

AGENDA
VENETA CITY COUNCIL
MONDAY, APRIL 11, 2016 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

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

- 6:30 **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. Accounts Payable
 - i. To be Paid – Payable through April 5, 2016 (pgs. 3-17)
 - b. Temporary OLCC Liquor License for St. Thomas Becket Academy (pgs. 19-20)
 - c. Banner Permit from N.E.W. PTA/Elmira Elementary for Talent Show & Auction (pgs. 21-22)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Appointment to the Veneta Park Board (Position 4) (pg. 23)
 - (2) Appointment to the Veneta Budget Committee (pgs. 25-26)
 - (3) Request from Lane Arts Council to Reduce the Community Center Rental Fee (pgs. 27-28)
 - (4) Donation Request from Mid Lane Cares for Benefit by the Glass Fundraising Event (pg. 29)

 - b. Council/Committee Liaison Reports

- 6:55 **5. STAFF REPORTS**
 - a. Community Development Director.....Kay Bork
 - (1) Transportation Utility Fee Ordinance No. 527 – First Reading
 - i. Agenda Item Summary (31-32)
 - ii. **Ordinance No. 527** - AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF VENETA. For first reading by title only (pgs. 33-40)

 - b. Public Works Director.....Kyle Schauer
 - (1) Engineer’s Local Improvement District Report for 8th St. Sewer Improvements (pgs. 41-44)

 - c. City Administrator.....Ric Ingham
 - (1) Removal of Park Board Member for Non-Performance of Duty (pg. 45)
 - (2) Filling Council Vacancy
 - (3) Questions from Councilors

- 7:15

- 7:35 **6. OTHER**

- 7:45 **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.

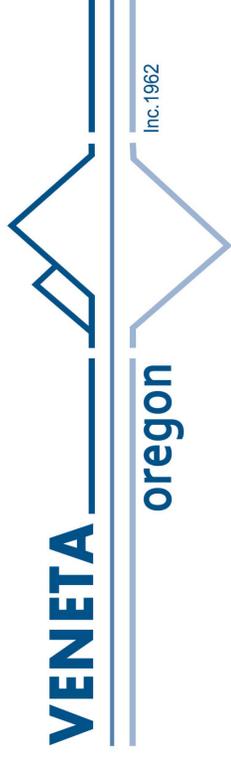
To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>

