

AGENDA
VENETA CITY COUNCIL
MONDAY, NOVEMBER 23, 2015 – 7:30 P.M. – SPECIAL TIME
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 7:30 **1. CALL TO ORDER**
- 7:35 **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.
- 7:40 **3. CONSENT AGENDA**
- a. Minutes for November 9, 2015 Work Session (pgs. 3-4)
 - b. Minutes for November 9, 2015 (pgs. 5-8)
 - c. Accounts Payable
 - i. To be Paid – Payable through November 17, 2015 (pgs. 9-16)
 - d. Revised Civic Calendar for December, 2015 (pgs. 17-18)
 - e. Public Works Activity Report for October, 2015 (pgs. 19-20)
 - f. Approval of new Liquor License for Broadway Grill (pgs. 21-22)
- 7:45 **4. COUNCIL BUSINESS AND REPORTS**
- a. Business
 - (1) Lane County Sheriff’s Office Activity Report (pg. 23)
 - (2) Funding Request from Elmira High School Graduation Committee (pgs. 25-26)
 - (3) Request from Oregon Truffle Festival to waive Community Center Rental Fee (pgs. 27-28)
 - (4) Reimbursement Request from Valley United Methodist Church – Warming Center (pg. 29)
 - b. Council/Committee Liaison Reports
- 8:10 **5. STAFF REPORTS**
- a. Public Works Director.....Kyle Schauer
 - (1) Engineer’s Report for 8th St. Sewer Project
 - i. Review Preliminary Engineering Report (pgs. 31-38)
 - ii. Request to Pursue Engineering Report for Local Improvement District (LID)
 - b. City Administrator.....Ric Ingham
 - (1) Requested Conditions for the Fern Ridge Community Policing District Resolution (pg. 39)
 - (2) Questions from Councilors
- 8:50 **6. OTHER**
- 9:00 **7. ADJOURN**

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

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

Minutes of the Veneta City Council Work Session November 9, 2015

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Ken Jones, Legal Counsel; Kay Bork, Community Services Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Lane County Commissioner Jay Bozievich; Sgt. Halvorson and Sheriff Trapp, LCSO; Chief Terry Ney, Lane Fire Authority; Steve Reister, 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 5:30 p.m.

2. DISCUSSIONS ON FERN RIDGE COMMUNITY POLICING DISTRICT

- a. What we now know from the County and FRCPD proponents
- b. What is the difference between a single rate and a split rate District
- c. Timeline of Needed Activities to make May 17, 2016 Election including City Milestones
- d. Unanswered Questions
- e. Specific recommendations and Requests from the Council before agreeing to be included in the FRCPD

Ingham said staff provided information for the Council regarding critical issues, conditions, and meeting schedule, etc. He said there is an aggressive timeline with a deadline of December 31st. He reviewed his power point presentation.

Legal Counsel Ken Jones said the key for the City is to make sure Veneta maintains its ability to continue its services that we've worked so hard to establish over the last 15 years.

In response to a question from Tim Brooker, Ingham said, based on information from Mr. Reister, two deputies would be on shift and patrolling the entire District and not just City limits.

Several Councilors said that they were under the impression that Veneta would have its own deputies.

In response to questions from Thomas Cotter, Sgt. Halvorson said the resource deputy would provide coverage for all seven schools inside the boundary. He said one community service deputy would be on duty 5 days a week and would also split the coverage with the resource deputy. He said these deputies would deal with area youth and youth corps and would have some specific training during the summer when school is out. He said both deputies would be armed in the schools.

In response to a question from Thomas Laing, Sgt. Halvorson said Veneta's current deputies would be absorbed into the District. He said new recruits will need a year of training.

In response to a question from Victoria Hedenstrom, Sgt. Halvorson said currently Veneta only has coverage 20 hours a day and with vacation or an illness, that coverage drops.

Mr. Reister said at times two deputies are required on scene and Veneta doesn't always have two deputies. He said many times due to trainings or illness, Veneta has no coverage at all.

Tim Brooker said we don't want to lose what we've already built up and in the first year of the District, we could be losing coverage.

Commissioner Jay Bozievich said language could be included in the agreements between the District, Lane County, and the City, that rural patrols won't go into effect until there are eight 8 FTE deputies trained and ready to patrol. He said the resolution the City Council passes could include that the District doesn't become effective until January 2017 to ensure it's fully staff.

In response to a question from Thomas Laing, Ingham said if the Council supported the single rate, the City would roll back the tax rate that we levy. He could see us getting improved or enhanced services for a less amount. He said with a split rate, Veneta would pay a lessor rate and rural residents would pay a higher rate.

There was a thorough discussion about the following topics:

- Creation and appointment of the advisory board members
- Who will operate the District – (Lane County Board of Commissioners and/or the Advisory Committee)

Sheriff Trapp said he's excited to have a community that wants a District and he wants to do what he can to make it work. He said the District should provide comfortable coverage.

3. OTHER
None

4. ADJOURN
Mayor Larson adjourned the Veneta City Council at 6:39 p.m.

XXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

November 9, 2015

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Ken Jones, Legal Counsel; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Chief Ney, Lane Fire Authority; Herb Vloedman; 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

None

3. 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 October 26, 2015, Accounts Payable - To be Paid – Payable through November 3, 2015, Annual Light Parade and Banner Permits, Revised Civic Calendar for November, 2015, Civic Calendar for December, 2015.

4. COUNCIL BUSINESS AND REPORTS

a. Business

- (1) Merger of Fire Districts – Presentation from Chief Ney, Lane Fire Authority
Chief Ney gave a power point presentation to the City Council.

In response to a question from Victoria Hedenstrom, Chief Ney said one ambulance transport cost is about \$1600. He said the rate is set by Medicare. He said you're not just paying to be transported but paying for the ambulance to be available, six paramedics, insurance, vehicle costs, etc.

Chief Ney said the merger is on the November 2016 ballot and if passed, would become effective July 1, 2017.

In response to a question from Mayor Larson, Chief Ney said if approved by voters, the rates would be combined to one rate of approximately \$2.03 per \$1000 of assessed value.

The Council thanked Chief Ney for the presentation.

- (2) Community Center Rental Waiver Request from VFW Post 9448

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee for the Veterans of Foreign Wars Post 9448 on the 3rd Tuesday of each Monday for the period of one year. Tim Brooker seconded motion which passed with a vote of 5-0.

In response to a question from Mayor Larson, Ingham said we don't require nonprofit entities to provide liability insurance.

- (3) Appointment to the Economic Development Committee
Mayor Larson appointed Ryan Frome to the Economic Development Committee.

b. Council/Committee Liaison Reports

Thomas Cotter said the Economic Development Committee (EDC) met on November 4th. He said they want to hear from Veneta businesses and talked about sending an introductory post card to current business owners to let them know the EDC is working on retaining current businesses as well as bringing new businesses in to the City.

Herb Vloedman said the EDC has ambitious goals for 2016 and the postcards will get things rolling and hopefully engage the community to come forward with their ideas.

Tim Brooker said LACT is not meeting this month and he reminded staff that the STIP application needs to be submitted.

Victoria Hedenstrom said the Park Board met on November 4th and talked about a successful Tree City Celebration. There was a discussion about adding the kiddy pool to the community pool. Schauer provided a tour of the pool facilities. She said the Tree Lighting will be at the same location as last year’s event and the Park Board will provide pedestrian control during the Parade.

Mayor Larson said work has started at the Elmira Elementary site. She said she, Ingham, and Thomas Laing discussed the STIP application and asked the legislators for their support. She said Mid Lane Cares hosted a “thank you” event at Deep Woods.

5. STAFF REPORTS

a. Community Development Director.....Kay Bork

(1) Sidewalk & Bike Facilities Inventory Results

Bork presented a summary of the sidewalk inventory prepared by Pavement Services, Inc., the same company that prepared the pavement assessment for the City.

In response to questions from Mayor Larson, Bork said the City does not maintain sidewalks along Territorial Rd. She said streets with sidewalks on one side occur when only one side of the street is developed.

In response to a question from Thomas Cotter, Bork said cost of the sidewalk inventory was included in the pavement preservation plan that PSI conducted for the City.

