 219,411 square feet in 2009 and in the Open House chart with an assessment of \$24,546.71. That was the same assessment as my 100,204 square foot property.
 - b. On the mailed chart listed as Notice of Hearing Attachment A, 11's square footage dropped to 37,484 with assessment also dropping to \$16,334. I understand that the "green way" along the north side of East Bolton Way was widened which cuts down on the buildable square footage. However, under existing laws those property owners can offset by "paying" for replacement wetlands in a different location. That means they will have more buildable land without paying any LID assessment.
 - c. On the same mailed chart listed as Notice of Hearing Attachment A, my square footage dropped to 100,188 but assessment jumped to \$43,657. That is not the same 2009 assessment I was told at the Open House it would be.
12. My percentage of the East Bolton Road sewer project in 2006 was 7.85%, but remember not all the properties' full square footages were included. Because of all the messing around with the number of properties and the square footages in the assessment, in 3/2015 "my" percentage went up to 16.95%. Pretty ridiculous considering there was no change in my property size and the properties on the street haven't evaporated leaving fewer to hook onto the sewer line.
13. I think part of the problem all these years with the communication is there was no sit-down meeting to just talk about the issues. It was a case of the City sending out partial info, sending out a notice for property owners to "testify" or give comments, but that only left a lot of unanswered questions. If there had been at least one meeting where a civil discussion was held it would have gone a long ways to removing the barriers of lousy communications practices that has been going on for years. This document I'm filing with the City is just more of the same old ineffective practices that causes futility feelings on my side and others. It continues to lead down the path of "the City is going to do what it wants and how it wants despite what the citizens want to be done."

Respectfully submitted by Ben Carlson.

Enclosure: Three pages of charts listing changes in East Bolton Road assessments.

	Assessment \$ went down from last assessment
	Assessment \$ stayed same from last assessment
	Assessment \$ increased from last assessment
	Property assessment dropped from list
	Land Sq Ft & changes

EAST BOLTON ROAD SANITARY SEWER EXTENTION
LOT AREA AND LID CALCULATIONS 12/2006

Description T.17 R.5 Sec.31 Map & lot number	East Bolton Address	LID area Sub Part (ft)	*LID area (ft)	% of total LID	Projected LID cost per lot
1	31 3700	25191	11,680	4.47	\$13,167
2	31 3800	25197	9,300	3.56	\$10,484

TABLE 2: LOCAL IMPROVEMENT DISTRICT
EAST BOLTON ROAD
SANITARY SEWER IMPROVEMENTS
PINE STREET TO APPLAGATE COURT

Assessor's Map	Tax Lot	Address	Lot area, sq. ft.	Potential # of Services	Percent of LID based on Services	Projected LID cost per lot based on Services	
1	17053131	3700	25191	47,795	3	4.92	\$10,520.02
2							

Viescas 32 2800 8,035

3	Viescas Lot 1	25095	1/3 Viescas	2,678	1.03	\$3,019
4	Viescas Lot 2	25099	1/3 Viescas	2,678	1.03	\$3,019
5	Vies cas Lot 3	25101	1/3 Viescas	2,678	1.03	\$3,019
6		25107		14,175	5.43	\$15,980
7		25119		8,500	3.26	\$9,582
8	32 3100	25131		6,920	2.65	\$7,801
9	32 3200	24137		8,900	3.41	\$10,033
10	32 3300	25145		10,000	3.83	\$11,273
11	32 3400	25161		26,490	10.15	\$29,863
12	32 3500	25177		10,000	3.83	\$11,273
13	32 3600	25183		9,991	3.83	\$11,263
14	32 3700	25185		10,980	4.21	\$12,378
15	33 0100	25188		11,365	4.35	\$12,812
16	33 0200	25184		8,960	3.43	\$10,101
17	33 0300	25178		14,225	5.45	\$16,036
18	33 0400	25168		6,000	2.3	\$6,764
19	33 0500	25160		7,000	2.68	\$7,891
20	33 0600	25156		13,214	5.06	\$14,897
21	33 0700	25138		20,500	7.85	\$23,110
22	33 0800	25120		13,600	5.21	\$15,332
23	33 0900	25106		11,600	4.44	\$13,077
24						

3		2802	25095	10,727	1	1.64	\$3,506.67
4		2803	25099	30,463	1	1.64	\$3,506.67
5	17053132	2801	25101	7,255	1	1.64	\$3,506.67
6		2900	25107	21,083	2	3.28	\$7,013.34
7		3000	25119	13,218	1	1.64	\$3,506.67
8		3100	25131	11,972	1	1.64	\$3,506.67
9		3200	25137	30,758	2	3.28	\$7,013.34
10		3300	25145	22,167	2	3.28	\$7,013.34
11		3400	25161	219,411	7	11.48	\$24,546.71
12		3500	25177	21,364	2	3.28	\$7,013.34
13		3600	25183	37,877	3	4.92	\$10,520.02
14		3700	25185	43,638	3	4.92	\$10,520.02
15	17053133	100	25188	32,102	3	4.92	\$10,520.02
16		200	25184	44,037	2	3.28	\$7,013.34
17		300	25178 & 25180	28,084	3	4.92	\$10,520.02
18		400	25168	71,985	1	1.64	\$3,506.67
19		500	25160	7,334	1	1.64	\$3,506.67
20		600	25156	91,955	4	6.56	\$14,026.69
21		700	25138	100,204	7	11.48	\$24,546.71
22		800	25120	66,071	5	8.2	\$17,533.36
23		900	25106	26,952	2	3.28	\$7,013.34
24		2200	25210	29,391	2	3.28	\$7,013.34

