

AGENDA
VENETA CITY COUNCIL
MONDAY, MARCH 9, 2015 – 7:00 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 7:00 **1. CALL TO ORDER**

- 7:05 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.

- 7:10 **3. CONSENT AGENDA**
 - a. Minutes for February 9, 2015 (pgs. 3-10)
 - b. Minutes for February 23, 2015 Work Session (pgs. 11-13)
 - c. Minutes for February 23, 2015 (pgs. 15-20)
 - d. Accounts Payable
 - i. To be Paid – Payable through March 4, 2015 (pgs. 21-31)
 - e. Temporary Sales License for Society of Saint Pius X, Eugene, Oregon (St. Thomas Becket Academy) (pgs. 33-38)

- 7:15 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) 2014 Sanipac Annual Report
 - (2) Donation Request from Mid Lane Cares for Benefit by the Glass Fundraising Event (pg. 39)
 - (3) Sponsorship Donation Request from the Distinguished Service Awards Committee (pgs. 41-42)
 - (4) Donation Request from Lane Arts Council for \$500 to provide Scholarships for the Summer Art Program (pg. 43)
 - (5) Request from Lane Arts Council to Reduce the Community Center Rental Fee (pgs. 45-48)
 - (6) Appointment to the Veneta Park Board (Position 9 expires March 31, 2015) (pg. 49)
 - (7) Appointment to the Veneta Budget Committee (pg. 51)
 - b. Councilor/Committee Liaison Reports

- 7:35 **5. STAFF REPORTS**
 - a. Community Development Director.....Kay Bork
 - (1) East Bolton Rd. Sewer Improvement Project
 - i. Agenda Item Summary and Engineer’s Report Presented by Lane Branch, Branch Engineering (pgs. 53-74)
 - ii. **Resolution No. 1165** – A RESOLUTION DESIGNATING PROPOSED WASTEWATER COLLECTION SYSTEM IMPROVEMENTS ON E. BOLTON ROAD AND DECLARING THE CITY’S INTENTION TO FORM A LOCAL IMPROVEMENT DISTRICT TO FUND SUCH IMPROVEMENTS (pgs. 75-77)
 - (2) Temporary Reduction of Transportation System Development Charges for Non-Residential Development
 - i. Agenda Item Summary (pgs. 79-80)
 - ii. Public Comment
 - iii. **Resolution No. 1166** – A RESOLUTION PROVIDING FOR THE TEMPORARY REDUCTION OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR NON-RESIDENTIAL DEVELOPMENT (pgs. 81-82)

- (3) Amendments to Ordinance No. 493 and Ordinance No. 494
 - i. Agenda Item Summary (pg. 83)
 - ii. **Ordinance No. 519** - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 REGARDING REQUIRED IMPROVEMENTS. For First Reading by Title Only. (pgs. 85-88)
- (4) Approve Architectural Services Contract with Dustrud Architecture (pgs. 89-109)
- (5) Declare a Public Nuisance and Set Public Hearing Date for Dangerous Buildings (pgs. 111-114)

- 8:05 b. Management Analyst.....Katie Babits
 - (1) Goal Setting Reprioritization Summary Report (pgs. 115-117)
 - (2) Establish New Website Domain Name (pgs. 119-120)
- 8:25 c. Public Works Director.....Kyle Schauer
 - (1) Update of February 27th Dog Bite Incident
- 8:45 d. City Administrator.....Ric Ingham
 - (1) 2015-16 Work Plan (pgs. 121-122)
 - (2) Preliminary Design of Elmira Multi-Use Path (pgs. 123-142)
 - (3) Questions from Councilors
- 9:00 7. **OTHER**
- 9:15 8. **ADJOURN**

Times are approximate. This meeting will be digitally recorded. (A) - indicates an attachment. Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available if notice is given at least 48 hours prior to the start of the meeting. Contact the Assistant 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.ci.veneta.or.us/meetings.cfm>

Minutes of the Veneta City Council

February 9, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder; Herb Vloedman, Lindsi Hammond, Mr. Bradford, and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:07 p.m.