Accounts Payable To Be Paid Proof List

User: MINDY

Printed: 04/07/2016 - 3:56 PM

Batch: 009-03-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess										
1237	03/30/2016	459.90	0.00	04/12/2016	Monthly Contract		-			No 0000
100-100-52055	Janitorial Services Contract									
1237	03/30/2016	114.98	0.00	04/12/2016	Monthly Contract		-			No 0000
140-140-52055	Janitorial Services Contract									
1237	03/30/2016	191.62	0.00	04/12/2016	Monthly Contract		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
1237	03/30/2016	53.76	0.00	04/12/2016	Window Washing C Ctr		-			No 0000
100-100-52055	Janitorial Services Contract									
1237	03/30/2016	13.44	0.00	04/12/2016	Window Washing C Ctr		-			No 0000
140-140-52055	Janitorial Services Contract									
	1237 Total:	833.70								
	AbvMess Total:	833.70								
AllSea All Seasons Equipment										
182341	03/31/2016	163.98	0.00	04/12/2016	Edger parts		-			No 0000
230-230-51515	Tools & Small Equipment									
182341	03/31/2016	163.98	0.00	04/12/2016	Edger parts		-			No 0000
130-130-51515	Tools & Small Equipment									
182341	03/31/2016	163.99	0.00	04/12/2016	Edger parts		-			No 0000
220-220-51515	Tools & Small Equipment									
	182341 Total:	491.95								
	AllSea Total:	491.95								
ALSCO ALSOCO										
March 2016	03/23/2016	246.12	0.00	04/12/2016	Door mats/paper products		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
March 2016	03/23/2016	92.70	0.00	04/12/2016	Door mats/paper products		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
March 2016	03/23/2016	85.80	0.00	04/12/2016	Paper products		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
March 2016	03/23/2016	7.31	0.00	04/12/2016	Paper products		-			No 0000
130-130-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
March 2016	03/23/2016	25.56	0.00	04/12/2016	Paper products		-	No		0000
210-210-51010	Admin Supplies & Services									
March 2016	03/23/2016	40.76	0.00	04/12/2016	Paper products		-	No		0000
220-220-51010	Admin Supplies & Services									
March 2016	03/23/2016	35.70	0.00	04/12/2016	Paper products		-	No		0000
230-230-51010	Admin Supplies & Services									
March 2016	03/23/2016	0.63	0.00	04/12/2016	Paper products		-	No		0000
240-240-51010	Admin Supplies & Services									
	March 2016 Total:	534.58								
	ALSCO Total:	534.58								
AnalyLab Analytical Laboratory Group										
76493	03/03/2016	806.40	0.00	04/12/2016	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
76493	03/03/2016	392.00	0.00	04/12/2016	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
	76493 Total:	1,198.40								
	AnalyLab Total:	1,198.40								
ASI ASI										
A00014656202Kcz	02/29/2016	3.75	0.00	04/12/2016	FSA admin fee		-	No		0000
100-100-51010	Admin Supplies & Services									
	A00014656202Kcz Total:	3.75								
	ASI Total:	3.75								
BanBkCC Banner Bank										
03/16 Cra	03/18/2016	15.00	0.00	04/12/2016	Ad for Lifeguard position		-	No		0000
130-520-51025	Advertising and Publishing									
	03/16 Cra Total:	15.00								
3/16 AMA	03/18/2016	77.03	0.00	04/12/2016	Wastewater Operator cert study guide		-	No		0000
220-220-51070	Training & Conferences									
	3/16 AMA Total:	77.03								
3/16 COC	03/18/2016	165.00	0.00	04/12/2016	Tickets to Economic Forecast 2016		-	No		0000
100-205-51085	Miscellaneous/Discretionary									
	3/16 COC Total:	165.00								
3/16 Ebay	03/18/2016	105.27	0.00	04/12/2016	Muffler for big gun		-	No		0000
220-220-53130	Equipment Repairs									
	3/16 Ebay Total:	105.27								
3/16 Furn	03/18/2016	518.00	0.00	04/12/2016	Office chairs 2 ea		-	No		0000
100-100-51500	Office Equipment & Furniture									
	3/16 Furn Total:	518.00								
3/16 LCOG	03/18/2016	140.00	0.00	04/12/2016	LCOG Apprec. Dinner		-	No		0000
100-100-51085	Miscellaneous/Discretionary									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
3/16 LCOG Total:		140.00								
3/16 Mow	03/18/2016	378.02	0.00	04/12/2016	Motor rebuild for big gun		-			0000
220-220-53130	Equipment Repairs									
3/16 Mow	03/18/2016	-164.45	0.00	04/12/2016	Credit Voucher		-			0000
220-220-53130	Equipment Repairs									
3/16 Mow Total:		213.57								
MS Online 3/16	03/18/2016	25.74	0.00	04/12/2016	Monthly fee		-			0000
100-100-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	2.86	0.00	04/12/2016	Monthly fee		-			0000
100-160-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	2.86	0.00	04/12/2016	Monthly fee		-			0000
100-170-52045	Computer System Support/Maint									
MS Online 3/16	03/18/2016	5.87	0.00	04/12/2016	Monthly fee		-			0000
130-130-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	2.87	0.00	04/12/2016	Monthly fee		-			0000
130-520-52045	Computer System Support/Maint									
MS Online 3/16	03/18/2016	10.86	0.00	04/12/2016	Monthly fee		-			0000
140-140-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	10.86	0.00	04/12/2016	Monthly fee		-			0000
210-210-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	15.86	0.00	04/12/2016	Monthly fee		-			0000
220-220-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	5.86	0.00	04/12/2016	Monthly fee		-			0000
230-230-52045	Computer System Support-Maint									
MS Online 3/16	03/18/2016	3.86	0.00	04/12/2016	Monthly fee		-			0000
240-240-52045	Computer System Support-Maint									
MS Online 3/16 Total:		87.50								
BanBkCC Total:		1,321.37								
<hr/>										
BranEng Branch Engineering, Inc										
6384	03/30/2016									
140-140-52140	Technical Review Services									
6384 Total:		308.75	0.00	04/12/2016	Develop Review--Grenz Subdivision		-			0000
6385	03/30/2016	308.75								
140-140-52140	Technical Review Services									
6385 Total:		190.00	0.00	04/12/2016	Services at C Council Meeting for Sproat		-			0000
6386	03/30/2016	190.00								
140-140-52140	Technical Review Services									
6386 Total:		798.75	0.00	04/12/2016	Traffic Study Scoping		-			0000
6387	03/30/2016	798.75								
140-140-52140	Technical Review Services									
6387 Total:		380.00	0.00	04/12/2016	Develop Review--Cobarrubia		-			0000
6388	03/30/2016	380.00								
140-140-52140	Technical Review Services									
6388 Total:		95.00	0.00	04/12/2016	Develop Rvw - Jon Seay Bldng Prmt		-			0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
6389	03/30/2016	95.00	0.00	04/12/2016	Completeness Review		-	No		0000
140-140-52140	Technical Review Services	190.00								
6389 Total:		190.00								
6390	03/30/2016	2,762.50	0.00	04/12/2016	2nd & 3rd St Design		-	No		0000
230-230-60250	Street System Improvements	2,762.50								
6390 Total:		4,725.00								
BranEng Total:										
BucSan Buck's Sanitary Service										
A-47751	03/30/2016	53.00	0.00	04/12/2016	Fern Park unit		-	No		0000
130-130-53210	Park Maintenance	53.00								
A-47751 Total:		53.00								
A-47752	03/30/2016	53.00	0.00	04/12/2016	City Park Unit		-	No		0000
130-130-53210	Park Maintenance	53.00								
A-47752 Total:		53.00								
A-47753	03/30/2016	98.50	0.00	04/12/2016	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance	98.50								
A-47753 Total:		98.50								
BucSan Total:		204.50								
BuiDep Building Department The										
March 2016	04/05/2016	10,190.55	0.00	04/12/2016	Inspection Services		-	No		0000
100-100-52025	Building Permit Inspections	10,190.55								
March 2016	04/05/2016	1,740.75	0.00	04/12/2016	Inspection Services		-	No		0000
100-100-52030	Electrical Permit Inspections	1,740.75								
March 2016 Total:		11,931.30								
BuiDep Total:		11,931.30								
CentPri Central Print & Repro Svc										
309262	03/23/2016	90.62	0.00	04/12/2016	Business Cards		-	No		0000
100-100-51010	Admin Supplies & Services	90.62								
309262	03/23/2016	11.69	0.00	04/12/2016	Business Cards		-	No		0000
130-130-51010	Admin Supplies & Services	11.69								
309262	03/23/2016	13.88	0.00	04/12/2016	Business Cards		-	No		0000
130-520-51010	Administrative Supplies	13.88								
309262	03/23/2016	15.41	0.00	04/12/2016	Business Cards		-	No		0000
140-140-51010	Admin Services & Supplies	15.41								
309262	03/23/2016	120.64	0.00	04/12/2016	Business Cards		-	No		0000
210-210-51010	Admin Supplies & Services	120.64								
309262	03/23/2016	135.47	0.00	04/12/2016	Business Cards		-	No		0000
220-220-51010	Admin Supplies & Services	135.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
309262	03/23/2016	102.76	0.00	04/12/2016	Business Cards		-	No		0000
230-230-51010	Admin Supplies & Services									
309262	03/23/2016	1.53	0.00	04/12/2016	Business Cards		-	No		0000
240-240-51010	Admin Supplies & Services									
	309262 Total:	492.00								
309390	03/28/2016	23.29	0.00	04/12/2016	Envelopes		-	No		0000
100-100-51010	Admin Supplies & Services									
309390	03/28/2016	3.00	0.00	04/12/2016	Envelopes		-	No		0000
130-130-51010	Admin Supplies & Services									
309390	03/28/2016	3.57	0.00	04/12/2016	Envelopes		-	No		0000
130-520-51010	Administrative Supplies									
309390	03/28/2016	3.96	0.00	04/12/2016	Envelopes		-	No		0000
140-140-51010	Admin Services & Supplies									
309390	03/28/2016	31.00	0.00	04/12/2016	Envelopes		-	No		0000
210-210-51010	Admin Supplies & Services									
309390	03/28/2016	34.81	0.00	04/12/2016	Envelopes		-	No		0000
220-220-51010	Admin Supplies & Services									
309390	03/28/2016	26.41	0.00	04/12/2016	Envelopes		-	No		0000
230-230-51010	Admin Supplies & Services									
309390	03/28/2016	0.40	0.00	04/12/2016	Envelopes		-	No		0000
240-240-51010	Admin Supplies & Services									
	309390 Total:	126.44								
309392	03/28/2016	36.94	0.00	04/12/2016	Envelopes		-	No		0000
100-100-51010	Admin Supplies & Services									
309392	03/28/2016	4.76	0.00	04/12/2016	Envelopes		-	No		0000
130-130-51010	Admin Supplies & Services									
309392	03/28/2016	5.66	0.00	04/12/2016	Envelopes		-	No		0000
130-520-51010	Administrative Supplies									
309392	03/28/2016	6.28	0.00	04/12/2016	Envelopes		-	No		0000
140-140-51010	Admin Services & Supplies									
309392	03/28/2016	49.17	0.00	04/12/2016	Envelopes		-	No		0000
210-210-51010	Admin Supplies & Services									
309392	03/28/2016	55.22	0.00	04/12/2016	Envelopes		-	No		0000
220-220-51010	Admin Supplies & Services									
309392	03/28/2016	41.88	0.00	04/12/2016	Envelopes		-	No		0000
230-230-51010	Admin Supplies & Services									
309392	03/28/2016	0.62	0.00	04/12/2016	Envelopes		-	No		0000
240-240-51010	Admin Supplies & Services									
	309392 Total:	200.53								
	CenPri Total:	818.97								
CivWest Civil West Engineering Service										
3101-007-.05	03/28/2016	2,747.50	0.00	04/12/2016	WW Master Plan Amend- 2/16/16-3/25/16		-	No		0000
314-314-52290	Other Professional Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
3101-009.01	3101-007-.05 Total:	2,747.50								
220-220-52070	03/28/2016 Engineering Fees	331.75	0.00	04/12/2016	WWTP Outfall Diffuser - 2/26/16-3/25/16		-	No		0000
	3101-009.01 Total:	331.75								
	CivWest Total:	3,079.25								
	Cmor C-More Pipe Co									
16-1498	03/29/2016 Inflow & Infiltration Improvem	11,895.00	0.00	04/12/2016	Annual Maintenance		-	No		0000
220-220-53150	16-1498 Total:	11,895.00								
	Cmor Total:	11,895.00								
	ComiFlow Comfort Flow Heating AC & Refr									
JC19750	03/29/2016 Heating/Air maintenance	2,712.08	0.00	04/12/2016	Heating/Air maintenance		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	678.02	0.00	04/12/2016	Heating/Air maintenance	Minor Maint	-	No		0000
JC19750	03/29/2016 City Hall Maint/Janitorial Sup	3,390.10	0.00	04/12/2016	Heating/Air maintenance	Minor Maint	-	No		0000
140-140-51050	JC19750 Total:	3,390.10								
	ComiFlow Total:	3,390.10								
	CSOFIN CSO Financial									
March 2016	03/29/2016 Pymnt for Collections	45.15	0.00	04/12/2016	Pymnt for Collections		-	No		0000
210-210-51105	Refunds	135.46	0.00	04/12/2016	Pymnt for Collections		-	No		0000
March 2016	03/29/2016 Pymnt for Collections	7.54	0.00	04/12/2016	Pymnt for Collections		-	No		0000
220-220-51105	Refunds	188.15								
March 2016	03/29/2016 Pymnt for Collections	188.15								
240-240-51105	Refunds	178.05	0.00	04/12/2016	Backflow Letter		-	No		0000
	March 2016 Total:	188.15								
	CSOFIN Total:	188.15								
	EDMS EDMS Inc									
20428	04/04/2016 Backflow Letter	178.05	0.00	04/12/2016	Backflow Letter		-	No		0000
210-210-51015	Postage	163.21	0.00	04/12/2016	Backflow Letter		-	No		0000
20428	04/04/2016 Monthly Newsletter 4/16	341.26	0.00	04/12/2016	Monthly Newsletter 4/16		-	No		0000
210-210-51010	Admin Supplies & Services	669.36	0.00	04/12/2016	Monthly Utility bill 4/16		-	No		0000
	20428 Total:	114.56	0.00	04/12/2016	Monthly Utility bill 4/16		-	No		0000
20433	04/04/2016 Monthly Utility bill 4/16	251.60	0.00	04/12/2016	Monthly Utility bill 4/16		-	No		0000
100-100-51095	Public Relations									
20433	04/04/2016 Monthly Utility bill 4/16									
210-210-51010	Admin Supplies & Services									
20433	04/04/2016 Monthly Utility bill 4/16									
210-210-51015	Postage									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
20433	04/04/2016	171.84	0.00	04/12/2016	Monthly Utility bill	4/16	-	No		0000
220-220-51010	Admin Supplies & Services									
20433	04/04/2016	377.39	0.00	04/12/2016	Monthly Utility bill	4/16	-	No		0000
220-220-51015	Postage									
	20433 Total:	1,584.75								
	EDMS Total:	1,926.01								
EPUD										
104799 3/16	03/23/2016	21.12	0.00	04/12/2016	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 3/16 Total:	21.12								
107383 3/16	03/23/2016	310.10	0.00	04/12/2016	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 3/16 Total:	310.10								
114643 3/16	03/23/2016	2,502.48	0.00	04/12/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	114643 3/16 Total:	2,502.48								
122635 3/16	03/23/2016	28.81	0.00	04/12/2016	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 3/16 Total:	28.81								
51043 3/16	03/23/2016	365.70	0.00	04/12/2016	City Hall		-	No		0000
100-100-51035	Electricity									
51043 3/16	03/23/2016	121.90	0.00	04/12/2016	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 3/16 Total:	487.60								
60675 3/16	03/23/2016	194.35	0.00	04/12/2016	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 3/16 Total:	194.35								
61380 3/16	03/23/2016	105.14	0.00	04/12/2016	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 3/16 Total:	105.14								
8229 3/16	03/23/2016	20.56	0.00	04/12/2016	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 3/16 Total:	20.56								
	EPUD Total:	3,670.16								
FerRiCh Fern Ridge Chamber										
2016	03/08/2016	150.00	0.00	04/12/2016	DSA Sponsorship		-	No		0000
100-100-51095	Public Relations									
	2016 Total:	150.00								
	FerRiCh Total:	150.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FRSD28J Fern Ridge School District 28J										
March 2016	04/05/2016	9,957.81	0.00	04/12/2016	Excise tax March 1 - 31, 2016		-			No 0000
100-000-20010	Accounts Payable									
	March 2016 Total:	9,957.81								
	FRSD28J Total:	9,957.81								
IngR Ingham R Ric										
Ringham 3/16	04/05/2016	71.92	0.00	04/12/2016	Meeting/Meals		-			No 0000
100-100-51075	Travel - Staff									
Ringham 3/16	04/05/2016	7.19	0.00	04/12/2016	Meeting/Meals		-			No 0000
100-160-51075	Travel - Staff									
Ringham 3/16	04/05/2016	14.38	0.00	04/12/2016	Meeting/Meals		-			No 0000
130-130-51010	Admin Supplies & Services									
Ringham 3/16	04/05/2016	35.96	0.00	04/12/2016	Meeting/Meals		-			No 0000
140-140-51075	Travel - Staff									
Ringham 3/16	04/05/2016	14.38	0.00	04/12/2016	Meeting/Meals		-			No 0000
210-210-51010	Admin Supplies & Services									
Ringham 3/16	04/05/2016	71.92	0.00	04/12/2016	Meeting/Meals		-			No 0000
220-220-51010	Admin Supplies & Services									
Ringham 3/16	04/05/2016	7.19	0.00	04/12/2016	Meeting/Meals		-			No 0000
130-520-51010	Administrative Supplies									
Ringham 3/16	04/05/2016	57.53	0.00	04/12/2016	Meeting/Meals		-			No 0000
230-230-51010	Admin Supplies & Services									
Ringham 3/16	04/05/2016	7.19	0.00	04/12/2016	Meeting/Meals		-			No 0000
240-240-51010	Admin Supplies & Services									
	Ringham 3/16 Total:	287.66								
	IngR Total:	287.66								
JerBro Jerry Brown Co										
March 2016	03/31/2016	37.22	0.00	04/12/2016	Fuel usage		-			No 0000
100-100-51075	Travel - Staff									
March 2016	03/31/2016	74.45	0.00	04/12/2016	Fuel usage		-			No 0000
130-130-53030	Vehicle Operation/Maintenance									
March 2016	03/31/2016	74.45	0.00	04/12/2016	Fuel usage		-			No 0000
230-230-53030	Vehicle Operation-Maintenance									
March 2016	03/31/2016	297.80	0.00	04/12/2016	Fuel usage		-			No 0000
210-210-53030	Vehicle Operation&Maintenance									
March 2016	03/31/2016	260.57	0.00	04/12/2016	Fuel usage		-			No 0000
220-220-53030	Vehicle Operation&Maintenance									
	March 2016 Total:	744.49								
	JerBro Total:	744.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
JerHom 412435	Jerry's Home Improvement 03/31/2016	12.48	0.00	04/12/2016	Drywall for City Hall remodel		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	12.48								
	412435 Total:	12.48								
	JerHom Total:									
Kiwanis 2016	Kiwanis of Fern Ridge 03/28/2016	200.00	0.00	04/12/2016	Show N Shine Sponsorship		-	No		0000
100-100-52065	Tourism Support/Projects	200.00								
	2016 Total:	200.00								
	Kiwanis Total:	200.00								
LanCoAc March 2016	LanCoAc Lane Co Accts Receivable 04/05/2016	1,846.31	0.00	04/12/2016	Assessments collected for March		-	No		0000
100-000-20330	County Fine Assessment Payable	1,846.31								
	March 2016 Total:	1,846.31								
	LanCoAc Total:	1,846.31								
LanCoSh SO5567	LanCoSh Lane County Sheriff's Ofc 04/01/2016	210,843.75	0.00	04/12/2016	3rd Qtr FY2015/16		-	No		0000
120-120-52210	Law Enforcement Contract	210,843.75								
	SO5567 Total:	210,843.75								
	LanCoSh Total:	210,843.75								
LanEle 42002 3/16	LanEle Lane Electric Coop Inc 03/30/2016	182.54	0.00	04/12/2016	Community Center		-	No		0000
130-530-51035	Electricity-Community Center	182.54								
	42002 3/16 Total:	182.54								
42007 3/16	03/30/2016	136.17	0.00	04/12/2016	hwy 126 Welcome Sign		-	No		0000
100-100-51100	Welcome Sign Maintenance	136.17								
	42007 3/16 Total:	136.17								
42008 3/16	03/30/2016	4,070.41	0.00	04/12/2016	Wastewater Treatment Plant		-	No		0000
220-220-51035	Electricity	4,070.41								
	42008 3/16 Total:	4,070.41								
42009 3/16	03/30/2016	139.36	0.00	04/12/2016	Bolton Hill Reservoir		-	No		0000
210-210-51035	Electricity	139.36								
	42009 3/16 Total:	139.36								
42013 3/16	03/30/2016	42.00	0.00	04/12/2016	Huston/Tidball pump		-	No		0000
210-210-51035	Electricity	42.00								
	42013 3/16 Total:	42.00								
March 2016	03/30/2016	1,371.82	0.00	04/12/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights	1,371.82								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	March 2016 Total:	1,371.82								
	LanEle Total:	5,942.30								
LanFor Lane Forest Products										
1728717	03/31/2016	120.00	0.00	04/12/2016	Frugal Planting Soil - Soil Mix PO 4870		-	No		0000
130-130-53210	Park Maintenance									
	1728717 Total:	120.00								
307033-01	03/31/2016	441.00	0.00	04/12/2016	Fiber Chips for Skate Park PO 4866		-	No		0000
130-130-53210	Park Maintenance									
	307033-01 Total:	441.00								
	LanFor Total:	561.00								
MidSta Mid-State Industrial Svc										
0163793	03/24/2016	1,830.00	0.00	04/12/2016	Monthly Services		-	No		0000
230-230-53150	Street Sweeping Contract									
	0163793 Total:	1,830.00								
	MidSta Total:	1,830.00								
NetAsset Net Assets										
88-201603	04/01/2016	146.00	0.00	04/12/2016	Lien Search Requests		-	No		0000
100-100-51010	Admin Supplies & Services									
	88-201603 Total:	146.00								
	NetAsset Total:	146.00								
ODOR ODOR - Court										
March 2016	04/05/2016	1,149.00	0.00	04/12/2016	Unitary Assessment / other St fees		-	No		0000
100-000-20320	State Fine Assessments Payable									
	March 2016 Total:	1,149.00								
	ODOR Total:	1,149.00								
O'Reilly O'Reilly Automotive, Inc										
March 2016	03/28/2016	19.99	0.00	04/12/2016	Ring Pliers		-	No		0000
220-220-51515	Tools & Small Equipment									
March 2016	03/28/2016	10.82	0.00	04/12/2016	Mower Repair		-	No		0000
130-130-53130	Equipment Repairs									
March 2016	03/28/2016	10.81	0.00	04/12/2016	Mower Repair		-	No		0000
230-230-53130	Equipment Repairs									
March 2016	03/28/2016	5.58	0.00	04/12/2016	Various needs		-	No		0000
220-220-53020	System Operating Supplies									
	March 2016 Total:	47.20								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	OReilly Total:	47.20								
OrmKip Orme Kip										
KOrme 3/16	04/04/2016	50.00	0.00	04/12/2016	Cell phone stipend		-		No	0000
220-220-51030	Telephone Services									
	KOrme 3/16 Total:	50.00								
	OrmKip Total:	50.00								
ParkCorp Parkson Corporation										
AR1/51014881	03/24/2016	409.76	0.00	04/12/2016	Biolac parts		-		No	0000
220-220-53050	WW Treatment Plant Maintenance									
	AR1/51014881 Total:	409.76								
	ParkCorp Total:	409.76								
Pio32 Pioneer 32 of Oregon										
5905	03/30/2016	2,050.00	0.00	04/12/2016	Cabinetry for new workspace		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup									
	5905 Total:	2,050.00								
5906	03/30/2016	305.00	0.00	04/12/2016	Anne's Desk area		-		No	0000
100-100-51500	Office Equipment & Furniture									
	5906 Total:	305.00								
	Pio32 Total:	2,355.00								
PLSMAN Plasticman										
7143	03/30/2016	400.00	0.00	04/12/2016	Material/Labor for Cabinetry & Counter		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup									
	7143 Total:	400.00								
	PLSMAN Total:	400.00								
RICGUE Guerrero										
March 2016	04/06/2016	55.00	0.00	04/12/2016	Refund for C Center		-		No	0000
130-130-51105	Refunds									
	March 2016 Total:	55.00								
	RICGUE Total:	55.00								
SagaCity Saga City Custom Publishing										
2016-11947	03/14/2016	1,329.00	0.00	04/12/2016	Eug Cascades/Coast VG ad		-		No	0000
100-100-52065	Tourism Support/Projects									
	2016-11947 Total:	1,329.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SagaCity Total:		1,329.00								
SaniPac SANIPAC										
2187460	04/01/2016	213.60	0.00	04/12/2016	Street debris		-	No		0000
230-230-53045	Street Maintenance									
2187460	04/01/2016	24.04	0.00	04/12/2016	Trash haul-Act #2013-2002191-001		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
2187460	04/01/2016	6.01	0.00	04/12/2016	Trash haul-Act #20132002191-001		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
2187460	04/01/2016	103.95	0.00	04/12/2016	Trash Haul-Act #2013-2002191-001		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
2187460	04/01/2016	123.43	0.00	04/12/2016	Trash haul-Act #2013-2002191-001		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
SaniPac Total:		471.03								
2187460 Total:		471.03								
SchKyl Schauer Kyle										
KSchauer 3/16	04/04/2016	50.00	0.00	04/12/2016	Cell phone stipend		-	No		0000
210-210-51030	Telephone Services									
KSchauer 3/16 Total:		50.00								
SchKyl Total:		50.00								
Sprint Nextel Communications										
886952530-124	03/27/2016	41.75	0.00	04/12/2016			-	No		0000
100-100-51030	Telephone Services									
886952530-124	03/27/2016	41.74	0.00	04/12/2016			-	No		0000
130-130-51030	Telephone Services									
886952530-124	03/27/2016	62.63	0.00	04/12/2016			-	No		0000
210-210-51030	Telephone Services									
886952530-124	03/27/2016	62.63	0.00	04/12/2016			-	No		0000
220-220-51030	Telephone Services									
886952530-124	03/27/2016	41.76	0.00	04/12/2016			-	No		0000
230-230-51030	Telephone Services									
886952530-124 Total:		250.51								
Sprint Total:		250.51								
SunsetAu Sunset Auto Parts, Inc										
951-2272219	03/31/2016	21.24	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs									
951-2272219	03/31/2016	21.25	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs									
951-2272219 Total:		42.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
951-271980	03/31/2016	6.17	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53020	System Operating Supplies									
	951-271980 Total:	6.17								
951-272246	03/31/2016	20.95	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs									
951-272246	03/31/2016	20.95	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs									
	951-272246 Total:	41.90								
951-272434	03/31/2016	15.77	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53020	System Operating Supplies									
	951-272434 Total:	15.77								
951-272435	03/31/2016	12.57	0.00	04/12/2016	Various Needs		-	No		0000
210-210-53040	System Maintenance									
	951-272435 Total:	12.57								
951-272766	03/31/2016	6.51	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs									
951-272766	03/31/2016	6.50	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
	951-272766 Total:	13.01								
951-273066	03/31/2016	1.10	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53020	System Operating Supplies									
	951-273066 Total:	1.10								
951-273699	03/31/2016	6.63	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs									
951-273699	03/31/2016	6.62	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs									
951-273699	03/31/2016	17.61	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs									
951-273699	03/31/2016	17.60	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs									
	951-273699 Total:	48.46								
	SunsetAu Total:	181.47								
VenAce Veneta Ace Hardware										
52749	03/31/2016	7.49	0.00	04/12/2016	Various Needs		-	No		0000
100-190-51050	Building Maint & Janitorial									
52749	03/31/2016	18.99	0.00	04/12/2016	Various Needs		-	No		0000
210-210-51515	Tools & Small Equipment									
	52749 Total:	26.48								
52844	03/31/2016	7.49	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53070	Landscape Maint & Supplies									
	52844 Total:	7.49								
52863	03/31/2016	26.62	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53210	Park Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
53026	03/31/2016	26.62	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53210	Park Maintenance	3.30								
53026 Total:		3.30								
53201	03/31/2016	-18.99	0.00	04/12/2016	Various Needs		-	No		0000
220-220-51515	Tools & Small Equipment	-18.99								
53201 Total:		18.09								
53733	03/31/2016	18.09	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53130	Equipment Repairs	18.09								
53733 Total:		0.94								
54374	03/31/2016	0.94	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53040	System Maintenance	0.94								
54374 Total:		6.30								
54388	03/31/2016	6.30	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53040	System Maintenance	6.30								
54388 Total:		13.99								
54409	03/31/2016	13.99	0.00	04/12/2016	Various Needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint	13.99								
54409 Total:		30.95								
54623	03/31/2016	30.95	0.00	04/12/2016	Various Needs		-	No		0000
210-210-53040	System Maintenance	30.95								
54623 Total:		4.32								
54709	03/31/2016	35.27	0.00	04/12/2016	Various Needs		-	No		0000
210-210-53040	System Maintenance	35.27								
54709 Total:		8.98								
54747	03/31/2016	8.98	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53210	Park Maintenance	8.98								
54747 Total:		9.29								
55253	03/31/2016	9.29	0.00	04/12/2016	Various Needs		-	No		0000
220-220-53040	System Maintenance	9.29								
55253 Total:		6.49								
55303	03/31/2016	6.49	0.00	04/12/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs	6.49								
55303 Total:		0.42								
55303	03/31/2016	0.42	0.00	04/12/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs	0.42								
55303 Total:		0.85								
55562	03/31/2016	19.31	0.00	04/12/2016	Various Needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	19.31								
55562 Total:		4.83								
140-140-51050	City Hall Maint/Janitorial Sup	4.83	0.00	04/12/2016	Various Needs		-	No		0000
55562 Total:		24.14								
56301	03/31/2016	24.14	0.00	04/12/2016	Various Needs		-	No		0000
100-100-51055	Safety Program and Supplies	24.14								
56301 Total:		15.99								