Ernest Acres 19,623

25	(Lot 1) 34 2200	25210	1/6 Earnest Acres	3,271	1.25	\$3,687
26	(Lot 2) 34 2300	25196	1/6 Earnest Acres	3,271	1.25	\$3,687
27	(Lot 3) 34 2400	25190	1/6 Earnest Acres	3,271	1.25	\$3,687
28	(Lot 4) 34 2500	25220	1/6 Earnest Acres	3,271	1.25	\$3,687
29	(Lot 5) 34 2600	25230	1/6 Earnest Acres	3,271	1.25	\$3,687
30	(Lot 6) 34 2700	25224	1/6 Earnest Acres	3,271	1.25	\$3,687
31						
	Project Cost			261,058	100	\$294,300

Ernest Acres

25	(Lot 1) 34 2200		25210	6,084	0.33	0.55	\$1,167.72
26	(Lot 2) 34 2300		25196	6,231	0.33	0.55	\$1,167.72
27	(Lot 3) 34 2400		25190	8,218	0.33	0.55	\$1,167.72
28	(Lot 4) 34 2500		25220	11,769	0.33	0.55	\$1,167.72
29	(Lot 5) 34 2600		25230	9,104	0.33	0.55	\$1,167.72
30	(Lot 6) 34 2700		25224	11,844	0.33	0.55	\$1,167.72
31							
	Total			1,069,073	61	100	\$213,900.00

January 28, 2015 "Open House" 4:30 PM - 6:30 PM
 Was told the assessed amounts would stay at the 2009 dollar amounts.

The promised 2009 assessed amounts were thrown out without discussion.
 Kay called to let my wife know the amount on ours was \$11K over correct amount.
 The "incorrect" amount on this chart was then published in the Fern Ridge Review.

NOTICE OF HEARING - ATTACHMENT A

PROPOSED EAST BOLTON ROAD SEWER LID
 PROPOSED LID COSTS PER LOT WITHIN 2015 REVISED PROJECT BOUNDARY
 * 2015 LID costs are same amounts from the 2009 E. Bolton Rd LID Engineer's Report

Assessor's Map	Tax Lot	Lot area sq. Potential # of			Percent of Project Cost	**2015 Projected Cost Based on Services
		Address	ft.	Services		
1	17053131	3700	25191	47,795	3	\$ 10,520.02
2						

Tax Lot	Address	Owner Name	Lot Area Within Improvement District	Percent Of Lid Based On Buildable Area	2015 Projected LID Cost Per Lot Based On Area	
1	3700	25191 E Bolton Rd	Miles Randy A	29,625	5.01	\$12,909
2						

3						
4						
5						
6	17053132	2900	25107	21,083	2	\$ 7,013.34
7		3000	25119	13,218	1	\$ 3,506.67
8		3100	25131	11,972	1	\$ 3,506.67
9		3200	25137	30,758	2	\$ 7,013.34
10		3300	25145	22,167	2	\$ 7,013.34
11		3400	25161	219,411	7	\$ 24,546.71
12		3500	25177	21,364	2	\$ 7,013.34
13		3600	25183	37,877	3	\$ 10,520.02
14		3700	25185	43,638	3	\$ 10,520.02
15	17053133	100	25188	32,102	3	\$ 10,520.02
16		200	25184	44,037	2	\$ 7,013.34
17		300	25178 & 25180	28,064	3	\$ 10,520.02
18		400	25168	71,985	1	\$ 3,506.67
19		500	25160	7,334	1	\$ 3,506.67
20		600	25156	91,955	4	\$ 14,026.69
21		700	25138	100,204	7	\$ 24,546.71
22		800	25120	66,071	5	\$ 17,533.36
23		900	25106	26,952	2	\$ 7,013.34
24		2200	25210	29,391	2	\$ 7,013.34

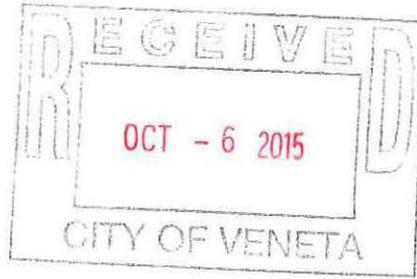
3						
4						
5						
6						
7						
8	3100	25131 E Bolton Rd	Jasper Irene G	11,708	1.98	\$5,102
9	3200	25137 E Bolton Rd	Lloyd Jay W & Sandra Lynne	21,572	3.65	\$9,400
10	3300	25145 E Bolton Rd	Krabill Tizzah	19,963	3.38	\$8,699
11	3400	25161 E Bolton Rd	Bradford Family Trust	37,484	6.34	\$16,334
12	3500	25177 E Bolton Rd	Till Kristi	21,364	3.61	\$9,309
13	3600	25183 E Bolton Rd	Shannon Jason E & Rachel D	25,256	4.27	\$11,005
14	3700	25185 E Bolton Rd	Rosdahl Dorothy L Estate Of	28,573	4.83	\$12,451
15	100	25188 E Bolton Rd	Crowheart Lilly Kamala & Houser Kirk Mathew	32,234	5.45	\$14,046
16	200	25184 E Bolton Rd	Elizabeth Tyler Brown Revoc Liv Trust	26,000	4.4	\$11,329
17	300	25178 & 25170 E Bolton Rd	Colombo Anthony	27,878	4.72	\$12,148
18	400	25168 E Bolton Rd	Coleman Craig Wells	29,450	4.98	\$12,833
19	500	25160 E Bolton Rd	Evans James Iii & Danielle	7,405	1.25	\$3,227
20	600	25156 E Bolton Rd	Norwood James L & Carol A	49,900	8.44	\$21,744
21	700	25138 E Bolton Rd	Carlson Benjamin D & Patricia I	100,188	16.95	\$43,657
22	800	25120 E Bolton Rd	Cummings Terry & Sparks Cynthia	66,211	11.2	\$28,851
23	900	25106 E Bolton Rd	Stubbs Robert Lee & Karen I	27,007	4.57	\$11,768
24						