2. PUBLIC COMMENT

Herb Vloedman, 25115 Luther Lane, Veneta, OR

Mr. Vloedman said he wanted to talk about funding sources for roads. He said it's important to remember that SDC's are proportional for residential development; meaning funds from large subdivisions are distributed across the system and not just for the subdivision. Also commercial businesses pay transportation SDC's for those subdivisions to travel to and from their home. He said we should work toward more development which would increase SDCs for road maintenance and improvements. He said roads cost a fixed amount for their size but if roads are run under capacity, by not having as many residents using those roads, costs are spread across fewer people. He said we all like to see better roads, curbs and gutters and one thing that can help is having a thriving developing environment and growth to get people building houses, paying property taxes and developers paying SDCs. He said yes, it means more people in the City and more traffic but we have to have roads.

In response to a question from Victoria Hedenstrom, Mr. Vloedman said he's not saying people don't pay SDCs. He said it's proportional to the size of a development and the traffic it generates. He said we build a lot of roads, but if we have too few people on it, they deteriorate from the sun. He said streets don't necessarily wear out from traffic, they wear out from time. He said growth in the City can mean fresher roads.

3. PUBLIC HEARING – Legislative Land Use Decision. Amendments to the Veneta Land Development Ordinance No. 493 & Land Division Ordinance No. 494 – Improvement Requirements

Mayor Larson reviewed the public hearing process.

1) Mayor Larson opened the Public Hearing at 7:12 p.m.

2) Staff Report

Bork reviewed the staff report. She said the City Council is being asked to adopt the proposed code amendments to Veneta Land Development and Land Division Ordinance related to required improvements and Irrevocable Petition (IP) in lieu of improvements at the time of development or land division, and to add broadband fiber conduit as a required improvement. The City Council initiated the code amendments in June 2014 and the Planning Commission held a public hearing on January 6, 2014 and recommended approval to the City Council. Previously, the Council gave staff direction to draft amendments to the Veneta Municipal Code in order to require broadband conduit to be installed at the time of development. The amendments were initiated as a result of Veneta's participation with the Regional Fiber consortium of Lane County. Bork reviewed the amendments and asked the Council if they had any questions.

In response to a question from Thomas Cotter, Bork said requiring the conduit for fiber optic doesn't apply to construction of a single home. She said for example, an infill lot on Third St. wouldn't be required to include a conduit for fiber optics. She said staff would review the building permit and we would decide if it's feasible to put the conduit in but there likely won't be anything to connect it to.

In response to questions from Mayor Larson, Bork said if a developer of one or two lots wasn't able to install the sidewalk, they would be required to sign an IP. She said generally only subdivisions will install broadband conduit when cable, phone, etc. lines are installed. Bork said if a street improvement project is planned for the near future, we would require the deposit be paid. But if the street project wasn't going to happen for several years, we most likely wouldn't require the deposit.

In response to a question from Thomas Cotter, Bork said when the Planning Commission reviews land partitions they would weigh in on whether or not to require the deposit and signing an IP.

In response to a question from Thomas Cotter, Ingham said requiring a deposit for a one or two lot development isn't really practical. He said for example, it wouldn't make sense to require a deposit for a single lot development on McCutcheon, where there are no sidewalks. He said wouldn't we rather see those two or three lots be filled in? He said developers may decide to build elsewhere if we require a deposit.

Bork said several years ago we required deposits which required we track them for years. She said that takes staff time and sometimes the costs exceeds the deposit over time.

Mayor Larson said once any infill is completed, everyone on the street will share in the improvements equally.

In response to a question from Victoria Hedenstrom, Bork said IPs are recorded with Lane County Deeds & Records and would show up when a title search of the property was done. She said the IP will specifically state what the required improvements are.

- 3) Public Comment
None
- 4) Specific Council Questions from Public Testifying
None
- 5) Mayor Larson closed the Public Hearing at 7:26 p.m.
- 6) Council Deliberation & Decision
None

4. ORDINANCE No. 519 - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 REGARDING REQUIRED IMPROVEMENTS. For First Reading by Title Only.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 519 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.

Ordinance No. 519 was read into the record for first reading by title only.

5. 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 January 26, 2015, Accounts Payable To be Paid – Payable through February 4, 2015, Public Works Activity Report for December 2014 and

January 2015.

6. COUNCIL BUSINESS AND REPORTS

a. Business

None

b. Councilor/Committee Liaison Reports

Thomas Laing said he will have a report at the next Council meeting.