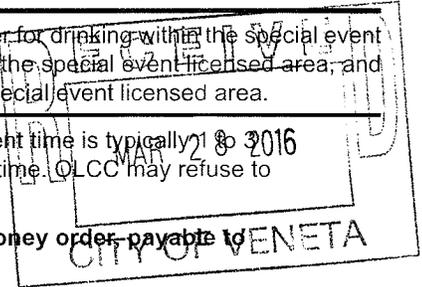
Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
56301	03/31/2016	4.00	0.00	04/12/2016	Various Needs		-	No		0000
140-140-51055	Safety Programs & Supplies									
	56301 Total:	19.99								
56425	03/31/2016	7.97	0.00	04/12/2016	Various Needs		-	No		0000
210-210-53040	System Maintenance									
	56425 Total:	7.97								
	VenAce Total:	197.20								
VenVet Veneta Vet Hospital										
Per end03/18/16	03/18/2016	30.00	0.00	04/12/2016	Spay/Neuter voucher program		-	No		0000
100-170-51121	Animal Control Voucher Program									
Per end03/18/16	03/18/2016	376.00	0.00	04/12/2016	Spay/Neuter services thru 3/18/16		-	No		0000
100-170-51122	Animal Control Feral Program									
Per end03/18/16	Total:	406.00								
VenVet Total:		406.00								
VFW9448	VFW Post 9448 - Flag Fund									
3/28 CC Motion	03/29/2016	200.00	0.00	04/12/2016	Donation to flag fund		-	No		0000
350-350-54490	Council Discretionary									
3/28 CC Motion	Total:	200.00								
VFW9448	Total:	200.00								
ZanyZoo Zany Zoo Animals										
April 2016	03/31/2016	250.00	0.00	04/12/2016	Petting Zoo-Earth Day		-	No		0000
130-130-54620	Park Board Events & Activities									
April 2016	Total:	250.00								
ZanyZoo	Total:	250.00								
Report Total:		286,535.16								