Bork said property owners are responsible to repair damaged sidewalks in front of their homes but the City’s policies regarding that aren’t very strong. She recommended that language be added to Veneta Municipal Code.

b. Finance Director.....Shauna Hartz

(1) Amending Local Improvement District Ordinances

i. **Ordinance No. 525 - AN ORDINANCE AMENDING ORDINANCE NO. 489 AND ORDINANCE NO. 524 AND DECLARING AN EMERGENCY**

Hartz said currently there are two active Local Improvement Districts in Veneta; Bolton Hill and E. Bolton. She said property owners were allowed to defer portions of the assessments for 10 years. She said recently a property owner contacted her and asked if the interest rate could be reduced if the total deferred amount was paid off within 10 years. She said staff felt this would be a win/win for residents and the City. She said the City would be reimbursed sooner and administrative costs would be lower. She said staff is proposing Ordinance No. 525 be approved by emergency to get the language in the agreements for E. Bolton property owners. She said staff will also notify Bolton Hill property owners of the change.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 525 for first reading, by title only, and declaring an emergency. Victoria Hedenstrom seconded motion.

In error, the Council did not vote. However, pursuant to ORS 192.620(D)(6) Voting . . . “A governing body’s failure to record a vote is not, in and of itself, grounds for reversing a decision. Without a showing that the failure to record vote was related to a manipulation of the vote, a court will presume that public officials lawfully have performed their duties.” *Gilmore v. Board of Psychologist Examiners, 81 Or App 321, 324, 725 P2d 400 rev den 302 Or 460, 730 P2d 1250(1986) (see App M).*

Ordinance No. 525 was read into the record for first reading by title only.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 525 for second reading, by title only, and final enactment and declaring an emergency. Thomas Laing seconded motion which passed with a vote of 5-0.

Ordinance No. 525 was read into the record for second reading, by title only, and for final enactment of November 9, 2015.

(2) Increase Lien Search Request Fee

i. Agenda Item Summary

Henneman said currently the City charges title companies, banks, etc. \$10 per lien search. She said staff has been working with Net Assets, Inc. to prepare a lien database which can be accessed through the City’s website. Net Assets will monitor and update the database for a fee of \$10 per lien search. Staff is requesting the Council approve Resolution No. 1183 which increases lien search fees from \$10 to \$20 per search so the City can cover Net Assets’ fees and retain \$10 to cover staff time.

In response to a question from Victoria Hedenstrom, Hartz said revenue received from the lien search fees are recorded into the General Fund.

ii. Public Comment

None

iii. **Resolution No. 1183** – A RESOLUTION ESTABLISHING LIEN SEARCH FEES

MOTION: Thomas Cotter made a motion to approve Resolution No. 1183. Thomas Laing seconded motion which passed with a vote of 5-0.

(3) Financial Activity and Fund Balance Report through September 30, 2015

Hartz said operating expenditures are where they should be with a few exceptions. The General Fund license and permits revenue is higher than expected because building permits for Phase 3 of the Hayden Homes subdivision are being issued. She said revenue in the Water Fund is higher for same reason. She said the over expenditure of 1000% is a miscode and will be corrected. She said the ending fund balance has not changed very much since July 1, 2015.

(4) Lane County Assessment & Tax Report

Hartz said during the budget process, she estimated that assess values would increase by 1% but the actual increase was just over 3%. She said the budget included receiving 1.2 million dollars in property tax revenue but it looks like it will be closer to 1.3 million dollars.

c. City Administrator.....Ric Ingham

(1) Fern Ridge Community Policing District Follow Up

Ingham said he would like to schedule an executive session sometime next week which he will coordinate with legal counsel. He said the Council has voiced some concern about how the proposed public safety services will be delivered as opposed to how they are currently being delivered.

In response to a question from Mayor Larson, Mr. Jones said he and Mr. Reister are working on how the City can impose specific conditions in the agreement.

Ingham encouraged Councilors to email or call him with issues they want to focus on and Mr. Jones will provide the legal parameters for what the Council is concerned about.

In response to a question from Thomas Laing, Ingham asked the Council to contact him if anyone would like more information about the split rate. He said staff can provide some diagrams to help explain how a split rate works based on information received from Deschutes County. He said it doesn't seem advantageous for the City to pursue a split rate.

(2) Work Plan Update

Ingham said the Council laid out a two year work plan in 2013 which he reviewed. He said the City received a \$10,000 grant from FEMA to work on an emergency preparedness plan. He said we should hear from the University of Oregon if we will get a R.A.R.E student to assist with that project.

In response to a question from Thomas Laing, Schauer said the \$435,000 air piping project includes replacing the piping that supplies the air for the plant and upsizes it to allow for growth. The new piping will be laid in concrete trenches rather than underground which will provide better access. He said variable speed drives will be installed on the blower controls and will turn off automatically when they're not needed. Currently the blowers are either on or off.

(3) Questions from Councilors
None

6. OTHER

None

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:20 p.m.