Thomas Cotter said he attended the Oregon Liquor Control Commissioners (OLCC) Community Listening Session that was held at Lane County Fairgrounds in Eugene. He said it was very informative and well run. He said the Community Listening Sessions are held throughout the State to engage citizens in the process and also to answer questions. He said the article in the February 2015 League of Oregon Cities magazine is very informative. He said it was very apparent to him that of the 400 or so people attending, many had questions about medical marijuana related issues.

In response to questions from Mayor Larson, Thomas Cotter said he thought it was unfair that only growers will be taxed and then its distributed through the system so if you don't have shops selling in your district, cities won't receive any tax. He said it seemed like it should be set up so it would be distributed through the state, county then locally. He said where Medical Marijuana Dispensaries (MMD) can locate is more of a local decision rather than a legislative decision.

Victoria Hedenstrom said she attended her first Park Board meeting on February 4th. She said topics of discussion included a summer movie night and whether or not we want to use our own screen and projector or partner with the City of Springfield (Willamalane Parks & Recreation) to provide everything (screen, projector, etc.) She said birdfeeder kits were put together after the meeting and a new radio station is coming to Veneta that will, among many other things, provide public service announcements related to parks and activities.

Tim Brooker said he has yet to attend his first LACT meeting. He said he spoke with County Commissioner Sid Liken and the current board Chair who are both excited to have him on the LACT committee. He said they both indicated they are available to call on should he have any questions. He said Thomas Cotter also passed on a lot of information about LACT. He said he's looking forward to the first meeting.

Mayor Larson said the entire Council attended the annual LCOG Appreciation Dinner that was held Friday, February 6th. She congratulated Thomas Laing on receiving the Outstanding Citizen of the Year award. She thanked Babits for creating a wonderful photo collage which was the only display at the banquet.

Mayor Larson said with regard to the School District, Veneta Elementary received a pilot grant for a new program, Kids in Transition to School (KITS). She said being selected, kindergarten students and parents will participate in two – two hour program sessions per week for eight weeks. She said the program focuses on literacy, social skills, and early math. She said the Kindergarten assessment scores revealed that Kindergartners at Veneta Elementary scored lower than those from Elmira Elementary. She said the School Superintendent said the program had wonderful results in Springfield.

Mayor Larson said she and Ingham attended a conference for community leaders titled "Catalyzing Community Prosperity" that was held in Silverton. She said the conference was very interesting and emphasized helping existing businesses, engaging youth, and young singles and families. She said she is encouraged to support a brew pub. She suggested we ask the question, "how do we prosper despite _____" and we fill in the blank. She proposed holding a future work session on our community assessment. She said she has a lot of materials from the conference.

7. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Proposed Water Rate Increase

i. Agenda Item Summary

Hartz said in 2012 the City contracted with FCS to assess the City’s current financial position in the Water System related funds and to create a water rate analysis for the City. Preliminarily it was determined that the City would need to increase water rates by 25%, which the Council approved effective July 1, 2013. She said in January 2014 the City, after the final report, implemented a rate increase of 3.5%. The report also suggested 2% rate increases every January thereafter for a specific number of years. Hartz said she has been able to confirm that is still a good idea. She said her focus is on making sure our ending fund balance and our target fund balance remain the same. And at the same time trying to keep the financial impact to rate payers as low as we can. Hartz said she put together assumptions that should give the Council an idea of how she arrived at the projections. She also included a summary on the water operating fund and the relationship it has with the SDC Water funds. Currently, we have budgeted to pay at least one of the water pipeline bonds with SDCs. Unfortunately with the low amount of building activity this fiscal year, the SDC fund is not adequate so it needs to come from the Water fund which is why she is suggesting this rate increase. She said it’s not a dire situation but she’s trying to be conservative. She said we anticipate more building activity in this fiscal year which should bring in more SDC funds to help ease the burden on the Water fund. She reviewed the attachments to her agenda item summary and asked the Council if they had any questions.

In response to a question from Thomas Cotter, Hartz said we are required to bring any rate increases to the Council and hold a public comment session. She said as she recalls, we gained a stronger financial position by implementing the 2% annual increase. If we were to wait a year or even skip one or two years, the end result would require a larger increase.

In response to a question from Victoria Hedenstrom, Ingham said the Council is required to follow a formal process whenever the City proposes a rate increase.

In response to a question from Mayor Larson, Hartz said typical household usage without any outside watering or irrigation is roughly 3,000 to 5,000 gallons per month.

In response to a question from Victoria Hedenstrom, Hartz said information about the rate increases will be included in the March City newsletter.