TEMPORARY SALES LICENSE APPLICATION

The Temporary Sales License (TSL) allows you to sell distilled spirits, malt beverages, wine, and cider for drinking within the special event licensed area, manufacturer-sealed containers of malt beverage, wine, and cider for drinking out of the special event licensed area, and malt beverages, wine, or cider in a securely covered container (i.e. growlers) for taking out of the special event licensed area.

- **Process Time:** OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 3 weeks before the first event date listed in #11 below. Some events may need extra processing time. OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #11 below, you may apply for a maximum of **seven** license days per application form.



PLEASE PRINT

- Applicant Name: Society of St. Pius X, Eugene OR, Inc 2. E-Mail: becketauction@gmail.com
- Mailing address: 25269 E Bolton Rd
- City: Veneta 5. State: OR 6. Zip Code: 97487 7. Fax: 541-935-4120
- Contact Person: Andrew Belzer 9. Contact Phone: 949-922-5034
- Event Name: St. Thomas Becket Auction
- Date(s) of event (no more than **seven** days): May 7, 2016
- Start/End hours of alcohol service: 4:30 AM PM to 9:30 AM PM
- Address of **Special Event** Licensed Area: 25269 E Bolton Rd Veneta 97487
(Street) (City/Zip)
- Is the event outdoors? Yes No
 - If no, in what area(s) of the building is the event located? School Gym, Hallway, Vestibule, Auditorium
 - If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
- List the primary activities within the licensed area: Dinner, live & silent Auction, & Black Jack tables
- Will minors be allowed at the event? Yes No Just to serve food ONLY
- If yes, will minors and alcohol be allowed in the same area? Yes No
- What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)? 250

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA: If your answer to #18 is 501 or more, in addition to your answers to questions 19, 20, and 21, you will need to complete the OLCC's **Plan to Manage Special Events** form, unless the OLCC exempts you from this requirement.