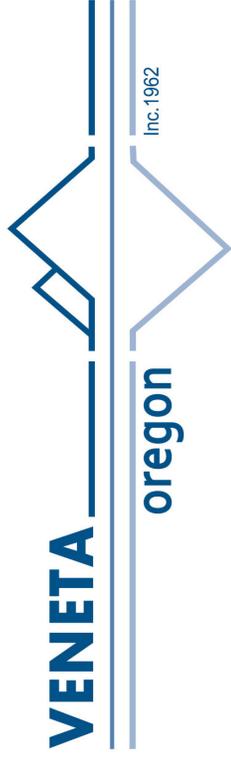
XXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXX
Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 11/19/2015 - 11:02 AM
 Batch: 005-11-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
Accuity Accuity, LLC											
2863	10/31/2015	1,658.00	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
100-100-52035	Audit & Filing Fees										
2863	10/31/2015	586.03	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
130-130-52035	Audit & Filing Fees										
2863	10/31/2015	138.58	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
140-140-52035	Audit & Filing Fees										
2863	10/31/2015	1,463.71	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
210-210-52035	Audit & Filing Fees										
2863	10/31/2015	1,166.35	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
220-220-52035	Audit & Filing Fees										
2863	10/31/2015	976.24	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
230-230-52035	Audit & Filing Fees										
2863	10/31/2015	11.09	0.00	11/24/2015	Progress billing - FY 2014-15 Audit		-	No		No	0000
240-240-52035	Audit & Filing Fees										
		2863 Total:									
		Accuity Total:									
		6,000.00									
		6,000.00									
AMEwat AME Water Works Assoc											
7001102090	10/23/2015	177.50	0.00	11/24/2015	Membership dues 2/1/2016 - 1/31/2017		-	No		No	0000
210-210-51020	Professional Dues										
7001102090	10/23/2015	177.50	0.00	11/24/2015	Membership dues 2/1/2016 - 1/31/2017		-	No		No	0000
220-220-51020	Professional Dues										
		7001102090 Total:									
		AMEwat Total:									
		355.00									
		355.00									
ASI ASI											
Oct 2015	10/31/2015	3.75	0.00	11/24/2015	FSA admin fee		-	No		No	0000
100-100-51010	Admin Supplies & Services										
		Oct 2015 Total:									
		ASI Total:									
		3.75									
		3.75									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BiMart Bi-Mart Corporation										
Oct 2015	10/31/2015	1.00	0.00	11/24/2015	Various needs		-	No		0000
100-100-51055	Safety Program and Supplies									
Oct 2015	10/31/2015	1.00	0.00	11/24/2015	Various needs		-	No		0000
130-130-51055	Safety Program & Supplies									
Oct 2015	10/31/2015	1.00	0.00	11/24/2015	Various needs		-	No		0000
230-230-51055	Safety Programs & Supplies									
Oct 2015	10/31/2015	7.97	0.00	11/24/2015	Various needs		-	No		0000
210-210-51055	Safety Programs & Supplies									
Oct 2015	10/31/2015	7.97	0.00	11/24/2015	Various needs		-	No		0000
220-220-51055	Safety Programs & Supplies									
Oct 2015	10/31/2015	0.50	0.00	11/24/2015	Various needs		-	No		0000
130-520-51055	Safety Program & Supplies									
Oct 2015	10/31/2015	0.50	0.00	11/24/2015	Various needs		-	No		0000
240-240-51055	Safety Program & Supplies									
Oct 2015	10/31/2015	12.99	0.00	11/24/2015	Various needs		-	No		0000
130-130-53210	Park Maintenance									
Oct 2015	10/31/2015	24.36	0.00	11/24/2015	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Oct 2015	10/31/2015	13.15	0.00	11/24/2015	Various needs		-	No		0000
140-140-51010	Admin Services & Supplies									
Oct 2015	10/31/2015	2.07	0.00	11/24/2015	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Oct 2015	10/31/2015	0.51	0.00	11/24/2015	Various needs		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Oct 2015	10/31/2015	75.00	0.00	11/24/2015	Various needs		-	No		0000
100-100-51098	Wellness Program									
Oct 2015	10/31/2015	25.00	0.00	11/24/2015	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Oct 2015	10/31/2015	4.88	0.00	11/24/2015	Various needs		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
	Oct 2015 Total:	177.90								
	BiMart Total:	177.90								
BranEng Branch Engineering, Inc										
5628	10/29/2015	1,686.25	0.00	11/24/2015	Madrone Ridge Subdivision		-	No		0000
140-140-52140	Technical Review Services									
5759	10/29/2015	1,686.25								
220-220-60130	System Expansion									
5768	10/29/2015	1,859.80	0.00	11/24/2015	E Bolton Extension - through 10/29/15		-	No		0000
140-140-52140	Technical Review Services									
5768	10/29/2015	1,859.80								
140-140-52140	Technical Review Services									
5768	10/29/2015	1,660.15	0.00	11/24/2015	Applegate Landing Subdivision		-	No		0000
	5768 Total:	1,660.15								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	BranEng Total:	5,206.20								
CarlBarr Carlson Barry										
14T000280	Carlso 11/10/2015	5.00	0.00	11/24/2015	Refund over payment		-	No		0000
100-160-51105	Refunds - Court									
	14T000280	5.00								
	Carlso Total:	5.00								
	CarlBarr Total:	5.00								
CentLink CenturyLink Communications, LL										
Oct 2015	11/02/2015	162.09	0.00	11/24/2015	Public Works/Wtr plant phone & internet		-	No		0000
210-210-51030	Telephone Services									
	Oct 2015 Total:	162.09								
	CentLink Total:	162.09								
CKMar C & K Market Inc										
Oct 2015	10/31/2015	1.29	0.00	11/24/2015	Monthly - various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Oct 2015	10/31/2015	7.98	0.00	11/24/2015	Monthly - various needs		-	No		0000
230-230-51010	Admin Supplies & Services									
Oct 2015	10/31/2015	4.49	0.00	11/24/2015	Monthly - various needs		-	No		0000
100-180-51115	Urban Forestry Activities									
	Oct 2015 Total:	13.76								
	CKMar Total:	13.76								
CodePub Code Publishing										
51321	11/03/2015	970.00	0.00	11/24/2015	Supplement update #7		-	No		0000
100-170-52090	Ordinance Code Updates									
	51321 Total:	970.00								
	CodePub Total:	970.00								
DocuTrak DocuTRAK Imaging, Inc										
4757	11/18/2015	30.00	0.00	11/24/2015	Confidential shredding service		-	No		0000
100-100-51010	Admin Supplies & Services									
	4757 Total:	30.00								
	DocuTrak Total:	30.00								
EDMS EDMS Inc										
18782	11/05/2015	118.66	0.00	11/24/2015	Oct Utility Billings		-	No		0000
210-210-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
18782	11/05/2015	261.22	0.00	11/24/2015	Oct Utility Billings		-	No		0000
210-210-51015	Postage									
18782	11/05/2015	177.99	0.00	11/24/2015	Oct Utility Billings		-	No		0000
220-220-51010	Admin Supplies & Services									
18782	11/05/2015	391.83	0.00	11/24/2015	Oct Utility Billings		-	No		0000
220-220-51015	Postage									
	18782 Total:	949.70								
18782NL	11/05/2015	253.16	0.00	11/24/2015	Monthly Newsletter		-	No		0000
100-100-51095	Public Relations									
	18782NL Total:	253.16								
	EDMS Total:	1,202.86								
<hr/>										
EmerVet Emergency Veterinary Hospital										
481432	11/11/2015	155.16	0.00	11/24/2015	Canine Emergency care		-	No		0000
100-170-51120	Animal Control Supplies/Admin									
	481432 Total:	155.16								
	EmerVet Total:	155.16								
<hr/>										
EPUD EPUD										
8257 10/15	11/04/2015	1,860.79	0.00	11/24/2015	Water Treatment Plant		-	No		0000
210-210-51035	Electricity									
	8257 10/15 Total:	1,860.79								
	EPUD Total:	1,860.79								
<hr/>										
EWEB Eugene Water & Electric Board										
Oct 2015	11/05/2015	892.24	0.00	11/20/2015	Meter #76100316		-	No		0000
210-210-53135	Water Purchase									
Oct 2015	11/05/2015	10,338.21	0.00	11/20/2015	Meter #76100315		-	No		0000
210-210-53135	Water Purchase									
	Oct 2015 Total:	11,230.45								
	EWEB Total:	11,230.45								
<hr/>										
FigAPiz Figaro's Pizza										
111 02 015	11/10/2015	39.97	0.00	11/24/2015	Law Enforcement Dist Work session		-	No		0000
120-120-51010	Admin Supplies & Services									
	111 02 015 Total:	39.97								
	FigAPiz Total:	39.97								
<hr/>										
FRRRev Fern Ridge Review										
15851 - EDC	11/08/2015	68.00	0.00	11/24/2015	2x4 Ad 10/20/2015 - EDC		-	No		0000
100-205-52290	Other Professional Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	15851 - EDC Total:	68.00								
15851 - Pk Bd	11/08/2015	42.50	0.00	11/24/2015	2x2 Ad - Bd Vacancy		-	No		0000
130-130-51010	Admin Supplies & Services									
	15851 - Pk Bd Total:	42.50								
15858	11/08/2015	270.00	0.00	11/24/2015	2x2 Ad 10/20/2015 - Tree City		-	No		0000
100-180-51115	Urban Forestry Activities									