25						
26						
27		Percent of Project Cost	Total			
28	SEWER PROJECT ESTIMATE	100	\$350,000			
29	TOTAL ASSESSED AMOUNT	56.1	\$196,373.65			
30	TOTAL UNASSESSED AMOUNT	43.9	\$153,626.35			
31						
	Total Assessed Amount		967,378		56.1	\$196,373.65

25						
26						
27						
28						
29						
30						
31	2200	25108 E Bolton Rd	Stone Jason	29185	4.94	\$12,717
	TOTAL			591,003	100	\$257,528.00



Hutchinson
Cox Attorneys



Attorney
WILLIAM H. SHERLOCK
lsherlock@eugenelaw.com

Legal Assistant
JENNIFER C. MALONEY
jmaloney@eugenelaw.com

October 6, 2015

City Council
City of Veneta
88184 8th Street
P.O. Box 458
Veneta, OR 97487

(Via Hand Delivery)

RE: Objection to Proposed Sewer Assessment
Our Clients: Lilly Crowheart and Kirk Houser
Our Account/File No. 15-12256

Dear Councilors:

Our firm represents Lilly Crowheart and Mathew Kirk Houser who own and reside at 25188 East Bolton Road, Veneta. For the following reasons, Ms. Crowheart and Mr. Houser object to the assessment for sewer improvements against their property in the amount of \$11,666.00 (which is in addition to the \$6,026.71 connection fee.

First, it appears that the assessment, which is based on square footage of the respective lots, unfairly and incorrectly assumes that our clients can partition or subdivide their property into smaller lots. This is wrong. Our clients' ownership of their property is only made possible by a low interest loan under the USDA Rural Development loan program and Section 8 of the Voucher Home Ownership Program.

In order to qualify for these programs, an applicant must use the loan to purchase a home in which he or she will reside year-round and may not use the loan to purchase recreational, vacation, investment, commercial or rental properties.

Ms. Crowheart received a letter from Bret Dixon, Senior Loan Specialist for the USDA Rural Development, dated June 22, 2015 (attached hereto as Exhibit A), specifically emphasizing their inability to partition their property:

One reason your home qualified for our loan program *is that the property could not be divided....* Also, the entire property secures your loan. As a result, *the property cannot be divided* so long as our loan is in place. Rural Development will not agree to a subdivision of the property without full payment of the loan.

Our clients are both older, on disability, without children, and have no prospects for any inheritance or other source of funds to pay off the outstanding loan in their lifetimes. Yet, the sewer assessment assumes that they will subdivide or partition their property into three separate lots as justification for the assessed amount, despite the fact that they simply cannot partition or otherwise divide their property.

Notably, other properties within the East Bolton Road sewer project boundary contain as much or more acreage than our clients' property, and yet are assessed considerably less, apparently based on the fact that their properties contain land within the Greenway. For example, Tax Lot 3700 is at least one third larger than our clients' 32,234 square foot property and yet it is reported as only containing 29,625 square feet, over two thousand feet less, with a proportionately lower assessment of only \$10,722 compared to the \$11,666 assessed against Ms. Crowheart's and Mr. Houser's property. Other tax lots, including TL 3200 and 3400 also enjoy this considerable advantage. Presumably, the reason for this discrepancy is the assumption that the northern portion of these tax lots will not be divided and developed but this is not borne out by the Veneta Land Development Ordinance (LDO).

Specifically, Section 4.12 of the LDO states variances are allowed pursuant to Section 18.10 of Veneta's Wetland Protection Ordinance and that "Conditional Uses" are permitted for development in the Greenway "subject to the criteria found in Article 8 of this ordinance." While Section 4.12(5) does prohibit new structures or development, this prohibition would not apply to structures or "uses approved as conditional uses." Further, nothing in the Greenway section of the LDO prohibits partition of property subject to the ordinance. In other words, the north portions of Tax Lots 3700, 3200, and 3400 could be partitioned and developed in the future even though such development would be accomplished through additional land use applications.

Accordingly, there is no meaningful difference between the situation faced by our clients with respect to their inability to divide their property into smaller lots under the strict terms of their USDA and Section 8 loan. They will never benefit from the punishing but erroneous three-lot sewer assessment that the City has levied against them. They simply cannot afford to pay the higher amount for what will never be more than a single lot while they live. In addition, if their property is subject to a lien for the currently assessed amount (based on the erroneous assumption that the property could be divided into three lots) under a deferred payment program they may place their current loan at risk for this reason as well.

In sum, our clients respectfully ask that they be treated the same as the owners of Tax Lots 3700, 3200, and 3400 and that their property assessment be reasonably reduced to reflect an 11,000 square foot equivalent lot size. While this reduced

City Council
City of Veneta
October 6, 2015
Page 3

assessment will still financially burden them given their very small annual incomes, it is one they can accept in recognition of the environmental and health benefits a sewer system provides a community.

Very truly yours,

HUTCHINSON COX

A handwritten signature in black ink, appearing to read 'WHS', followed by a long horizontal line that curves upwards at the end.

William H. Sherlock

WHS/jcm
cc: client



June 22, 2015

Lilly Crowheart
25188 E. Bolton Rd
Veneta, OR 97487

Dear Ms. Crowheart:

This letter will confirm our recent telephone conversation regarding the home you purchased using USDA Rural Development loan funds.