- Describe your plan to prevent problems and violations. All alcohol to remain behind Bar until sold & out of reach. Volunteer Servers to be over 21, be at Bar at all times, & trained to spot someone who has had too much to drink. Only one entrance/Exit to Bar & confined by permanent wall & tables. Volunteer servers not allowed consumption of alcohol. We are familiar with all who are attending same group every year
- Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors. We have 3 adults at Bar at all times. No Minor will be allowed access to alcohol. ID checks at Bar. Minors to be monitored by adult supervisor at all times
- Describe your plan to manage alcohol consumption by adults. watch for signs of intoxication ex: Bloodshotte glassy eyes, slurred speech, spilling, stumbling. One drink per person. Alcohol not served after 9:30 pm

A nonprofit or charitable organization with a Registry Number issued by the Oregon Secretary of State's office (see **TSL Application Guide**) may use servers who don't hold a service permit. These servers must attend training provided by the applicant and read, sign, and date the OLCC provided brochure **What Every Volunteer Alcohol Server Needs to Know**.

22. Nonprofit or Charitable Organization Oregon Registry Number (or "N/A" if not applicable): 389088-85

23. List name(s) and service permit number(s) of alcohol manager(s) on duty and in the licensed area:

Raylene J. Vorhis # 490323
exp 2-7-2020

LIQUOR LIABILITY INSURANCE: If the licensed area is open to the public and **expected attendance is 301** or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage as required by ORS 471.168.

24. Insurance Company: NA 25. Policy #: NA 26. Expiration Date: NA

27. Name of Insurance Agent: NA 28. Phone: NA

29. Will you serve distilled spirits by the drink? Yes No

If yes, list three different substantial food items; if no, list two:

1) Tip-top 2) Roust 3) Vegetarian Dis

GOVERNMENT RECOMMENDATION: Once you've completed this form to this point, you must obtain a recommendation from the local city or county named in #30 below **before** submitting this application to the OLCC.

30. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits:

Veneta

I affirm that I am authorized to sign this application on behalf of the applicant.

31. Applicant Name (please print): Andrew Belzer

32. APPLICANT SIGNATURE: [Signature] 33. Date: 3-28-16

CITY OR COUNTY USE ONLY
The city/county named in #30 above recommends:
 Grant Acknowledge Deny (attach written explanation of deny recommendation)
City/County Signature: _____ Date: _____

FORM TO OLCC: This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY
Fee Paid: _____ Date: _____ Receipt #: _____
License is: Approved Denied
OLCC Signature: _____ Date: _____



APPLICATION AND PERMIT TO OCCUPY OR
PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

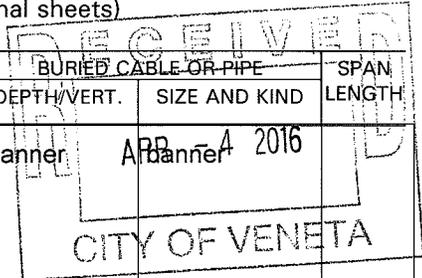
PERMIT NUMBER

CLASS : KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)			
HIGHWAY NAME AND ROUTE NUMBER Territorial HWY - 200				<input type="checkbox"/> POLE LINE	TYPE	MIN. VERT. CLEARANCE	
HIGHWAY NUMBER 200	COUNTY Lane			<input type="checkbox"/> BURIED CABLE	TYPE		
BETWEEN OR NEAR LANDMARKS 8th St. & 9th St. across Territorial HWY				<input type="checkbox"/> PIPE LINE	TYPE		
HWY. REFERENCE MAP AML	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT		
APPLICANT NAME AND ADDRESS N.E.W. PTA / Elmira Elementary P.O. Box 249 Elmira, OR 97437				<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW			
				FOR ODOT USE ONLY			
				BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55-035(2)	AMOUNT OF BOND	
				INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55-035(1)	SPECIFIED COMP. DATE	

DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
HWY 200		115+32		90 degrees	varies	varies	banner	banner	2016
19.70									



DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES

Banner Permit to be hung 4/25/16 Removed 5/2/16

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED YES [OAR 734-55-025(6)] NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED? YES [OAR 734-55-100(2)] NO [OAR 734-55-100(1)]
- ◆ AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER:
OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: _____ SPECIFY TIME AND DATE IN THE SPACE BELOW.
- ◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ◆ ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.
CALL BEFORE YOU DIG 1-800-332-2344

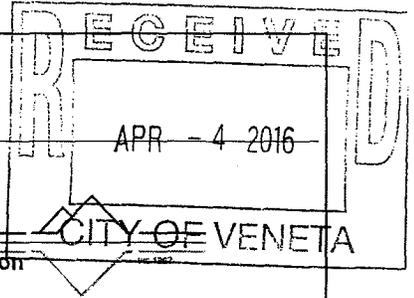
COMMENTS - ODOT USE ONLY

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE X	TITLE	DATE
APPLICANT SIGNATURE X <i>Ammonal Fido</i>	APPLICATION DATE 3/8/16	TELEPHONE NO.
DISTRICT MANAGER OR REPRESENTATIVE X		APPROVAL DATE

734-3457(2-06)

STREET BANNER PERMIT APPLICATION



City of Veneta
PO Box 458
88184 8th St
Veneta, OR 97487
(541) 935-2191

This form must be submitted to Veneta City Hall no later than three weeks prior to the date requested. Applications will be processed on a first come, first serve basis. All banners are subject to appropriate jurisdictional approval. Banners are only allowed for the following entities: governmental entities, special district organizations, non-profit organizations. Banners shall be permitted to promote only the following activities: public service activity which provides benefits to the community as a whole; artistic or literary activities, provided that artistic shall include music and the performing arts; scholastic activities which are defined as activities sponsored by organizations which carry on general education activities. Banners may display the name, slogan, advertising, logo or trademark of any sponsor of the activity. Banners shall not be permitted to advertise the following: promote or be sponsored by any political candidate/party, religious, issue group, or be carried on for the purpose of earning a profit.

1. Organization Information

Entity: N.E.W. PTA / Elmira Elementary
Purpose: Talent Show / Auction
Contact Person: Tammy Futsler
Phone Number: H
Email: _____

2. Permit Information

Event Date 4/30/16
Requested time period for banner display: Start Date 4/25/16 End Date 5/2/16
Requested banner location: TAE

Luther Ln (Lane Electric Cooperative)

Territorial Hwy (Emerald PUD)

ODOT Banner Application must accompany Veneta permit

Please attach a copy of the proposed banner.
Banner must meet Lane Electric and/or ODOT specifications.

3. Proof of Insurance

Please attach a copy of proof of insurance listing both city and the respective utility as additionally insured for the proposed dates (ODOT will need to be listed as additionally insured for all Territorial Hwy banners).

Signature: _____

Date: 3/8/16

City of Veneta use only below line

Date Received in City Hall: 4.4.16

Time Received: 3:30 pm.

Received By: [Signature]

Public Works Approval: [Signature]

Date applicant notified of decision: _____

Application forwarded to (circle one): ODOT Lane Electric EPUD

Further action requested: Yes No

If yes, explain: _____

H. Marie Pickett
Name _____

Park Board
Committee Applying for _____

6/16/16
Date _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I have previously served on the Veneta Park Board and have volunteered on sub committees for the annual events:

Lite Parade
Egg Hunt
Earth Day
Tree City Events

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I want to re-enter the volunteer pool of citizens contributing to the success of healthy living in Veneta and the surrounding villages. The park board matches most closely with my personal goals for children and families living in small rural communities.

I believe my contribution comes with my sense of order and love of the natural environment. I recognize the need and potential we (Venetians) have been given to work with-in our delegated parks as well as on the planet.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

I would promote the use of natural, native plants and displays in our Parks. I would encourage beautification in the shared areas with-in the downtown core areas. Merging landscaping ideas with New and emerging business.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I have been an active volunteer and business owner in the area for nine years. Serving and working for:

Mid Lane Cares
FernRidge Service Center
Love Project Food Bank
Veneta Downtown Farmers Market
Elmira Grange

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No, I am not currently serving, and would like very much to direct my efforts to the Veneta Park Board for the next 4 years. I feel sure...I am able to serve a full term in co-operation and collaboration with the park board. I hope you will review my experience and application and find I would be an asset to your organization. (I have miss my volunteer opps with the park board !!)

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No, I have no entanglements with the City of Veneta.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

S:\FORMS, APPLICATIONS & TEMPLATES\Volunteers\Commission & Committee Application form (updated 4-16-14).rtf

Name: Carolyn Heckler

Committee Applying for: Budget Committee

Date: 04/04/16

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Currently, I am a student at Lane Community College pursuing an Associate of Science Business Transfer degree: majoring in Business Administration with an emphasis in Accounting. However, from 2007-2012 I was a Regional Secretary for a non-profit developmental disability services organization and my financial responsibilities consisted of payroll, petty cash, activity funds and accounts payable. Thereafter, I was employed as the financial manager for a child care organization that was also non-profit. Please see my attached resume for all duties and responsibilities.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I would like to become a member of the budget committee due to my desire to be an integral part of the community in many different aspects. My family moved to the area last June and our future dreams are to one day own and operate a business in the area. I believe that an opportunity to volunteer would accentuate my educational and experience capacities. I would like to learn how the city operates successfully and my anticipative contribution would include a part of municipal cultivation and a sense of community empowerment through the committee.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

At this time, I am unaware of any community concerns related to the budget committee. Although, I am interested in being knowledgeable of those concerns and of what actions the city utilizes to address them.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I do not have any past or present involvement in any relevant community groups, other than sitting on the board of directors for Eugene Creative Care as their financial manager.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Currently, I am a visitation team member for the Veneta Business Connect. This program is designed to gauge and facilitate in the retention and expansion of businesses in our community, all while creating meaningful relationships. As this program collects information and data through interviews, I feel especially fortunate that my team partner is Ric Ingham. I discovered the budget committee vacancy through him.