	15858 Total:	270.00								
15866	11/08/2015	42.00	0.00	11/24/2015	Legal Notice - Public Hearing		-	No		0000
100-170-51125	Ordinance Enforcement									
	15866 Total:	42.00								
	FRRRev Total:	422.50								
<hr/>										
HuntComm Hunter Communications, Inc										
Nov 2015	11/15/2015	91.48	0.00	11/24/2015	Fiber Internet Service		-	No		0000
100-100-52050	Internet & Web Site Fees									
Nov 2015	11/15/2015	30.50	0.00	11/24/2015	Fiber Internet Service		-	No		0000
140-140-52050	Internet & Web Site Fees									
Nov 2015	11/15/2015	121.98	0.00	11/24/2015	Fiber Internet Service		-	No		0000
210-210-52050	Internet & Web Site Fees									
Nov 2015	11/15/2015	60.99	0.00	11/24/2015	Fiber Internet Service		-	No		0000
220-220-52050	Internet & Web Site Fees									
Nov 2015	11/15/2015	20.00	0.00	11/24/2015	Fiber Internet Service		-	No		0000
120-120-51030	Telephone Services									
	Nov 2015 Total:	324.95								
	HuntComm Total:	324.95								
<hr/>										
LanCouOf Lane Council of Govern										
60790	11/03/2015	2,230.00	0.00	11/24/2015	Telecom Legal Assistance		-	No		0000
100-100-52010	Attorney & Legal Services									
	60790 Total:	2,230.00								
	LanCouOf Total:	2,230.00								
<hr/>										
LanCoWa Lane County Waste Management										
7228490004	10/31/2015	17.50	0.00	11/24/2015	Transfer site fees		-	No		0000
230-230-53045	Street Maintenance									
	7228490004 Total:	17.50								
	LanCoWa Total:	17.50								
<hr/>										
LeiAlan Law Office of Alan J Leiman, P										
November 2015	11/19/2015	371.00	0.00	11/24/2015	Monthly contrat		-	No		0000
100-160-52080	Judicial Services									
	November 2015 Total:	371.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LeiAlan Total:	371.00								
ODORMisc	Oregon Dept of Revenue									
Tax yr 2015	11/13/2015	231.00	0.00	11/24/2015	Hazardous Substace Possession Fee		-		No	0000
130-520-51010	Administrative Supplies	231.00								
	Tax yr 2015 Total:	231.00								
	ODORMisc Total:	231.00								
Offlma	Office Imaging									
016181	11/10/2015	27.60	0.00	11/24/2015	Laser printer cartridge-PO 4745		-		No	0000
100-100-51010	Admin Supplies & Services	27.62	0.00	11/24/2015	Laser printer cartridge-PO 4745		-		No	0000
016181	11/10/2015	27.62	0.00	11/24/2015	Laser printer cartridge-PO 4745		-		No	0000
210-210-51010	Admin Supplies & Services	27.62	0.00	11/24/2015	Laser printer cartridge-PO 4745		-		No	0000
016181	11/10/2015	27.62	0.00	11/24/2015	Laser printer cartridge-PO 4745		-		No	0000
220-220-51010	Admin Supplies & Services	110.46								
016181	11/10/2015	110.46								
240-240-51010	Admin Supplies & Services	110.46								
	016181 Total:	110.46								
	Offlma Total:	110.46								
OreHea	OHA - State of Oregon									
2016	11/05/2015	200.00	0.00	11/24/2015	Cross Conn & Backflow Prevntn Program		-		No	0000
210-210-51010	Admin Supplies & Services	200.00								
	2016 Total:	200.00								
J Powell	11/02/2015	80.00	0.00	11/24/2015	Drinking wtr Op Cert 2016-2017		-		No	0000
210-210-51070	Training & Conferences	80.00								
	J Powell Total:	80.00								
K Orme	11/02/2015	120.00	0.00	11/24/2015	Drinking wtr Op Cert 2016-2017		-		No	0000
210-210-51070	Training & Conferences	120.00								
	K Orme Total:	120.00								
K Schauer	11/02/2015	120.00	0.00	11/24/2015	Drinking wtr Op Cert 2016-2017		-		No	0000
210-210-51070	Training & Conferences	120.00								
	K Schauer Total:	120.00								
	OreHea Total:	520.00								
PurPow	Purchase Power									
10/15-PO 4751	11/05/2015	141.43	0.00	11/24/2015	Refill postage meter		-		No	0000
100-100-51015	Postage	57.00	0.00	11/24/2015	Refill postage meter		-		No	0000
10/15-PO 4751	11/05/2015	63.85	0.00	11/24/2015	Refill postage meter		-		No	0000
130-130-51015	Postage									
10/15-PO 4751	11/05/2015									
140-140-51015	Postage									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
10/15-PO 4751	11/05/2015	264.29	0.00	11/24/2015	Refill postage meter		-	No		0000
210-210-51015	Postage									
10/15-PO 4751	11/05/2015	191.32	0.00	11/24/2015	Refill postage meter		-	No		0000
220-220-51015	Postage									
10/15-PO 4751	11/05/2015	160.75	0.00	11/24/2015	Refill postage meter		-	No		0000
230-230-51015	Postage									
10/15-PO 4751	11/05/2015	4.36	0.00	11/24/2015	Refill postage meter		-	No		0000
240-240-51015	Postage									
	10/15-PO 4751 Total:	883.00								
	PurPow Total:	883.00								
SpeHoy Speer Hoyt LLC										
33167 General	10/31/2015	414.88	0.00	11/24/2015	Legal services		-	No		0000
100-100-52010	Attorney & Legal Services									
	33167 General Total:	414.88								
33167 LE Dist	10/31/2015	1,918.60	0.00	11/24/2015	Legal services		-	No		0000
120-120-52290	Other Professional Services									
	33167 LE Dist Total:	1,918.60								
33167 Sewer	10/31/2015	217.20	0.00	11/24/2015	Legal services		-	No		0000
220-220-52010	Attorney & Legal Services									
	33167 Sewer Total:	217.20								
33168 General	10/31/2015	162.90	0.00	11/24/2015	Legal services		-	No		0000
100-100-52010	Attorney & Legal Services									
	33168 General Total:	162.90								
33168 Sewer	10/31/2015	108.60	0.00	11/24/2015	Legal services		-	No		0000
220-220-52010	Attorney & Legal Services									
	33168 Sewer Total:	108.60								
33169 Court	10/31/2015	307.70	0.00	11/24/2015	Legal services		-	No		0000
100-160-52010	Attorney & Legal Services									
	33169 Court Total:	307.70								
33170 Planning	10/31/2015	307.70	0.00	11/24/2015	Legal services		-	No		0000
140-140-52010	Attorney & Legal Services									
	33170 Planning Total:	307.70								
33171 Streets	10/31/2015	108.60	0.00	11/24/2015	Legal services		-	No		0000
230-230-52010	Attorney & Legal Services									
	33171 Streets Total:	108.60								
33172 Streets	10/31/2015	669.70	0.00	11/24/2015	Legal services		-	No		0000
230-230-52010	Attorney & Legal Services									
	33172 Streets Total:	669.70								
	SpeHoy Total:	4,016.78								
StiaFor State Forester										
16201	10/30/2015	31.63	0.00	11/24/2015	Fire protections		-	No		0000
100-100-52015	General Property/Liability Ins									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
16201	10/30/2015	5.75	0.00	11/24/2015	Fire protections		-			0000
130-130-52015	General Property/Liability Ins									No
16201	10/30/2015	6.98	0.00	11/24/2015	Fire protections		-			0000
130-520-52015	General Property/Liability Ins									No
16201	10/30/2015	1.31	0.00	11/24/2015	Fire protections		-			0000
130-530-52015	General Property/Liability Ins									No
16201	10/30/2015	14.28	0.00	11/24/2015	Fire protections		-			0000
140-140-52015	General Property/Liability Ins									No
16201	10/30/2015	59.15	0.00	11/24/2015	Fire protections		-			0000
210-210-52015	General Property/Liability Ins									No
16201	10/30/2015	42.80	0.00	11/24/2015	Fire protections		-			0000
220-220-52015	General Property/Liability Ins									No
16201	10/30/2015	35.96	0.00	11/24/2015	Fire protections		-			0000
230-230-52015	General Property/Liability Ins									No
16201	10/30/2015	0.98	0.00	11/24/2015	Fire protections		-			0000
240-240-52015	General Property/Liability Ins									No
	StaFor Total:	198.84								
		198.84								
<hr/>										
SwaPes Swanson's Pest Mgt										
574847	11/06/2015	31.20	0.00	11/24/2015	CH pest management		-			0000
100-100-51050	Bldg Maint/Janitorial Sup									No
574847	11/06/2015	7.80	0.00	11/24/2015	CH pest management		-			0000
140-140-51050	City Hall Maint/Janitorial Sup									No
574847	11/06/2015	33.00	0.00	11/24/2015	Community Ctr pest management		-			0000
130-530-52055	Community Ctr Janitorial&Maint									No
	574847 Total:	72.00								
	SwaPes Total:	72.00								
<hr/>										
TravLan Travel Lane County										
11002	09/14/2015	240.00	0.00	11/24/2015	Visitor Map 2016		-			0000
100-100-52065	Tourism Support/Projects									No
	11002 Total:	240.00								
11190	09/14/2015	50.00	0.00	11/24/2015	Visitor Map 2016 - additional location		-			0000
100-100-52065	Tourism Support/Projects									No
	11190 Total:	50.00								
	TravLan Total:	290.00								
	Report Total:	37,100.96								