One reason your home qualified for our loan program is that the property could not be divided. The land to value ratio exceeded our typical limits but we were able to waive that requirement because the property could not be divided at that time.

Also, the entire property secures your loan. As a result, the property cannot be divided so long as our loan is in place. Rural Development will not agree to a subdivision of the property without full payment of the loan.

I trust this information is helpful. Please let me know if you have any questions.

Sincerely,

BRET DIXON
Senior Loan Specialist

Rural Development - Tangent Area Office
31978 North Lake Creek Drive • Tangent, OR 97389
Voice (541) 967-5925 Ext. 4 • Fax (855) 824-6182

Exhibit A

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.nrc.gov/eop/pdcomplaint.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter directly to the Office of the Assistant Secretary for Civil Rights at the U.S. Department of Agriculture.

ORDINANCE NO. 524

AN ASSESSMENT ORDINANCE DECLARING THE APPORTIONMENT OF THE COSTS INCURRED FOR WASTEWATER COLLECTION IMPROVEMENTS; DIRECTING THE PUBLICATION OF NOTICE OF APPORTIONMENT AND ASSESSMENT UPON THE REAL PROPERTY BENEFITTED; GIVING NOTICE TO THE OWNERS, IMPOSING A LIEN UPON ALL REAL PROPERTY UPON WHICH THE ASSESSMENT IS NOT PAID; DIRECTING THE DOCKETING OF LIENS IN THE CITY LIEN DOCKET

WHEREAS, on March 5, 2015, Branch Engineering Inc., the designated City Engineer, filed a East Bolton Road Sewer Improvement LID report with the City Recorder of the City of Veneta for wastewater collection improvements, hereinafter referred to as “improvements” to portions of East Bolton Road, which engineer’s report was accepted by the City Council on March 9, 2015; and,

WHEREAS, on March 9, 2015, the City Council adopted Resolution No. 1165, declaring its intention to implement the improvements on portions of East Bolton Road, and to assess the costs of such improvements against the benefited properties; and

WHEREAS, pursuant to Resolution No. 1165, the City Recorder gave due notice of a hearing to be held on April 13, 2015 to the owner of each lot or parcel of land proposed to be assessed for the proposed improvements referred to in Resolution No. 1165; and,

WHEREAS, at 7:00 p.m. on April 13, 2105, at the Veneta City Hall, 88184 8th Street, Veneta, Oregon, the City Council held a public hearing and considered all objections concerning the costs and expenses, and apportionment of the costs and expenses, for the improvements referred to in Resolution No. 1165 and,

WHEREAS, after said hearing, the City Council determined to proceed with the proposed improvements; and,

WHEREAS, on June 8, 2015, the City Council approved acceptance of a bid from H & J Construction, Inc. in the amount of \$214,084.75 for the project; and,

WHEREAS, construction of the wastewater collection improvements were substantially completed on September 14, 2015; and,

WHEREAS, on October 12, 2015 at the regular Veneta City Council meeting held at 6:30 p.m. at the Veneta City Hall, 88184 8th Street, Veneta, Oregon, this ordinance was presented for consideration by the Council, and the Council determined that it was desirable and advisable that assessments be made,

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1. Assessable Cost: The Veneta City Council hereby determines that the total assessable cost and expense of the improvements referred to in Resolution 1165 is \$213,900.00 which should be apportioned and assessed to the various parcels of real property benefited.

Section 2. Method of Apportionment: Special conditions exist in that the assessments involve only wastewater collection lines. Assessments shall be apportioned based upon square footage of each property within the LID assessment boundary, as shown in Exhibit A of Resolution 1165, which is a just and reasonable method of apportionment between the properties to be specially benefited.

Section 3. Assessment: The proportionate share of the costs for each benefited parcel are assessments to these respective lots in the amount indicated for each piece or parcel on Exhibit A, attached hereto and incorporated herein by reference.

Section 4. Notice of Assessment: The City Recorder is hereby authorized and directed to cause notice of these assessments to be published in the Fern Ridge Review, a newspaper of general circulation published in the City of Veneta, Lane County, Oregon, once a week for two successive weeks, the first publication of which shall be made November 4, 2015. The notice shall be in the form attached hereto as Exhibit B and incorporated herein by reference. The City Recorder is further authorized and directed to give notice by certified mail, return receipt requested, to the owners of the various parcels of real property.

Section 5. Payment Schedule: That from and after October 26, 2015, the City Recorder is hereby directed to enter into the lien docket, under a separate heading of East Bolton Road Wastewater Collection Improvement District 2015, the description of each lot or parcel of land against which the assessment is made, with the name of the owner and the amount of the unpaid assessment. If no application to pay in installments is submitted within the time required for any lot or parcel of land against which an assessment is made, the unpaid assessments shall become due and payable November 30, 2015, and shall bear interest at the rate of 8% per annum, until paid.

Section 6. Payment Installments: For lots or parcels for which properly executed applications to pay in installments are submitted on or before November 16, 2015, unpaid assessments shall bear an interest rate based on one of three options: (1) One year interest free if paid in full within 12 months from date of assessment, (2) 5.75% interest per annum charged from date of assessment if paid in full within 24 months, or (3) 8% interest per annum charged from date of assessment if paid in full within 120 months. Unpaid assessments shall be recorded as a lien upon each lot or parcel subject to an installment election, in favor of the City of Veneta.

Section 7. Payment Deferrals: To the extent that resources are available in the local improvements fund, deferral may be accorded to property owners meeting the eligibility requirements set forth in the Veneta Municipal Code Chapters 3.10.130. Deferrals continue to be a recorded lien on the affected property, notwithstanding the granting of a deferment and shall accrue interest at 8% per annum, charged from the date of assessment.