Hartz suggested we increase the bulk water usage as well. She said we are required to hold a public comment session in order to approve Resolution Nos. 1160 and 1161. She would like to propose the effective date of Resolution No. 1160 be changed to March 1, 2015 to give residents time to learn about the rate increase before it becomes effective.

Public Comment
None

ii. **Resolution No. 1160** – A RESOLUTION ESTABLISHING WATER FEES AND RATES FOR USERS OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1137

MOTION: Thomas Cotter made a motion to approve Resolution No. 1160 with modification that we use the effective date of March 1, 2015. Tim Brooker seconded the motion which passed with a vote of 5-0.

Public Comment
None

iii. **Resolution No. 1161** – A RESOLUTION ESTABLISHING BULK WATER FEES, RATES, POLICIES AND PROCEDURES AND REPEALING RESOLUTION NO. 1157

MOTION: Thomas Cotter made a motion to approve Resolution No. 1161. Thomas Laing seconded the motion which passed with a vote of 5-0.

(2) **Resolution No. 1162** - A RESOLUTION ACCEPTING SPECIFIC PURPOSE GRANTS AND UNFORESEEN CONTRIBUTION AND APPROPRIATING EXPENDITURES

Hartz said in order to accept the \$20,000 grant from the Regional Fiber Consortium, a \$5,000 grant from Lane County, and a \$6500 contribution from Lane County for the purpose of installing the fiber optic facilities to the Veneta Business Park, Oregon Budget Law requires us to appropriate the expenditures. Because it is a specific purpose this can be done by resolution rather than by Supplemental Budget. She said the appropriations are to be increased in the General Fund for expenditure of the grants and contributions under the function of Capital Outlay for \$31,500. She said any of the specific purpose grants or contribution not spent in fiscal year 2014-15 will need to be included in fiscal year 2015-16.

MOTION: Tim Brooker made a motion to approve Resolution No. 1162. Thomas Cotter seconded the motion which passed with a vote of 5-0.

b. Management Analyst.....Katie Babits

(1) Council Goal Setting Priorities

Babits said as directed by the Council, she prepared a re-prioritization based on the Council goal survey. Babits reviewed the updated priorities and asked the Council if they had any questions.

Mayor Larson said it's important to remember, that even though the goals are prioritized, the Council would still like to see some projects get completed in each category. She felt this a responsible list of goals.

Thomas Cotter said he based his answers on what was important to him and not necessarily what was important to the City. He said had he based his answers on the importance to the City his numbers would have been in a different category. He said he is curious how that would have expressed itself in the ranking.

Ingham said it's important to note the difference between tasks or goals. He said this was an exercise in whether the Council wanted to change the priority. He said collectively, the Council's goals focus on the betterment of the community and that we were still building on the original Council goal summary report.

Thomas Cotter said for example, he felt we've done a good job in the last two years establishing the ground work for sewer and water and those projects continue to move on without a lot of oversight from the Council. He thought this was an opportunity for the Council to identify things that were more important individually.

Ingham said the way many of the goals are structured, staff will check in with Council. He said a good example is the East Bolton Local Improvement District (LID) process. He said the Council will have three separate occasions to tell staff whether or not they want to move forward. Staff is hoping this is one of two or three LIDs that we do so even under complete sewer system build out, the Council will have eight to 10 decision points over the next two years on whether we proceed with one, two or three LIDs. He said it's not like telling staff to complete specific projects. He said the Council will be the decision makers at different milestones as we move along.

Tim Brooker said he completed the survey with the mind set of which goals are of importance today rather than when the goal summary was completed in 2014. He felt they didn't really change but it gave the Council a chance to rethink the priorities and the changes make sense. He was more interested in the goals rather than the tasks.

Ingham said staff wants to modify the report and put together a work plan that reflects the re-prioritized goals.

- c. Community Development Director.....Kay Bork
 - (1) East Bolton Rd. Sewer Improvement Project – Initiation for Proceedings of a Local Improvement District

Bork provided the Council with a follow up to the open house and outlined the next steps to form an East Bolton sewer Local Improvement District (LID) if that's the direction Council wishes to go. She reviewed the amendments and options discussed at the January 26th meeting. She felt the open house was very successful and that staff provided good information.