CITY OF VENETA - CIVIC CALENDAR - DECEMBER 2015

Veneta Administrative Center - 88184 8th Street, Veneta, Oregon

1	Veneta Planning Commission Meeting - City Hall	6:30 p.m.
2	Veneta Economic Development Committee Meeting - City Hall	2:00 p.m.
2	Veneta Park Board Meeting - City Hall	4:30 p.m.
3	Tree Lighting - West Lane Shopping Center Fountain	Santa at 6:00 p.m. Tree Lighting at 6:30 p.m.
8	Fern Ridge Community Policing District Town Hall Meeting - City Hall	6:30 p.m.
10	Light Parade (See reverse for parade route)	7:00 p.m.
14	Veneta City Council Work Session - City Hall Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting - Immediately following City Council Meeting	5:30 p.m. 6:30 p.m.
17	Municipal Court - City Hall	8:30 a.m.
24	City Hall closed in Observance of Christmas Holiday	Closed
25	Christmas Day - City Hall closed	Closed
28	Veneta City Council Meeting - City Hall	6:30 p.m.

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



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

Date: November 9, 2015
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for October 2015

Water

Monthly water production: Wells-6.328 MG, EWEB-7.231 MG.

Total of 13.559 MG.

Replaced one service line due to water leak.

Replaced three MXU radio transmitters.

Took five bacteriological samples. All were negative.

Performed 53 service calls.

Delivered 45 Shut Off Notices.

Performed eight shut offs for non-payment.

Flushed dead end water mains.

Responded to two brown water complaints caused by flushing.

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 resolve underground conflicts on Air-piping project.

Irrigated newly seeded grass fields with Big Gun Irrigator.

Repaired leaking plumbing from non-potable water pumps at WWTP.

Re-installed new pump filters for non-potable water pumps at WWTP.

Street/Storm Drainage

Issued four Right of Way Construction Permits.

Replaced/repared four street signs.

Replaced broken post and sign on Cheney and Oak Island.

Inspected detention ponds. Cleaned inlets and outlets.

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

Assisted contractor with completion of slurry seal on numerous streets.

Inspected all valve covers in road sections that received slurry seal to make sure they were not covered over.

Repaired broken storm pipe in Fern Meadows subdivision.

Began Leaf Pick-up Program.

Installed plantings and rock cover in the new detention swale on 5th between Broadway and Dunham.

Parks & Recreation

Cleaned parks weekly.

Raked and removed leaves from City Parks.

Trimmed back trees in Bolton Hill Fields that were hanging over fence.

Other

Completed 12 miscellaneous service orders.

Performed 11 utility locates.

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

Building Permits: Four

Certificates of Occupancy: Three

Cleaned up two abandoned homeless camps on City owned lot 400.

Moved Lane County speed trailer to different locations around town to bring attention to motorist speeds.

Cleaned gutters on City owned buildings.

Purchased and installed new projection screen in Council Chambers.

MEMORANDUM

TO: Sgt. Billy Halvorson and/or DATE: November 6, 2015
Sgt. Chris Doyle, Lane County Sheriff's Office

FROM: Darci Henneman, City Recorder

SUBJECT: Request for Liquor License for a new business – Broadway Grill

Attached is a Liquor License application for a new business that proposes to locate at 24992 W. Broadway in Veneta, formerly Brewster's Pizza.

Please review this application and indicate your unconditional approval, approval with conditions or denial by dating and initialing where indicated and return it to me at your earliest convenience. This request will be submitted to the City Council at the November 23, 2015 meeting.

If you feel the application should be conditionally approved or denied, please provide additional information.



UNCONDITIONAL APPROVAL

_____ APPROVAL WITH CONDITIONS (complete reverse side of this memorandum)

_____ DENIAL (complete reverse side of this memorandum)



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

Granted Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: J. Emother

Date: 11/4/15

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Carolyn F Curtis ③ _____

② Donald E. Curtis ④ _____

2. Trade Name (dba): Broadway Grill

3. Business Location: 24992 West Broadway Veneta Lane Oregon 97487
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____ Veneta OR 97487
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Veneta, Lane County
(name of city or county)

11. Contact person for this application: Carolyn F Curtis
(name) (phone number(s))
24992 West Broadway Veneta Or 97487
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

Date 11-4-15 ③ _____ Date _____

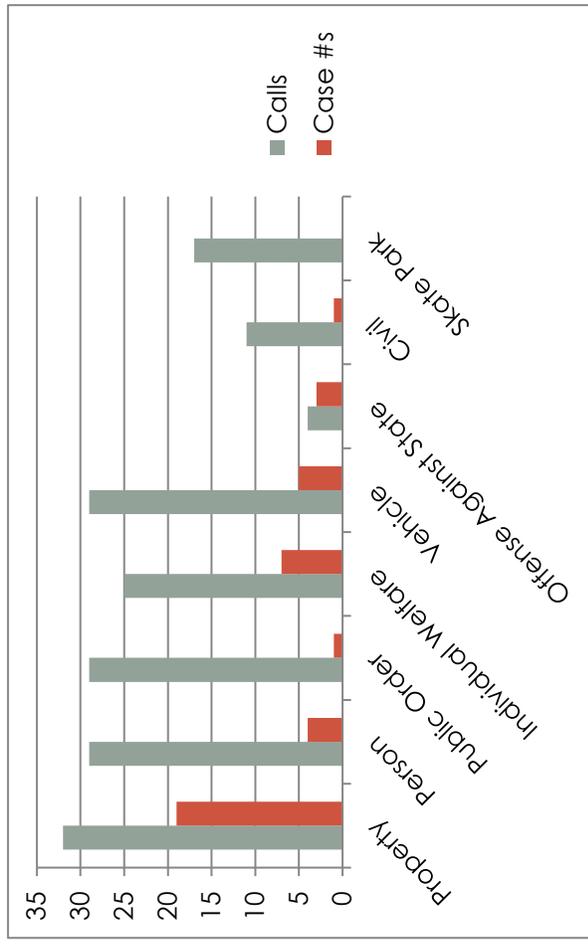
Date 11-4-15 ④ _____ Date _____

City of Veneta Monthly Police Activity- October 2015

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	32	19
<u>Person</u>	29	4
<u>Public Order</u>	29	1
<u>Individual Welfare</u>	25	7
<u>Vehicle</u>	29	5
<u>Offense Against State</u>	4	3
<u>Civil</u>	11	1
<u>Skate Park</u>	17	
<u>Total</u>	176	40

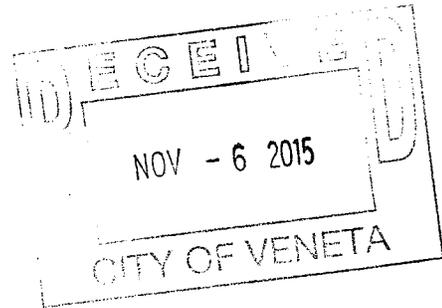


- Property** (Thefts, Criminal Mischief, Trespass)
- Person** (Assaults, Menacing, Harassment, Viol. Restraining Order)
- Public Order** (Disorderly Subjects, Suspicious Vehicles/Persons)
- Individual Welfare** (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
- Vehicle** (DUI, DWS, Illegal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



October 16, 2015

Elmira High School Grad Night
P.O. Box 935
Veneta, OR 97487



Dear Potential Donor:

We the 2016 Elmira High School Senior Class, along with our Parent Grad Committee, are planning a drug and alcohol free event on the night of graduation. We want to give every senior the opportunity to attend the celebration and leave with the best memories possible. We, the seniors, want to celebrate our accomplishments and to give us a special time to be with our high school peers before venturing out to college, the work force or where ever our future may take us.

Our goal is to make \$12,000.00 before June 2016 so we can plan a safe and exciting trip. We are contacting businesses and individuals for donations in support of this celebration. We want to thank you in advance for any donation in the form of products and services or money you choose to contribute. Any donation large or small will be greatly appreciated.

Please help us make our goal successful. We really feel this contribution would be putting your resources towards a valuable group of future adults.

Enclosed you will find a donation form. Please fill it out and return it to the address at your earliest convenience.

Sincerely,

Sheila Cazimero
Chairperson
Elmira High School Class of 2016

Enclosure

2016 ELMIRA GRADUATION NIGHT DONATION

THANK YOU SO MUCH FOR YOUR HELP!

Please accept our donation of:

\$10 \$25 \$50 \$100

Other: _____

Please let the 2015 EHS Graduation Committee know who you are so we can honor and thank you.