Further, property owners may at any time, but no later than November 30, 2015, submit an application for deferred payment privileges to the City Administrator. Upon receiving written approval by City Administrator, property owner must enter into a contract with the City, no later than December 10, 2015, to pay the assessment when the deferment is terminated.

Section 8. Affidavit of Notice: The City Recorder shall, after filing a notice to owners as provided herein, make proof of the mailing by affidavit and file the same at the Recorder's office at the City of Veneta.

Section 9. Payment and Installments: The owner of any property assessed by the ordinance for the improvements described herein, in the sum of \$25 or more, may at any time within 12 days after the notice of assessment is first published, file with the City Recorder of the City of Veneta, Oregon a written application to pay the whole of the assessment, or any unpaid portion thereof, in accordance with ORS 223.210 up to 20 semi-annual installments. The principal unpaid balance of said installments shall bear interest in accordance with Section 5.

Section 10. Required Connection: Veneta Municipal Code Chapter 13.10.350 requires connection to a public sewer within one year after the date of official notice from the City to connect, except where and when time extensions are granted by the City Council. The Council hereby confirms a 10 year connection extension to commence upon the effective date of this ordinance.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of October 2015, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of October, 2015, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a _____ vote for and _____ vote against by the Veneta City Council this ____ day of October, 2015.

XXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of October, 2015

ATTEST:
XXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of October 2015

Exhibit A

Benefitted Poperties				Property Owner		LID ASSESSMENT		
Assessor's Map	Tax Lot	Address	Street	Property Owner	Lot Square Footage (2015 Engineer's Report)	Percent of Assessment based on sq. ft.	2015 LID Assessment per lot based on lot sq. ft.	
17053131	3700	25191	E Bolton Rd	MILES RANDY A	29,625	5.01%	\$10,722.09	
17053132	3100	25131	E Bolton Rd	JASPER IRENE G	11,708	1.98%	\$4,237.44	
17053132	3200	25137	E Bolton Rd	LLOYD JAY W & SANDRA LYNNE	21,572	3.65%	\$7,807.49	
17053132	3300	25145	E Bolton Rd	KRABILL TIZZAH	19,963	3.38%	\$7,225.15	
17053132	3400	25161	E Bolton Rd	BRADFORD FAMILY TRUST (GEORGE & LORI BRADFORD	37,484	6.34%	\$13,566.48	
17053132	3500	25177	E Bolton Rd	TILL KRISTI	21,364	3.61%	\$7,732.21	
17053132	3600	25183	E Bolton Rd	SHANNON JASON E & RACHEL D	25,256	4.27%	\$9,140.83	
17053132	3700	25185	E Bolton Rd	ROSDAHL DOROTHY L ESTATE OF	28,573	4.83%	\$10,341.34	
17053133	100	25188	E Bolton Rd	CROWHEART LILLY KAMALA and HOUSER KIRK MATTHE	32,234	5.45%	\$11,666.36	
17053133	200	25184	E Bolton Rd	BROWN ELIZABETH TYLER TE	26,000	4.40%	\$9,410.10	
17053133	300	25178 & 25180	E Bolton Rd	COLOMBO ANTHONY	27,878	4.72%	\$10,089.80	
17053133	400	25168	E Bolton Rd	COLEMAN CRAIG WELLS	29,450	4.98%	\$10,658.75	
17053133	500	25160	E Bolton Rd	EVANS JAMES III & DANIELLE	7,405	1.25%	\$2,680.07	
17053133	600	25156	E Bolton Rd	NORWOOD JAMES L & CAROL A	49,900	8.44%	\$18,060.16	
17053133	700	25138	E Bolton Rd	CARLSON BENJAMIN D & PATRICIA I	100,188	16.95%	\$36,260.75	
17053133	800	25120	E Bolton Rd	CUMMINGS TERRY O and SPARKS CYNTHIA A	66,211	11.20%	\$23,963.56	
17053133	900	25106	E Bolton Rd	STUBBS ROBERT LEE & KAREN I	27,007	4.57%	\$9,774.57	
17053133	2200	25108	E Bolton Rd	STONE JASON AND BRIE	29,185	4.94%	\$10,562.84	
				TOTAL	591,003	100.0%	\$213,900.00	

ORDINANCE NO. - EXHIBIT B
CITY OF VENETA
NOTICE OF ASSESSMENTS FOR
EAST BOLTON ROAD WASTEWATER COLLECTION IMPROVEMENTS

The City of Veneta enacted Ordinance No. 524 on October 26, 2015, which established assessment amounts to benefitted properties for the wastewater collection system improvement project along the portions of East Bolton Road between Applegate Court and Pine Street. Assessed properties and the name of the property owner, and associated assessment amounts for each parcel are set forth on the enclosed Assessment Table. As owner of an assessed property, you must either apply to pay the assessment in installments by November 16, 2015, or pay the assessment in full by November 30, 2015, otherwise interest will commence to run on the assessment and your assessed property will be subject to foreclosure. Owners of assessed property may be eligible for deferral of a portion of the assessment; however, the property owner must apply for deferral consideration by November 30, 2015.

Publication dates: November 4, 2015 and November 11, 2015

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Proposed Amendments to Veneta Municipal Code Chapter 9.25 - Marijuana

Date: October 12, 2015
Department: Municipal Court

Staff Contact: Teresa Warrick
Email: twarrick@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext.309

ISSUE STATEMENT

Staff is presenting an adopting Ordinance No. 522 with proposed amendments to the Veneta Municipal Code (VMC) Chapter 9.25 – Marijuana, in order to be consistent with State law for legal possession of marijuana and to define violations and fines.