In response to a question from Mayor Larson, Bork said residents attending the open house gave her the impression that they were resigned to the fact that a sewer improvement project was going to happen. She said one resident was very excited and asked why it didn't happen sooner. She said there were no negative comments but some residents had questions and that they appreciated getting answered at the open house.

Mayor Larson said staff is doing a really good job with providing the information.

Bork said staff didn't realize two properties are already hooked up. She said staff is proposing these two properties be removed from the boundary. Removing these properties will result in a higher contribution from the City. She said property owners connected to the existing line near Applegate Court may be interested in hooking up to the new sewer line to eliminate the need of a sewer pump. She said even though they are not part of the LID Boundary there may be an opportunity to allow these property owners to contribute to the project.

Bork said the 2009 Engineer's Report included a certain number of connections per lot but that number may be amended in the 2015 Engineer's Report because of the greenway overlay done since 2009. The overlay will affect the number of potential hook ups and development on one large lot in particular. She said if the Council decides tonight to move forward to direct the engineer to prepare the engineer's report, the next step would be to establish a Local Improvement District (LID) for E. Bolton Rd. She said the next City newsletter will include information about the LID.

In response to a question from Tim Brooker, Bork said the boundary will change to remove the two homes that are already hooked up to City sewer and we could include the two properties that want to connect to the new line but give them a zero assessment. She recommended moving forward with the boundary included in the packet materials.

MOTION: Thomas Cotter made a motion to direct the City Engineer to prepare a report for the E. Bolton Rd. Sewer Improvement LID in accordance with Veneta Municipal Code Chapter 3.1-.020 and with the modified project boundary as shown in the attached maps. Thomas Laing seconded the motion which passed with a vote of 5-0.

- (2) Architectural Services Contract Approval

Bork said staff is working on a few modifications and will bring the contract back to the Council for possible approval at the next meeting.

d. Public Works Director.....Kyle Schauer

(1) Intent to Award Water Tank Rehabilitation Contract

Schauer said he wanted to provide the Council with a verbal update on the East Broadway water tank rehabilitation project. He said six bids were received which was a good showing of interest for this project. He said City Engineer, Murray, Smith and associates assisted with putting the request for proposal together and estimated the project at \$375,000. He said S & K Painting, Inc. submitted the lowest bid of \$352,000 and Murray Smith recommended we accept that bid. He said the intent to award went out on February 2nd which starts the 10 day appeal process. He said legal counsel has already reviewed the contract which will likely be brought to the Council at the next meeting. He said S & K does good work and has completed previous tank work for the City.

In response to a question from Thomas Cotter, Schauer the reservoir vent needed to be replaced and enlarged and the top access door is corroded because the interior coating has failed. He said in 2005 the exterior was recoated and interior spot repairs were done. He said now the interior will be entirely redone.

In response to a question from Mayor Larson, Schauer said taking the tank offline to complete the repairs won't have an effect on water delivery. He said when the water pipeline was constructed it included a bypass valve so we can isolate that reservoir from the system without any water restrictions.

In response to a question from Thomas Laing, Schauer said this entire project was budgeted in this fiscal year and the contractor has 150 days from start to finish to complete the project.

In response to a question from Tim Brooker, Schauer said in 2005 the half million gallon tank received interior and exteriors upgrades.

Schauer said the original coating on the East Broadway tank was done when the tank was built in the 1970's. He said spot repairs have been done and it's held up fairly well. He said with today's technology, none of that original coating material will be used and the new coating will not change the taste or quality of the water.

With regard to the Work Session, staff asked the Council how they would like to proceed. Staff said the Council has the following options: 1) Request a work session to discuss the matter further, 2) Direct staff to draft funding scenarios; or 3) Direct staff to develop a six year paving plan.

Mayor Larson said we have the information and to her it seems logical to direct staff to create a plan for Council to review.

In response to a question from Mayor Larson, Ingham said in the beginning the Plan will be a fairly broad concept but will outline what projects we'd do in the first and second year, and tell us whether we can fund those projects ourselves or if we need to secure outside funding, if so, how to make that happen. He said as we get closer to those funding years we'll ask the engineer for specific costs and what drives those costs.

In response to a question from Mayor Larson, Schauer said right now, staff is asking for Council direction for a base line on which to build the plan and address the backlog.

Mayor Larson said we all agree and recommend scenario No. 2 and staff will propose a plan based on that amount of funding.

After a brief discussion, it was the consensus of the Council to follow scenario No. 2.