Name or Company: _____

Address: _____

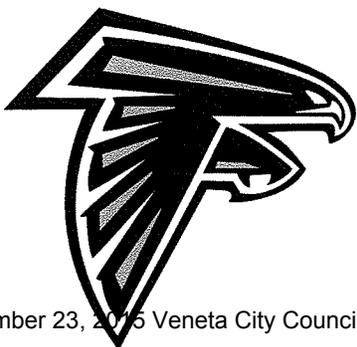
Phone: _____ E-Mail: _____

Thank you, but I wish to remain anonymous:

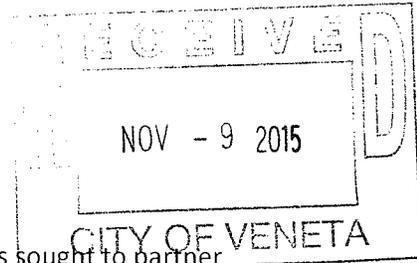
Make checks payable to: Elmira Grad Night 2016

Please mail donations to:

Elmira Grad Night 2016
P.O. Box 935
Veneta, OR 97487



Dear Councilors & Madam Mayor,



I am writing on behalf of the Oregon Truffle Festival. As you may know the festival has sought to partner with the city around the temporary use of part of the Veneta Community Center in January 2016. This will be where we will store, handle, age and prepare our truffles for the 2016 festival events taking place in Eugene and around Lane County. We are asking that that in exchange for waiving the fees that would normally be associated with utilizing part of the facility that you consider working with us as a community partner. The benefits to the city of Veneta would be as follows:

BENEFITS

- ✓ Named as a community partner for all Eugene events.
- ✓ Will have a logo presence as a partner on our website, program, any relevant festival advertising and social media, and any festival-generated marketing of these events.
- ✓ Six tickets for the Eugene Fresh Truffle Marketplace events
- ✓ Minimum of two Facebook posts highlighting organizations involvement in the Oregon Truffle Festival in addition to other on-line promotions
- ✓ Sponsor logo on select OTF print collateral
- ✓ Company name and logo on Sponsors & Partners Page of OTF Website

We hope you will see the mutual benefit in partnering with us as described herein and that this will be only the beginning of the Oregon Truffle Festival working in the Veneta community for years to come. Thank you all for your consideration and please let me know if you have any questions or concerns that I can address for you.

Sincerely,

Charles Ruff
Culinary Director/Partner
The Oregon Truffle Festival
ruff@truffletree.com
541.543.4013

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: _____ 1/13/26 – 1/26/15 _____

Time of Event: 10:00 – 12:00 each AM to 4:00 -11:00PM

Set Up Time: 1/13/26 all day

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):

We will be using the kitchen and a small area of the room just outside the kitchen to process, age and ripen fresh Oregon truffles for the Oregon Truffle festival. The times for this work will vary from day to day during the dates we will be there but we will not need the entire CC. We are aware of already scheduled activities that will be using the CC rooms and will work around those times. There will only be a small number of us at any time in the facility and we are happy to share the meeting room space and access to restrooms. The work itself mostly consists of washing and storing truffles. We will bring in two or three of our own lockable refrigerators as well as a folding plastic 8ft table to work on. Most of the work will happen in the kitchen space and on the pass through counter or 8ft table. The refrigerators need to be in proximity but can be out of the way of any other activities. Most of the meeting room portion of the kitchen half of the building will be unused by us.

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):

(Check all Uses)

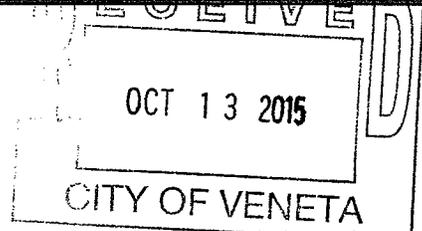
Community Center Kitchen Tables & Chairs (not to be taken outside of the building)

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: _____ The Oregon Truffle Festival _____

For Official Use Only

Comm. Center Rental Amt	960.30
Security Deposit	30.00
Waiver Granted	yes ___ no ___
Total	_____
Approved by:	City Council
Date:	_____
Receipt No.	_____





Valley United Methodist Church

25133 E Broadway Ave, Veneta, OR 97487

541-935-1614

Sunday, November 15, 2015

Veneta City Council

Dear Council Members

Valley United Methodist Church, our neighbors and multiple volunteers from across a wide spectrum of our community thank you. Your support of VUMC's Warming Center for the year of 2015 greatly increased our ability to protect our community's more vulnerable people.

Winter weather is rapidly approaching and Valley Church and our Warming Center volunteers are prepared for the winter of 2016.

As always with the passage of time, food and utility costs increase. And with inflation, it seems that the number of our homeless neighbors also increases. Your continued support for the coming year not only would be greatly appreciated, it is desperately needed.

Thank you again for your support this past year. We at Valley United Methodist Church request that the Veneta City Council continue your support of our warming center at \$50 each night that we are in operation for the 2015, 2016 winter season. We will submit a formal request for the funds in the spring of 2016 given our request is granted.

Blessings,

Michael Foster

Writing for Valley United Methodist Church and twenty community volunteers.

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Engineer's Report for the 8th St. Sewer Project

Meeting Date: November 23, 2015
Department: Public Works

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

ISSUE STATEMENT

If City Council wishes to proceed with sewer improvements within the 8th Street corridor, do they want to request an Engineering Report for the 8th St. Sewer Local Improvement District (LID)?

BACKGROUND

On August 11, 2014, the City Council authorized staff to move forward with a preliminary engineering report to address properties currently unserved by the City sewer system on 8th Street. Branch Engineering has written a technical memorandum that examines the project and outlines two potential options to provide sewer service to the area.

Upon review of the project, it was found that four of the original twelve unserved properties can gain service from existing sewer infrastructure. Two options to connect the remaining lots are provided in the report.

Alternate #1 provides service for all of the unserved lots but would require an easement from a private property that will not benefit from this project to construct. The Engineer's estimate for this option is \$158,556. The estimate does not include any potential costs to obtain the required easement.

Alternate #2 provides service to all but one of the subject properties. The Engineer's estimate for this option is \$134,199. The property that would not be connected, Tax Lot 100, is somewhat isolated from the rest of the project due to the ability of Tax Lot 7501 to connect to existing infrastructure on Hunter Avenue. The City would encourage the two property owners to work together to secure a private easement and connect both properties to the Hunter Road stub if this option is selected.

The City Council may decide to create a Local Improvement District for this project. Local Improvement District formation is regulated by the City's Municipal Code (VMC), Chapter 3.10 – Public Improvements and Special Assessments. The first step in the formation of an LID is for Council to direct the City Engineer to prepare a report for the 8th St. Sewer LID. VMC, 3.10.020 states such report shall contain the following:

- 1) A map or plat showing the general nature, location and extent of the proposed improvement and the land to be assessed for the payment of any part of the cost thereof;

- 2) Estimates of the work to be done; provided, however, that where the proposed project is to be carried out in cooperation with any other governmental agency, the engineer may adopt the plans, specifications or estimates of such agency;
- 3) An estimate of the probable cost of the improvement including any legal, administrative and engineering costs attributable thereto;
- 4) An estimate of the unit cost of the improvement to the specially benefited properties;
- 5) A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the properties specially benefited;
- 6) The description (which description may be by county tax lot numbers only) and assessed value of each lot, parcel of land, or portion thereof, to be specially benefited by the improvement with the names of the record owners thereof and, when readily available, the names of the contract purchasers thereof;
- 7) A statement of outstanding assessments against property to be assessed.

Staff recommends that the City Council direct Branch Engineering, Inc to create the Engineer's Report for the 8th St. Sewer LID. The City Council does not officially create the LID until they approve the completed report and pass a Resolution that designates the improvement and declares intention to make the improvement.

RELATED CITY POLICIES

The City Council has passed several previous Ordinances for the formation and assessment of properties for Local Improvement Districts.

COUNCIL OPTIONS

1. Make a motion to direct the City Engineer to prepare a report for the 8th Street sewer LID in accordance with Veneta Municipal Code Chapter 3.10.
2. Do not direct Engineer to make a report in order to discuss project further.

CITY ADMINISTRATOR'S RECOMMENDATION

Make a motion to direct the City Engineer to prepare a report for the 8th Street sewer LID in accordance with Veneta Municipal Code Chapter 3.10.