BACKGROUND

At the September 2015 work session staff presented Ordinance No. 522 with proposed amendments to the VMC, Chapter 9.25. Council had some questions on the differences between violations and misdemeanors within the Veneta Municipal Court. The City of Veneta Municipal Court handles offenses described in the Oregon Revised Statutes as violations punishable by fines but does not provide that the offense is punishable by a term of imprisonment (misdemeanor).

Staff is proposing Ordinance No. 522 amends Chapter 9.25 of the VMC to add Marijuana violations and fines consistent with ORS 153.020 Presumptive fines. As of July 1, 2015 it is legal for a person 21 years and over to possess one ounce of marijuana. Ordinance No. 522 amends VMC to be consistent with new State law and to define violations. Any marijuana violations of a person 21 years and over, or less than 18 years of age is referred to the appropriate Lane County Court.

The proposed amendments are to the following Sections of VMC 9.25 and presented in Ordinance No. 522:

- Section 9.25.010 Definition of Possession of Marijuana
- Section 9.25.020 Possession of Marijuana by a person under 21
- Section 9.25.030 Public View
- Section 9.25.040 Use of Marijuana in a Public Place

RELATED CITY POLICIES

Veneta Municipal Code- Chapter 9.25, Ordinance 398 adopted in July 28, 1998.

COUNCIL OPTIONS

1. Adopt amendments to the Veneta Municipal Code, Section 9.25.
2. Do not adopt amendments to the Veneta Municipal Code Section 9.25
3. Adopt amendments to the Veneta Municipal Code 9.25 with Council suggested amendments.

CITY ADMINISTRATOR'S RECOMMENDATION

Adopt amendments to the Municipal Code 9.25 as presented.

SUGGESTED MOTIONS

1. *"I make a motion to approve Ordinance No. 522, an Ordinance amending Veneta Municipal Code, Chapter 9.25 - Marijuana for first reading, by title only, and declaring an emergency." AND*

2. *“I make a motion to approve Ordinance No. 522, an Ordinance amending Veneta Municipal Code, Chapter 9.25 - Marijuana for second reading, by title only, for final enactment, and declaring an emergency.*

ATTACHMENTS

None

ORDINANCE No. 522

**AN ORDINANCE AMENDING CHAPTER 9.25 OF THE VENETA MUNICIPAL CODE;
AND DECLARING AN EMERGENCY**

WHEREAS, Chapter 9.25 of the Veneta Municipal Code currently prohibits possession of any amount of marijuana; and

WHEREAS, the City Council wishes to bring the Chapter 9.25 of the Veneta Municipal Code into line with current Oregon law; and

WHEREAS, Chapter 475 of the Oregon Revised Statutes allows possession of certain amounts of medical marijuana by registered medical marijuana dispensaries and medical marijuana cardholders and their care-givers; and

WHEREAS, Ballot Measure 91, approved by the voters of the State of Oregon in November 2014, permits the manufacturing, distribution, sale, possession, and use of recreational marijuana in Oregon; and

WHEREAS, it is illegal for individuals under 21 to possess or use recreational marijuana; and

WHEREAS, state law prohibits the use and growing of marijuana in public; and

WHEREAS, pursuant to Article IX, Section 2 of the Oregon Constitution and the Veneta Charter, the City of Veneta is a home rule municipality with all the powers that the constitutions, statutes, and common law of the United States and the State of Oregon expressly or impliedly grant or allow the City; and

WHEREAS, in the interest of the health, safety, and well-being of the citizens of Veneta, the City Council has determined that the City of Veneta should establish limits on the use and possession of recreational marijuana within the City; and

WHEREAS, the City Council must act quickly to adopt this ordinance and implement limits on the use and possession of recreational marijuana within the City now that the use and possession of recreational marijuana is legal under state law;

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1. Chapter 9.25 of the Veneta Municipal Code is amended to read as follows:

“9.25.010 Definitions

- (1) “Cannabinoid” means any of the chemical compounds that are the active constituents of marijuana.
- (2) “Cannabinoid concentrate” means a substance obtained by separating cannabinoids from marijuana by:
 - a. A mechanical extraction process;
 - b. A chemical extraction process using a nonhydrocarbon-based or other solvent, such as water, vegetable glycerin, vegetable oils, animal fats, isopropyl alcohol or ethanol;
 - c. A chemical extraction process using the hydrocarbon-based solvent carbon dioxide, provided that the process does not involve the use of high heat or pressure; or
 - d. Any other process identified by the Oregon Liquor Control Commission, in consultation with the Oregon Health Authority, by rule.
- (3) “Cannabinoid extract” means a substance obtained by separating cannabinoids from marijuana by:
 - a. A chemical extraction process using a hydrocarbon-based solvent, such as butane, hexane or propane;
 - b. A chemical extraction process using the hydrocarbon-based solvent carbon dioxide, if the process uses high heat or pressure; or
 - c. Any other process identified by the Oregon Liquor Control Commission, in consultation with the Oregon Health Authority, by rule.
- (4) “Cannabinoid product” means a cannabinoid edible and any other product intended for human consumption or use, including a product intended to be applied to the skin or hair that contains cannabinoids or dried marijuana leaves or flowers. “Cannabinoid product” does not include:
 - a. Usable marijuana by itself;
 - b. A cannabinoid concentrate by itself;
 - c. A cannabinoid extract by itself; or
 - d. Industrial hemp, as defined in ORS 571.300.
- (5) “Homegrown” or “homemade” means grown or made by a person 21 years of age or older for noncommercial purposes.
- (6) “Marijuana” means the plant Cannabis family Cannabaceae, any part of the plant Cannabis family Cannabaceae and the seeds of the plant Cannabis family Cannabaceae. “Marijuana” does not include industrial hemp, as defined in ORS 571.300.
- (7) “Marijuana Items” means marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts.