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

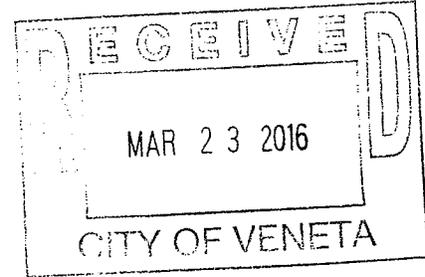
None of the above stated instances apply to me at this time.

Thank you for your time and consideration.

S:\FORMS, APPLICATIONS & TEMPLATES\Volunteers\Commission & Committee Application form (updated 4-16-14).rtf



Lane Arts Council
 1590 Willamette Street, Suite 200, Eugene, OR 97401
 541.485.2278 | lanearts.org



Board of Directors

- Patricia Skipper
President
- Kate Ali
Vice-President
- Noah Woodward
Treasurer
- Bob Keefer
Secretary
- Grady Goodall
Past President
- Frances Meyers Bullis
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- Larry Soberman
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- Liora Sponko
Executive Director
- Lauren Suveges
Arts Education Program Manager
- Jessica Watson
ArtWalk Coordinator
- Katy Vizdal
Program Assistant
- Laurette Garner
Arts Education Program Assistant

March 23, 2016

Veneta City Council
 88184 8th Street
 Veneta, OR 97487

Dear Council members,

Lane Arts Council is requesting a discounted rate for the rental of the community center. Camps will be held for 3 weeks held Mondays – Thursdays July 11 – July 14, 2016, July 18 – 21, 2016 and then July 25 – July 28, 2016 and will serve over 80 students. We request an adjusted fee of \$400 for the three weeks of camp.

At the All About Art Summer Camp, students will study local animals and landscapes in the area. With the leadership from professional artists in the community, students will engage in printmaking, scientific illustration, and clay work inspired by these animals and their habitats.

With your support, we will be able to provide quality summer arts programming for 80 students in the Veneta area. The discounted rate on the facility rental will enable us to divert other funds to support our teaching artists, provide camp materials, and maintain low camp registration costs.

Alex Lanham, Lane Arts Council’s professional teaching artist, will lead the camps. He has lived and worked in the area for over eighteen years and has successfully worked with young people throughout his career.

Lane Arts Council works to strengthen and support the arts throughout Lane County. Last year, Lane Arts Council served over 9,000 youth in Lane County through our dynamic arts education programs. We are thrilled to launch summer programs in the Mid-Lane community to engage students with educational arts programs and help them explore their full, creative selves.

Thank you for your consideration of our request and please feel free to contact me with additional questions.

Sincerely,

Liora Sponko
 Executive Director

VENETA

oregon

Inc. 1962

FACILITIES RENTAL

APPLICATION

MAR 23 2016

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

CITY OF VENETA

Mark one: Private Party/Individual Non-commercial Senior citizen group Governmental agency

Educational program

Name of Organization/Applicant: ALEX F LANHAM w/ LANARTS COUNCIL

Mailing Address: 1590 Willamette St. #200 City/Zip: Eugene OR 97401

Phone (s): 541-485-2278 Email: lanearts@lanearts.org

Date (s) of Use: July 11-14 & 25-28 2016 Time: 830 to 1230
(Must include set-up & clean up time)

Estimated attendance: 50 Type of Event ART Education

Requested Facility:

Community Center (25192 E Broadway) Not to exceed 100 people (Includes use of full kitchen; 8-8' banquet tables; 4-4' round tables; and chairs for indoor use only.)

Rental Rates:	Number in attendance	Min. Charge (1st 3 hrs.)	Each Add. Hour
	1-10 People	\$35	\$15
	11-50 People	\$45	\$20
	51-100 People	\$55	\$25

- Deposit of \$50.00 required for all rentals even if fee is waived or reduced. Deposit refundable if key is returned and the Community Center is cleaned up as instructed in the Facilities Rental Rules and Agreements.
- Events or group activities sponsored by organized senior citizen groups will receive a 50% discount on above rental fee.
- Scheduled education programs may be scheduled on a 1 hour basis at the rate of \$15.00/hour.
- Non-profit organizations may submit written requests to the City Council for fee reductions or fee waivers for consideration by City staff or City Council.
- Failure to comply with Facilities Rental Rules & Agreements may affect continued and/or future waiver requests.
- Events sponsored by the City of Veneta and/or other governmental agencies may use the Community Center at no cost.
- Fee reductions and waivers do not include the key/cleaning deposit.

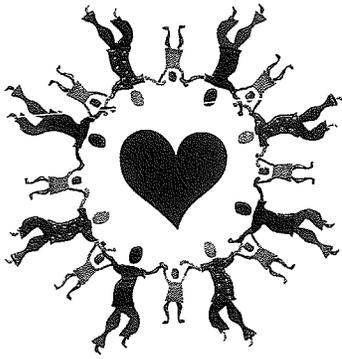
I certify that I am the authorized representative of the above group(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the rules and agreements regarding use of the Cities facilities. I understand that violation of any of these policies may jeopardize current and future use of the facility. I have been given a copy of the rules and agreements and I and the organization I represent understand and agree to abide by them in their entirety.

Signature of Applicant

Date

9 MARCH 16

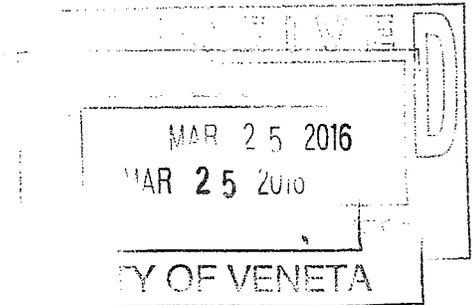
Rental Fee	\$ <u>780</u>	+ \$50.00 Deposit (pd)	Amount of Waiver Requested	\$ <u>380-</u>
Total Due	\$ _____		Council Waiver Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt #	_____		Date Approved/Denied	____/____/____



Mid Lane Cares

Inspiring hope in our neighbors by fostering programs to meet community needs.

midlanecares@gmail.com
midlanecares.org



March 25, 2016

To:

City of Veneta

P.O. Box 458

Veneta, Or 97487

To whom it may concern,

Mid Lane Cares would like to request a donation of pool passes for our Benefits by the Glass auction to be held on Sunday June 12th 2016 at Deep Woods Events.

Thank you for your consideration,

DeAnna Townsend

Event Coordinator, Mid Lane Cares

541-556-4923

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: TRANSPORTATION UTILITY FEE ORDINANCE NO. 527 - FIRST READING

Meeting Date: April 11, 2016
Department: Community Development

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

ISSUE STATEMENT

Staff is presenting a Transportation Utility Fee (TUF) Ordinance for first reading by title only.

BACKGROUND

City Council held a work session on September 28, 2015 to set policy direction on specific elements of the TUF and in March 2016 gave direction on the actual fee. The Ordinance being presented reflects the policy recommendations by City Council as follows:

- Sunset Clause: No sunset clause. Council agreed to review the TUF as pavement preservation plan is updated.
- Methodology: Council recommended a flat rate for Residential and for Non-Residential units.
- Use of Revenue Specifically Listed: Projects that maintain or improve City streets, including repair, renewal, resurfacing, replacement, and reconstruction. Street Maintenance does not include work that increases the capacity of a street such as street widening, adding bike lanes or sidewalks. Projects generally align with the pavement preservation plan but language shall be flexible to allow City to address opportunities and emergency issues.
- Rate Reductions: Allow low income reduction consistent with current utility billing practice (25% reduction to low income households).
- Exemptions and Waivers: Exempt units owned or occupied by local, state and federal governments. Do not exempt churches since they generate significant amounts of traffic. Also exempt vacant and undeveloped properties.
- Fund Distribution: Collections will be applied first to interest and penalties, second to transportation utility fees, third to storm water drainage fees, fourth to sanitary sewer service utilities, and last to water utilities.
- Collection and Enforcement: Methods used by the City for collection of the TUF will comply with Measure 5.
- Responsible Party Determination: The ordinance defines the responsible party as the person who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to a Billing or Occupied Unit.
- Appeal: Ordinance shall include appeal language, as required to comply with Measure 5.
- Street Eligible for TUF Funds: eligible projects shall relate only to maintenance and improvement but not projects that increase capacity.

RELATED CITY POLICIES

None.

COUNCIL OPTIONS

1. Adopt Ordinance No. 527.
2. Do not adopt Ordinance No. 527.
3. Recommend changes and adopt Ordinance No. 527.

CITY ADMINISTRATOR’S RECOMMENDATION

Adopt Ordinance No. 527 as presented.

RECOMMENDED MOTION

“I make a motion to adopt Ordinance No. 52, An Ordinance Adopting a Transportation Utility Fee for the City of Veneta, for first reading, by title only.”