SUGGESTED MOTION

"I make a motion to direct the City Engineer to prepare a report for the 8th St. Sewer Local Improvement District in accordance with Veneta Municipal Code Chapter 3.10.020"

ATTACHMENTS

1. Branch Engineering Technical Memorandum for the 8th St. Sewer Service Extension.

TECHNICAL MEMORANDUM



DATE: November 9, 2015

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

FROM: M. Lane Branch, P.E.
Nathan Patterson, P.E.

RE: 8th Street Sewer Service Extension

This document summarizes two possible sewer alignments intended to provide public wastewater service to properties adjacent to 8th Street between Hunter Avenue and Dunham Avenue in Veneta, Oregon. The two alternatives below will accomplish the goal of serving public wastewater to an area currently on septic systems within City limits.

Properties in the project area currently not connected to public sewer include Tax Map 17063613, Tax Lots 5000, 5100, 5200, 5300, 5400, 5500, 5600, 7501, 7600, 7700 & 7800, & Tax Map 17063642 Tax Lot 100. This review found Tax Lots 5600, 7501, and 7800 currently have sewer service available in the adjacent right-of-way, and Tax Lot 5500 can gain service from the existing main in Hunter Avenue across Tax Lot 5600. The remainder of the lots require a sewer extension to connect to the public system. The following sewer extension alternatives were developed to provide service to those lots:

Alternative 1

Alternative 1 extends the wastewater main approximately 300' from Hunter Avenue to the east through Tax Lot 7501 to 8th Street, then another ~320' north, and finally 180' to the east down McCutcheon Avenue. As illustrated in Exhibit #1, all of the intended lots can be served by gravity sewer with this alternative.

One item to note is that this alternative will require an easement for Tax Lot 7501. Typical public sewer easements are a minimum of 15 feet wide.

Alternative 2

Alternative 2 extends a new public wastewater main south 430' on 8th Street from Dunham Avenue serving the majority of the lots adjacent to 8th Street (TM 17063613, TL 5200, 5300, 7600, & 7700). Off this line there would also be 180' of public main directed to the east down McCutcheon Avenue to pick up 3 additional lots (TL 5000, 5100, & 5400).

Of the intended service area, only Tax Lot 100 would remain unserved with gravity sewer due to grade constraints. The suggested service pathway Tax Lot 100 is through Tax Lot 7501 as shown in the attached Exhibit #2.

Recommendation

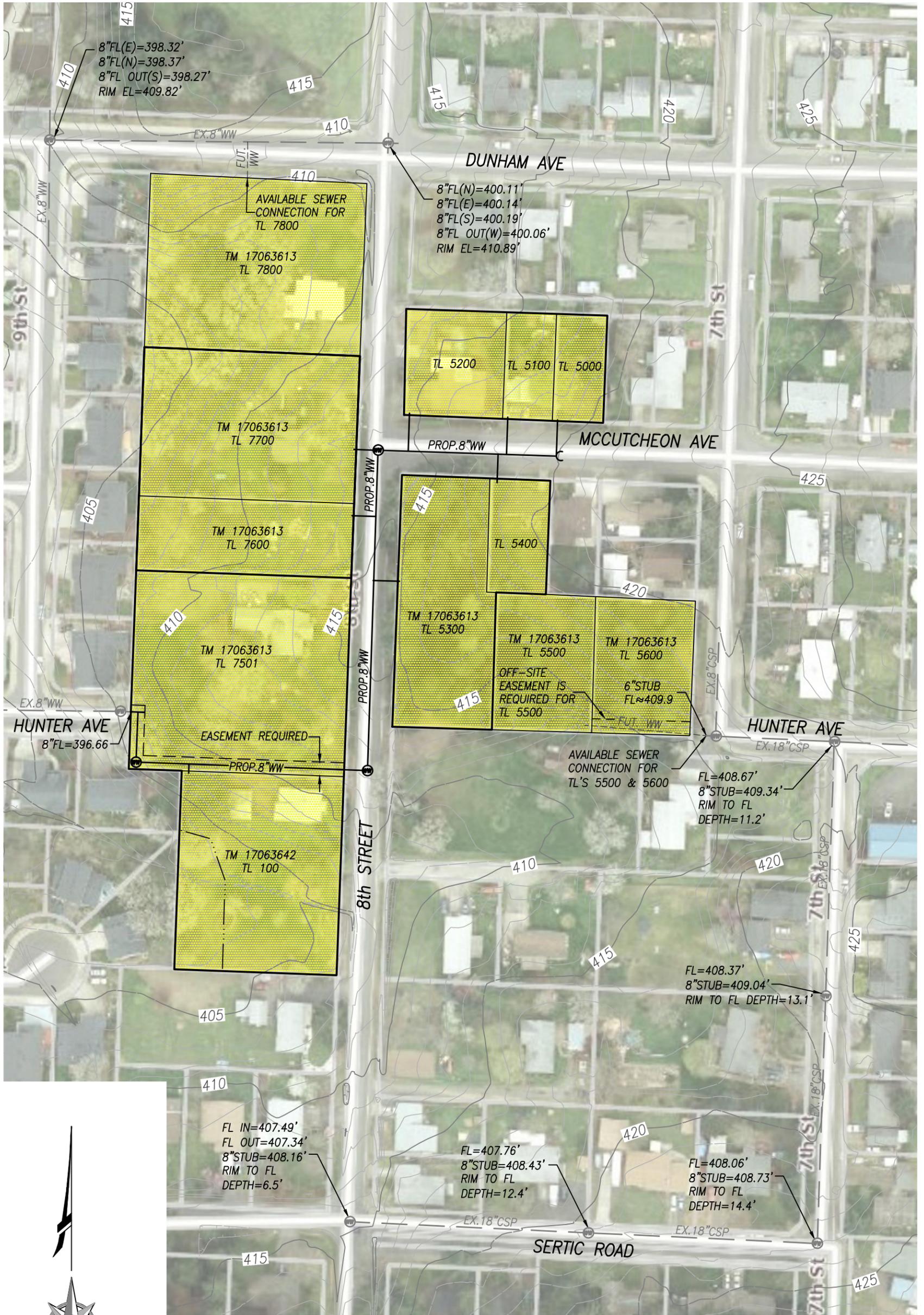
Alternative 1 is the recommended plan provided an easement can be secured for Tax Lot 7501. This alignment is expected to have the lower construction cost and provide the greatest gravity service area. If securing an easement across Tax Lot 7501 is not practical, Alternative 2 provides a viable service option to the area for all lots except Tax Lot 100.

N.P.

Exhibit #1: Alternative 1

Exhibit #2: Alternative 2

Document ID: Technical Memo-Veneta 8th St WW narrative_2Alts



LEGEND

- | | | | |
|--|-----------------------------|--|--|
| | EXISTING WASTEWATER LINE | | LOTS CURRENTLY ON PRIVATE SEPTIC SYSTEMS |
| | EXISTING WASTEWATER MANHOLE | | LOTS TO BE SERVED WITH THIS PROJECT |
| | PROPOSED WASTEWATER LINE | | |
| | PROPOSED WASTEWATER MANHOLE | | |
| | PROPOSED WASTEWATER SERVICE | | |
| | FUTURE WASTEWATER LINE | | |

DRAFT COPY

EXHIBIT 1

8th ST. SERVICE - ALT #1

AUG. 18, 2015

Project No: 14-006F

SCALE: 1" = 100'