- (8) "Public place" means a place to which the general public has access and includes, but is not limited to, hallways, lobbies and other parts of apartment houses and hotels not constituting rooms or apartments designed for actual residence, and highways, streets, schools, places of amusement, parks, playgrounds and areas used in connection with public passenger transportation.
- (9) "Usable marijuana" means the dried leaves and flowers of marijuana. "Usable marijuana" does not include:
- a. The seeds, stalks and roots of marijuana; or
 - b. Waste material that is a by-product of producing or processing marijuana.

9.25.020 Possession of Marijuana By Persons Under 21

Unlawful possession of one avoirdupois ounce or less of marijuana by a person under 21 years of age is a specific fine violation. The presumptive fine for a violation of this section 9.25.020 is \$650.

9.25.030 Public View

(1) A person may not produce, process or store homegrown marijuana or homemade cannabinoid products or cannabinoid concentrates if the homegrown marijuana or homemade cannabinoid products or cannabinoid concentrates can be readily seen by normal unaided vision from a public place.

(2) A violation of subsection (1) of this section is a Class B violation. The presumptive fine for a violation section 9.25.030(1) is \$260.00.

9.25.040 Use of Marijuana in a Public Place

(1) It is unlawful for any person to engage in the use of marijuana items in a public place.

(2) A violation of subsection (1) of this section is a Class B violation. The presumptive fine for a violation section 9.25.040(1) is \$260.00."

Section 2. Emergency Declared. It is hereby adjudged and declared that existing conditions are such that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety of the City of Veneta, and an emergency is hereby declared to exist. This Ordinance shall take full force and effect upon its passage by the Council and approval by the Mayor.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____day of October, 2015, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this ____ day of October, 2015 no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and a ____ vote against by the Veneta City Council this _____ day of October, 2015.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of October, 2015

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of October, 2015

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Wastewater Master Plan Update

Meeting Date: October 12, 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 direct the City Engineer to complete a Wastewater Master Plan Update?

BACKGROUND

The Wastewater Master Plan provides the City a comprehensive plan for the development of our wastewater infrastructure to meet both the short-term and long-term growth of the City. It contains assumptions based on growth projections that recommend when and how the wastewater infrastructure expands to accommodate increased capacity needs.

The current Wastewater Master Plan was completed in 2009. Since that time, growth in Veneta has significantly slowed. Staff believes that it is time to reevaluate the plan based on the actual growth and to determine the current capacities of our infrastructure. We are not intending to re-write the entire plan, only update it and evaluate whether some of the assumptions made are still valid.

The update will also evaluate the Capital Improvement Plan that was recommended in 2009 to determine if all of the projects listed on the plan are still viable and whether or not the projected schedules for the projects should be adjusted.

Civil West Engineering Services, Inc. has provided the attached scope of services proposal for the project. Their proposed fee to complete the project is \$33,888.

RELATED CITY POLICIES

Funds for this project are currently budgeted within the Materials and Services classification of the Sewer Capital Construction Fund and is also listed on the City of Veneta's 2015-2016 Work Plan.

COUNCIL OPTIONS

1. Approve the proposal as presented.
2. Deny the proposal.
3. Direct staff to provide additional information.

CITY ADMINISTRATOR'S RECOMMENDATION

That the City Council approve the proposal as presented.

SUGGESTED MOTION

I make a motion to authorize staff to enter into agreement with Civil West Engineering Services Inc, to complete an update to the Wastewater Master Plan for an amount not to exceed \$34,000.

ATTACHMENTS

1. Civil West Engineering Services Inc.'s Scope of Services-City of Veneta Wastewater Master Plan Update.



SCOPE OF SERVICES PROPOSAL

Date: Sept. 24, 2015 Work Order Number:

To: Mr. Kyle Schauer, Public Works Director, City of Veneta

From: Matt Wadlington, PE, Area Manager, Civil West Engineering Services, Inc.

RE: Scope of Work and Fee Proposal: Veneta Wastewater Master Plan Update
 Civil West Project Number: 3101-007
 City Project No.:

This scoping document has been prepared to summarize the proposed scope of work, fee, schedule and other project issues related to a project to review, evaluate, and prepare an amendment to the City of Veneta Wastewater Master Plan, particularly to evaluate and update the recommended Capital Improvement Plan (CIP).

Background Summary

The City of Veneta owns and operates a wastewater system that included collection and pump station facilities, wastewater treatment and effluent discharge, and other related facilities. In 2009, Weber Elliott Engineers, P.C. completed a "Wastewater System Master Plan and Capital Improvement Plan" which is, essentially, a wastewater facilities plan for the City of Veneta.

Within the 2009 plan, the engineer completed evaluations of existing facilities (at that time), and made recommendations for improvements for a 20-year planning period (2010-2030). At the time, the City had been through a decade of relatively rapid growth and desired to be prepared for additional growth and expansion of the community.

Due to the financial and social climate in the area, the City has not grown at the rates predicted in the study. As such, the recommendations and capacity need projections are likely to be overstated. The City wishes to update the findings presented in the Wastewater Master Plan to determine current and projected flows, and thus, reevaluate the Capital Improvement Plan and schedule for a number of purposes including:

1. Review when major infrastructure expansion projects are anticipated to be needed. This would include expansions to the wastewater treatment facility and other wastewater system components.
2. Review plant flows vs. projections in the 2009 study. Has the City been successful in reducing I/I? Are the flows projected for 2015 on par with actual flows at the plant today?
3. Should adjustments to the City's CIP and schedule be made at this time due to changes that have occurred since the planning was completed?