ORDINANCE NO. 527

**AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE
FOR THE CITY OF VENETA**

WHEREAS, the City has completed its Pavement Condition Index Survey & Evaluation of the City of Veneta's Street Network (Plan), dated February 21, 2015; and

WHEREAS, the Veneta City Council has deemed it a priority to commence pavement preservation and street improvements outlined in the Plan and as identified by the City Council; and

WHEREAS, in order to finance City street improvements, the Veneta City Council has determined that funding from a transportation utility fee is required in addition to existing sources of street funding.

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

Section 1. Creation and Purpose. A transportation utility fee is created and imposed for the purpose of maintaining the City of Veneta's streets. The transportation utility fee shall be paid by the Responsible Party for each Billing Unit or Occupied Unit of real property per the terms of this Ordinance. The purposes of the transportation utility fee are to charge users for the service the City provides in maintaining public streets and to ensure that maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

Section 2. Definitions. Unless otherwise defined herein, terms used in this Ordinance have the meaning ascribed by Veneta Municipal Code (VMC) 3.20.005. As used in this chapter, the following terms shall mean:

CITY: The City of Veneta.

CITY ADMINISTRATOR: The City's Administrator or the City Administrator's designee.

COUNCIL: The City Council for the City of Veneta.

DEVELOPED PROPERTY: A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on Developed Property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

FINANCE DIRECTOR: The City Finance Director or the Finance Director's designee.

NONRESIDENTIAL PROPERTY: Property that is not primarily used for personal domestic accommodation. Nonresidential Property includes industrial, commercial, institutional, hotel and motel, group homes, and other nonresidential uses.

OCCUPIED UNIT: Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit when occupied, and each retail outlet in a shopping mall shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one Occupied Unit. Property that is undeveloped or, if developed, is not in current use is not considered an Occupied Unit.

PUBLIC WORKS DIRECTOR: The City Public Works Director or the Public Works Director's designee.

RESIDENTIAL PROPERTY: Property that is used primarily for personal domestic accommodation, including single-family, multi-family Residential Property and home occupations, but not including group homes, hotels and motels.

RESPONSIBLE PARTY: The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City utility bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the City.

STREET MAINTENANCE: Any action to maintain or improve City streets, including repair, renewal, resurfacing, replacement, and reconstruction. Street Maintenance does not include work that increases the capacity of a street such as street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. Street Maintenance shall include resurfacing of existing streets; the repair, replacement or addition of curb and gutters; improving storm drainage; updating ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.

Section 3. Administrative Officers Designated.

A. Except as provided in subsections (B) and (C) of this section, the City Administrator shall be responsible for the administration of this chapter. The City Administrator shall be responsible for developing administrative procedures for this chapter, administration of fees, and for the purposes of establishing the fee for a specific Occupied Unit, and the consideration and assignment of categories of use subject to appeal in accordance with this chapter.

B. The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.

C. The Finance Director shall be responsible for the collection and calculation of fees.

Section 4. Transportation Utility Fees Allocated to the Transportation Utility Fee Fund.

A. All transportation utility fees received shall be deposited into the Street fund or other fund dedicated to the operation and maintenance of the City street system. Other revenue sources may also be used for Street Maintenance. Amounts in the Street fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street fund.

B. The Street fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the City's overhead costs including accounting, management and other costs related to management and operation of the Street Maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the Street Maintenance projects shall also be considered as being used for Street Maintenance.

Section 5. Determination of Transportation Utility Fee.

A. A transportation utility fee is hereby established and shall be based upon the following:

1. The City's priority corrective and preventative Street Maintenance projects.
2. For Residential Property, the fee shall be charged on a per unit basis.
3. For Nonresidential Property, the fee shall be charged on a per unit basis.

B. The amount of the transportation utility fee shall be set by Council resolution.

C. The transportation utility fee program shall be reviewed annually as part of the City's budget process.

D. Following each review of the program, the Finance Director shall review the revenue received from the new rates after a full year of collection to determine if the annual revenues meet the annual funding level needed for the priority Street Maintenance projects. The Finance Director shall report the findings of that review to City Council and may make recommendations on any potential fee increases or decreases based on that review. Any unspent funds will be carried over to the following budget year's beginning fund balance for the Street Fund.

Section 6. Determination of Amount, Billing and Collection of Fee.

A. Based upon the fees set by Council resolution, the Finance Director shall charge a per unit transportation utility fee to the Responsible Party for each Billing Unit with an Active Utility Account or, for Occupied Units not connected to City water and/or sewer, to the Responsible Party for each Occupied Unit of Residential and Nonresidential Property. The amount payable shall be re-determined if there is a change in use or development. All redeterminations based on a change in use or development shall be prospective only.

B. The transportation utility fee shall be billed to and collected from the Responsible Party identified in Section 6.A., above. Transportation utility fees shall be included as part of the water and sewer bill for Billing Units with Active Utility Accounts, and included on an "Other Utility" bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly by the Finance Director and shall become due and payable upon receipt.

C. Collections from Responsible Parties will be applied first to interest and penalties, second to transportation utility fees, third to storm water drainage fees, fourth to sanitary sewer service utilities, and last to water utilities.

D. An account is delinquent if the transportation utility fee is not paid by the due date shown on the utility bill. The City may follow the procedures for collection of delinquent accounts as outlined in VMC 3.20 and 3.25, including termination of water and sanitary sewer service.

E. For newly developed properties, the fees imposed under this chapter shall become due and payable from and after the earlier of the date when the Developed Property is occupied or when City water or sanitary sewer system service is initiated.

Section 7. Exemption. Transportation utility fees imposed under this chapter shall apply to all Billing Units and Occupied Units per Section 6.A. of this Ordinance, including property which may be entitled to exemption from or deferral of ad valorem

property taxation. Such Units owned or occupied by local, state and federal governments are exempt from the transportation utility fee.

Section 8. Waiver of Fees in Case of Vacancy.

A. When any Developed Property within the City becomes vacant as described in subsection (E) of this section, upon written application by the Responsible Party and approval by the Finance Director, the transportation utility fee shall thereafter not be billed until such time as the property is no longer vacant.

B. The Finance Director is authorized to cause an investigation of any property for which an application for determination of vacancy is submitted to verify any of the information contained in the application. The Finance Director is further authorized to develop and use a standard form of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information provided therein.

C. When any Developed Property within the City has the utilities shut-off due to vacancy, the transportation utility fee shall be waived for the duration of the vacancy as described in subsection (E) of this section.

D. When a change of use occurs, a vacancy has been filled, or a property is developed, it is the Responsible Party's responsibility to inform the City of any change so the proper transportation utility fees may be assessed. If the Responsible Party does not inform the City of any change, the City shall cancel the vacancy waiver and charge the Responsible Party as per subsection (E) of this section.

E. For purposes of this section, Developed Property is vacant when it has been continuously unoccupied and unused for at least thirty (30) days. Fees shall be waived in accordance with this section only while the property remains vacant. The waiver duration is for six (6) months. After six (6) months, the Responsible Party must re-apply for the waiver if the property continues to be unoccupied and unused. The Responsible Party has thirty (30) days to re-apply for the vacancy waiver after the expiration of the six (6) month waiver. Any occupancy or use of the property terminates the waiver. As a penalty for not reporting a change in property vacancy, the City may charge any property two times the appropriate transportation utility fee that would have been due without the vacancy waiver for prior billing periods, upon determining, in City's sole discretion, that the property did not qualify for waiver of charges during the relevant time. The decision of the Finance Director under subsections (A), (B), and (E) of this Section is final.

Section 9. Reduction of Fees for Low Income Households. Upon written application by the Responsible Party and approval by the Finance Director, Occupied Units receiving or otherwise eligible for a reduction in water and sewer base fees per the City's low-income eligibility policy shall receive a commensurate reduction in the

transportation utility fee charged. The Finance Director's decision under this Section is final.

Section 10. Appeals.

A. The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The Responsible Party for an Occupied Unit may request reconsideration of the Public Work Director's determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render a decision.

B. Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the transportation utility fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be written and shall include findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria. A copy of the decision shall be mailed to the person submitting the request.

C. For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in the category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category, and notify the Finance Director so that the appropriate change may be made in the applicable fee to be charged in the future. No back charges or refunds are required.

D. The Responsible Party may appeal the City Administrator's determination to the Council. The notice of appeal must be filed in writing within ten (10) days of the date notice of change of category of land use and determination of fee is sent and must be filed with the office of the City Administrator in writing, stating:

1. The name and address of the appellant.
2. The address of the affected premises.
3. The nature of the determination being appealed.
4. The reason the determination is incorrect.
5. What the correct determination of the appeal should be.

A Responsible Party who fails to file such a statement within the time permitted waives his or her objections and the appeal shall be dismissed. If notice of appeal is properly

filed, except in an emergency, the City shall take no enforcement action regarding the Responsible Party's failure to pay the transportation utility fee until the Council renders a final determination on the appeal.

At its next available meeting, the Council shall hear and determine the appeal on the basis of the written statement and such additional evidence as the Council deems appropriate. The appellant shall be allowed at least ten (10) days' written notice of the hearing on appeal. At the hearing the appellant may present testimony and oral argument personally or by counsel, and additional evidence. The rules of evidence as used by courts of law do not apply. The decision of the Council shall be in writing and shall contain findings of fact that substantiate the Council's decision. The decision shall be mailed to the appellant within ten (10) days of the completion of the appeal hearing. The decision of the Council shall be final.