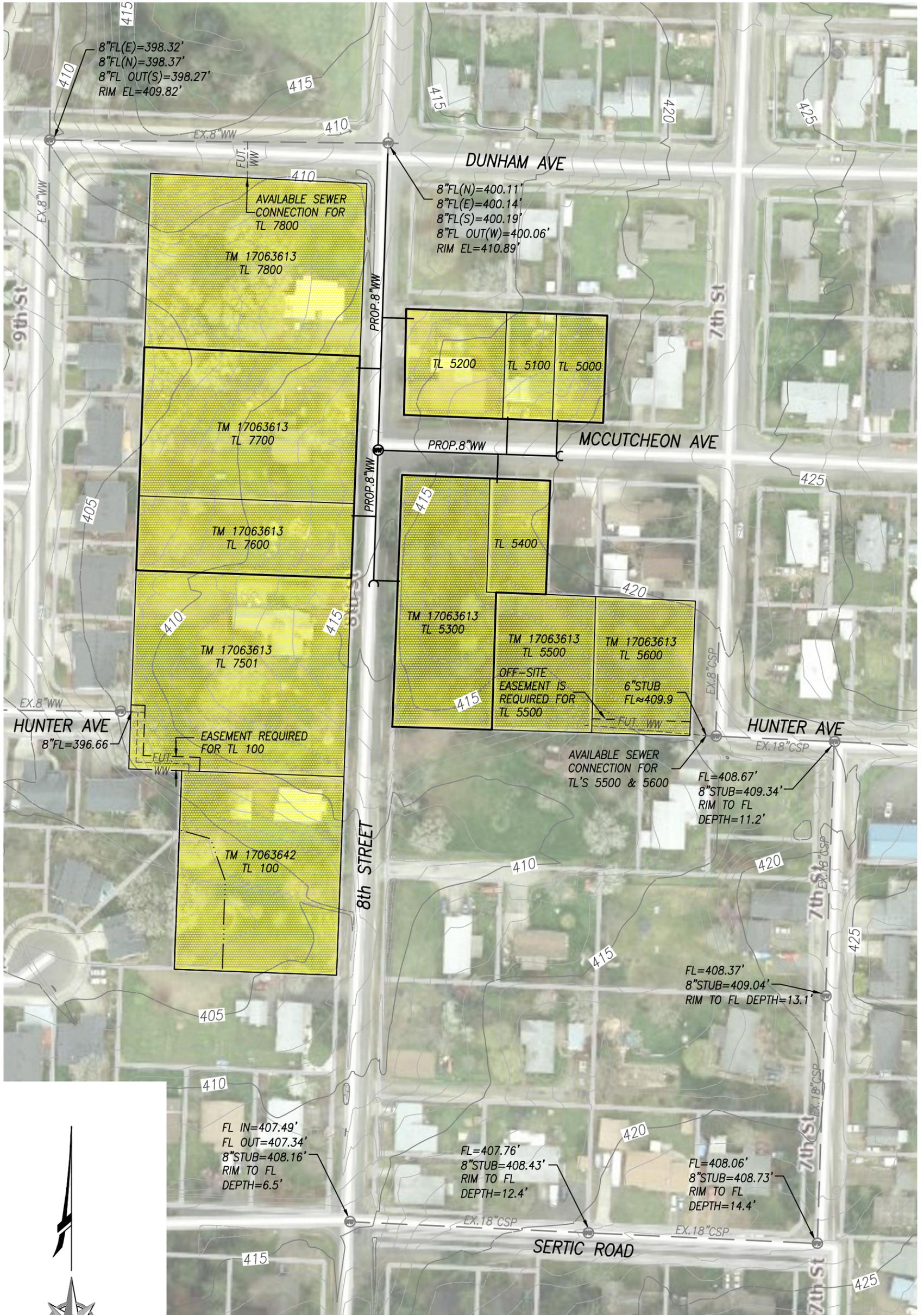


8th STREET SEWER

CITY OF VENETA

310 5th Street, Springfield OR 97477 | p: 541.746.0637 | www.branchengineering.com

Z:\2014\14-006F 8th Street Sewer\14-006e Map Alt 1 And 2.dwg 8/18/2015 3:42 PM MARISSA



LEGEND

	EXISTING WASTEWATER LINE		LOTS CURRENTLY ON PRIVATE SEPTIC SYSTEMS
	EXISTING WASTEWATER MANHOLE		LOTS TO BE SERVED WITH THIS PROJECT
	PROPOSED WASTEWATER LINE		
	PROPOSED WASTEWATER MANHOLE		
	PROPOSED WASTEWATER SERVICE		
	FUTURE WASTEWATER LINE		

DRAFT COPY

EXHIBIT 2

8th ST. SERVICE - ALT #2

AUG. 18, 2015

Project No: 14-006F

SCALE: 1" = 100'



8th STREET SEWER

CITY OF VENETA

310 5th Street, Springfield OR 97477 | p: 541.746.0637 | www.branchengineering.com

Z:\2014\14-006F 8th Street Sewer\14-006e Map Alt 1 And 2.dwg 8/18/2015 2:32 PM MARISSA

8th Street Sewer Extension (Alt. 1)

PRELIMINARY ENGINEER'S ESTIMATE (Concept Plans)

Branch Engineering, Inc. 9/17/2015

By MLB

Construction Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
1	Mobilization, Bonds and Insurance	1	Lump Sum	\$15,930.00	\$15,930
2	Erosion Control	1	Lump Sum	\$2,000.00	\$2,000
3	Traffic Control	1	Lump Sum	\$5,000.00	\$5,000
4	8" Wastewater Pipe (12'+/- Depth)	780	Lineal Feet	\$80.00	\$62,400
5	6" Wastewater (Laterals)	140	Lineal Feet	\$60.00	\$8,400
6	Wastewater Manhole	3	Each	\$3,500.00	\$10,500
7	Connect to Existing Pipe	1	Each	\$500.00	\$500
8	Cleanout	1	Each	\$400.00	\$400
9	HMAC Trench Patch	80	Ton	\$150.00	\$12,000
10	Landscape Restoration	1	Lump Sum	\$5,000.00	\$5,000
Construction Cost Total					\$122,130
1	Surveying/Testing/Observation	1	Lump Sum	\$10,000.00	\$10,000
Surveying/Testing/Inspection Total					\$10,000
Easement Acquisition Cost Not Included					
Total					\$132,130
Contingency (20%)					\$26,426
Total Cost					\$158,556

8th Street Sewer Extension (Alt. 2)

PRELIMINARY ENGINEER'S ESTIMATE (Concept Plans)

Branch Engineering, Inc. 9/17/2015

By MLB

Construction Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
1	Mobilization, Bonds and Insurance	1	Lump Sum	\$13,282.50	\$13,283
2	Erosion Control	1	Lump Sum	\$2,000.00	\$2,000
3	Traffic Control	1	Lump Sum	\$5,000.00	\$5,000
4	8" Wastewater Pipe (12'+/- Depth)	620	Lineal Feet	\$80.00	\$49,600
5	6" Wastewater (Laterals)	140	Lineal Feet	\$60.00	\$8,400
6	Wastewater Manhole	1	Each	\$3,500.00	\$3,500
7	Connect to Existing Pipe	1	Each	\$500.00	\$500
8	Cleanout	2	Each	\$400.00	\$800
9	HMAC Trench Patch	105	Ton	\$150.00	\$15,750
10	Landscape Restoration	1	Lump Sum	\$3,000.00	\$3,000
Construction Cost Total					\$101,833
1	Surveying/Testing/Observation	1	Lump Sum	\$10,000.00	\$10,000
Surveying/Testing/Inspection Total					\$10,000
Total					\$111,833
Contingency (20%)					\$22,367
Total Cost					\$134,199

The following is a list of items that the Council may wish to include as resolution conditions authorizing our consent to be included in the formation of FRCPD (District).

1. FRCPD Advisory Committee make-up.
Seven designated committee members:
 - Two City officials
 - Two at large members from outside the City
 - Fire District representative (LFA Fire Chief)
 - FRSD representative (School Superintendent from either of two school districts)
 - One member at large who represents Veneta or Fern Ridge Crime Watch
2. The Advisory Committee will be included in all selection decisions regarding hiring of the supervising sergeant, school resource officer (SRO) and the community resource officer (CRO).
3. School resource officer will be a certified SRO or have received adequate training.
4. Advisory Committee will have input into the job description of the SRO and CRO positions.
5. City of Veneta will continue to receive monthly reports of all activity within the City.
6. LCSO dispatch will continue to receive calls for after hour public works service requests.
7. City of Veneta will continue to receive the following services. This averages less than ten (10) hours per month.
 - **Community Policing**
 - **Code Enforcement**
 - **Weekends and After Hours**
 - **Municipal Court Services**
8. All violations cited inside Veneta city limits will be heard by the Veneta Municipal Court.
9. City of Veneta will continue to maintain the same level of deputy coverage that it currently receives until 66% of the expected deputy coverage is in place. We are expecting new language from the Sheriff's Office to be included in this section.
10. The location of a new District substation will be located in Veneta next to City Hall. Veneta will construct the new facility and lease it to the District.