4. Are the recommendations in the plan still viable at this time?

The level of effort that is required to prepare an amendment to the 2009 plan includes much of the same efforts as would be required for a new Wastewater Facilities Plan, particularly:

1. Review and bring current population projections to account for actual growth in the 6 years since the WWMP was completed.
2. Evaluate the most recent DMR's and update flow and loading metrics and update projected planning criteria.
3. Re-evaluate recommended projects on the CIP list and determine if those projects are:
 - a. Still viable
 - b. Needed at a specific part of the planning period (timing), and,
 - c. Sized appropriately for the projected needs.

This amendment is intended to be comprehensive of the entire system but will rely on findings presented in the original WWMP (for instance, Civil West Engineering will evaluate the capacity of the collection system but will use the system description found in the WWMP rather than re-survey the entire system).

Part 'A' : Scope of Work

The following tasks will make up the scope of work for this project:

1. **Task 1 – Project Management & Administration** – This task item includes all of the project management tasks, job tracking, oversight, coordination, administration and budget management during the project.
2. **Task 2 – Kickoff Meeting** – Under this task, we will participate in a project kickoff meeting with our project team to review the City specific project parameters such as project schedule, preferences, budget, and other project details. We would like to quickly visit each of the major wastewater facilities (pump stations, outfall, and treatment plant) to record the condition of each and to identify any visible deficiencies.
3. **Task 3 – Population Projection** – Under this task, we will obtain recent population data from Portland State University and the US Census to review the population projections completed in the 2009 report. We will identify an appropriate growth rate and compare that to the rate utilized in the 2009 plan. We will also confirm the City's current growth planning criteria to see how that compares to recent growth statistics in the area. This information will be used later when we evaluate projected flows and loading.
4. **Task 4 – Updated DMR Analysis** – Under this task, obtain DMR's from 2011-15 (we already have the 2010 DMR's we used with the UV project). We will perform an analysis of flows, determine average day, maximum month, maximum day, and peak hour flow rates for the post study period (2011-2015) and compare that to the flow parameters developed in the 2009 plan. We will also develop project flows and compare those to the planning criteria in the study. We will do the same for the basic loading parameters of BOD and TSS. From this evaluation, we will determine where the City's flow and loading characteristics fall compared to where the planning

suggested they may be. We will also provide updated planning criteria for flow and loading to compare against the 2009 criteria.

5. **Task 5 – CIP Review** – Under this task, we will review the CIP to determine if the updated needs and deficiencies are adequately addressed by the 2009 plan recommendations. This will include a preliminary evaluation of project viability and a review of projected project timing and prioritization. For example, we will review when the 2009 proposal for the addition of treatment capacity in the City and compare that to the updated flow and loading criteria to see if the project timeline and implementation schedule has changed.
6. **Task 6 – Preparation of Wastewater Master Plan Amendment** – Our evaluation and findings will be presented in Wastewater Master Plan Amendment. The Amendment will provide a summary of the evaluations completed, updated preliminary planning criteria, and our opinion of the current CIP projects, schedule, and priorities, where possible. We will provide copies for internal review at 50%, 90%, and 100% of the Amendment document.
7. **Task 7 – City Meetings/ City Workshops** – We will facilitate and participate in up to three meetings and/or workshops with the City. This will include a presentation of the final report to the City Council and the public.
8. **Task 8 – Reimbursables** - This task will cover miscellaneous office costs, reproductions, mileage, as well as other reimbursable and overhead expenses

Part 'B' : Project Fee Proposal

Our proposed fee for the above scope of services is summarized in the table below. A detailed fee worksheet is attached showing the individual tasks, estimated hours, and project costs associated with each task and the entire project budget.

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$1,284
2	Kickoff Meeting and Data Gathering	\$1,314
3	Population Projection	\$2,454
4	Updated DMR Analysis	\$4,644
5	CIP Review	\$4,380
6	Preparation of WWMP Amendment	\$17,724
7	City Meetings/ City Workshops	\$1,488
8	Reimbursables	\$600
Total Proposed Budget		\$33,888

The fee proposal above constitutes a recommended budget for this wastewater planning evaluation. If less time or effort is required on the project during the construction phase, the City will be the beneficiary of the savings as has been the case in the past on our projects.

Part 'C' : Project Schedule

The schedule for the project can be as flexible as required by the City and we will adjust our schedule to meet the needs and goals of the City. For the purposes of discussion, the following schedule is provided:

1. Authorized to begin work (assumed)..... Sept/Oct 2015
2. Kickoff Meeting / Obtain DMR's from City October 2015
3. Population and DMR analysis for flow projections..... November 2015
4. CIP Review..... December 2015
5. Submit 50% Amendment for City review January 2016
6. Submit 90% Amendment for City review March 2016
7. Submit 100% Amendment for City review April 2016
8. Present report at M&C meeting April 2016

If there are other schedule or budget constraints that require adjustments of this preliminary schedule, Civil West will make what changes we can to accommodate the City. We will further adjust the schedule, if needed, to meet any internal funding or operational requirements the City may require.

If the above proposal is agreeable to the City, please sign where indicated below and return a copy to our office for our files.

We look forward to working with you and the City on this important project. Please call me if you have any questions or wish to adjust this proposed scope of services for the construction phase.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, PE
Area Manager

Authorized Representative Signature Accepting Scope of Services

Date