Section 11. Penalty. In addition to any other remedy, violation of any provision of this chapter shall, upon conviction, constitute a violation punishable by a maximum fine of \$360.00. Each day of delinquency in paying the transportation utility fee constitutes a separate violation.

Section 12. Severability.

A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the Chapter shall continue to be effective. If a court of competent jurisdiction determines that this Chapter imposes a tax or charge, which is therefore unlawful as to certain but not all affected parties, then as to those certain properties, an exception or exceptions from the imposition of the transportation utility fee shall thereby be created and the remainder of the chapter and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

B. Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

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Section 13. Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 14. Effective Date. This ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, 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 _____, 2016 no Council person present having requested that it be read in full.

PASSES AND ADOPTED by a ____ vote for and a ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder
Executed on _____

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Engineer's LID Report for the 8th Street Sewer Improvements

Meeting Date: April 11, 2016
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 a Local Improvement District Engineering Report?

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 to provide sewer service to that area.

Twelve properties were initially identified as not having sewer connections in the 8th Street/McCutcheon Avenue area. It was found that two of those properties- tax lots 5500 and 5600, have access to existing sewer facilities on 7th Street.

Two other properties, tax lots 7800 and 7501, currently have sewer access from Dunham Avenue and Hunter Avenue respectively. Those properties have subsequently been sent letters requiring that they connect to City sewer and decommission their septic tanks by November 4, 2016.

One property proved to be difficult to serve with the proposed project. Tax Lot 100 fronts 8th Street and is too far detached from the proposed project to be served without a private easement from an adjoining property. However, discussions with that property owner as well as the owners of tax lot 7501 produced a proposed partnership between the two that would provide private access across tax lot 7501 so that tax lot 100 has access to the sewer on Hunter Avenue. They are now working together to connect both properties.

The proposed project provides service to the remaining seven properties. The project would construct sewer mains on McCutcheon Avenue and 8th Street that would connect to an existing sewer manhole located at the intersection of 8th Street and Dunham Avenue. Service laterals would be installed to the property lines of the affected properties.

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 an Engineering report. 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 LID report for the 8th Street sewer improvements. The City Council does not officially create the Local Improvement District 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 improvement 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 improvement 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 Street Sewer Improvement LID in accordance with Veneta Municipal Code Chapter 3.10.020"

ATTACHMENTS

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

TECHNICAL MEMORANDUM



DATE: April 6, 2016

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

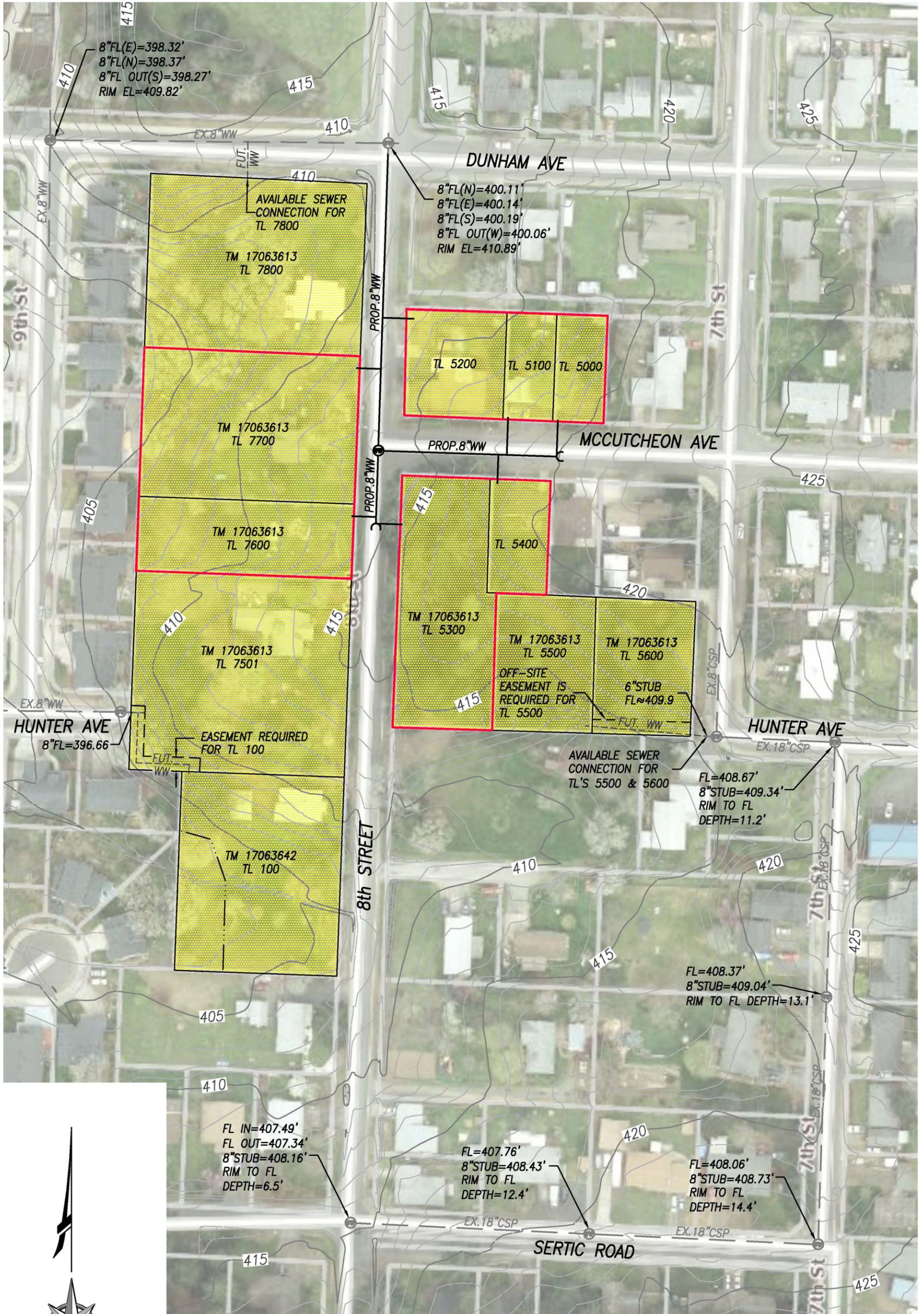
This memorandum summarizes the recommended sewer improvements intended to provide public wastewater service to properties adjacent to 8th Street between Hunter Avenue and Dunham Avenue. This area is currently lacking public sewer service, with most properties relying on on-site septic systems.

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 (see Exhibit 1). 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. Tax Lot 100 is expected to also gain sewer from a main in Hunter Avenue via an easement across Tax Lot 7501. The remaining lots require a public sewer extension to connect to the existing public system.

Several alternatives were reviewed to provide service to the area. The recommended plan (as illustrated on Exhibit 1) extends a new public wastewater main south approximately 380 feet in 8th Street starting at the Dunham/8th Street intersection. Off this line there will also be an extension approximately 180 feet to the east at McCutcheon. Each lot within the service area will be provided with a single sanitary sewer service lateral to the edge of the right-of-way.

Please let me know if you have any questions or need additional information.

Exhibit #1: 8th Street Sewer



LEGEND

- EX. WW EXISTING WASTEWATER LINE
- PROP. WW PROPOSED WASTEWATER LINE
- FUT. WW FUTURE WASTEWATER LINE
- LOTS CURRENTLY NOT CONNECTED TO PUBLIC SEWER
- LOTS TO BE SERVED WITH THIS PROJECT

SCALE: 1" = 100'



8th STREET SEWER
CITY OF VENETA

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

EXHIBIT 1

APRIL 6, 0216

Project No: 14-006F

Z:\2014\14-006f 8th Street Sewer\14-006e map Alt 1 and 2.dwg, 4/7/2016 9:48:52 AM, marissa
Z:\2014\14-006f 8th Street Sewer\14-006e Map Alt 1 And 2.dwg 4/6/2016 2:33 PM MARISSA

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Removal of Park Board Member for Non-Performance of Duty

Meeting Date: April 11, 2016
Department: City Administration

Staff Contact: Ric Ingham
Email: ringham@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 306

ISSUE STATEMENT

Does the Council wish to remove a Park Board member who has not attended a Park Board meeting for six consecutive meeting under the Park Board's Non-performance of Duty (NPD) clause?

BACKGROUND (include prior council or committee action)

The Park Board's Bylaws "Vacancies and Removal" section calls for the removal of a Park Board member for missing two or more consecutive unexcused meetings or fifty percent (50%) of meetings per calendar year.

Desiree Rhodes was appointed in September of 2015. She attended two meetings but has now missed six consecutive meetings. The Park Board Chair and I have repeatedly called or sent e-mails requesting that Ms. Rhodes resign from her position if she is not able to be an active Park Board member. None of those attempts resulted in reaching Ms. Rhodes or in her providing a reply.

At the Park Board's April 6th meeting the Board unanimously agreed to request that the City Council remove Ms. Rhodes at its earliest opportunity.

CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the City Council take action to remove Ms. Rhodes as a member of the Veneta Park Board under the Non-Performance of Duty clause as outlined in the Park Board's Bylaws.

COUNCIL OPTIONS (include financial impacts)

- 1) Approve the request.
- 2) Seek additional information before approving the request.
- 3) Deny the request.

SUGGESTED MOTION

"I make a motion to remove Ms. Rhodes as a member of the Veneta Park Board under the Non-Performance of Duty clause."