Ingham said as part of the budget process, the budget committee will need to approve the amount of money to be spent.

e. City Administrator.....Ric Ingham

- (1) **Ordinance No. 518** – – AN ORDINANCE GRANTING TO VENETA VISION LLC, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A TELECOMMUNICATIONS SERVICE AND TO OCCUPY RIGHTS-OF-WAY IN THE CITY OF VENETA, OREGON AND SETTING AN EFFECTIVE DATE. For Second Reading by Title Only and Final Enactment

MOTION: Thomas Cotter made a motion to approve Ordinance No. 518 for second reading by title only and final enactment. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 518 was read into the record for second reading by title only and final enactment.

- (2) Questions from Councilors
None

8. OTHER

Thomas Cotter said Mr. Bradford is in attendance and he is the property owner of tax lot 3400.

In response to a question from Thomas Cotter, Mr. Bradford said he would like to know where are all these houses are going to go that he’s supposed to build on his property.

Thomas Cotter said Mr. Bradford’s property is in the greenway so the new engineer’s report should identify the correct number of potential hook ups Mr. Bradford will have.

In response to a question from Tim Brooker, Bork said the number of potential hook ups listed in the 2009 Engineer’s Report is based only on the square footage of the lot.

In response to a question from Victoria Hedenstrom, Ingham said information about the Day at the Capital” was provided in the January 26, 2015 Council packet. He said if Council members wanted to attend, they were asked to complete the registration form and get it back to him.

In response to a question from Victoria Hedenstrom, Mayor Larson said it’s very educational for Councilors and she recommended attending.

Thomas Cotter, Thomas Laing, and Tim Brooker said they will not be attending the event.

Thomas Laing thanked Mayor Larson and the Council for nominating him for the League of Oregon Cities Outstanding Citizen Award.

Mayor Larson thanked him for everything that he’s done for our community and said the event was a lot of fun.

9. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:46 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council Work Session February 23, 2015

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

Absent: Tim Brooker

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, Assistant City Recorder, and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Chair Larson called the Work Session of the Veneta City Council to order at 6:02 p.m.

2. COMPREHENSIVE REVIEW OF OPTIONS FOR UTILITY BILLING CYCLE

Hartz said she would like to repeal and replace the City's existing utility billing ordinances and resolutions in order to improve the efficiency and consistency of the City's utility billing process. She said replacing the existing ordinances would also improve our compliance with Oregon Revised Statutes. Hartz provided an update of the steps she's taken thus far, i.e., adding policy options, etc. She said the Council may want more time to discuss the options she provided or come up with additional options. She would rather take the time to review the steps and options with the Council so they are comfortable. She said we don't have to get through the entire process tonight. Hartz reviewed the packet with the Council and asked if they had any questions.

In response to a question from Thomas Cotter, Hartz said the total deposit is \$70; \$50 for sewer and \$20 for water. She said water/sewer accounts need to be set up before we can accept the deposit. If not, staff would need to track the deposits paid and hold it until the account is set up. She said currently the deposit is added to the first months' bill.

In response to a question from Victoria Hedenstrom, Hartz said residents can come to City Hall to request new service and we take that information but we don't actually process the request until we have the matching move out information. She said that way Ann only needs to enter in the information once. She said a water/sewer account application was created and is required for all new accounts. She said we also ask to see a piece of picture identification (ID) and a copy of their rental agreement.

In response to a question from Thomas Laing, Hartz said if we decide to have all water accounts in property owners' names then all the responsibility to pay the bill falls on the property owner. She said in that scenario, other than for emergency purposes, we don't need to know whose living in the house because the owner would be paying the bill.

In response to a question from Mayor Larson, Hartz said its common practice to have the water account in the renter's name (user's).

In response to a question from Victoria Hedenstrom, Hartz said property owners or property managers for mobile home parks, apartment complexes, and federal housing (HUD) are billed for the entire facility and then they bill individual renters.

Hartz said if we decided to continue to put water accounts in renters names, owners would be required to complete an owner agreement that would include their contact information and designate if they want

the water off or on between renters and agree that outstanding bills can become a lien on the property. She said currently, we don't place liens on properties for past due accounts. Thomas Cotter said we wouldn't have to do that if we had the water accounts in the owner's name. He said we could require an extra deposit so if the renter left, we'd still have funds to draw from to pay any outstanding balance. He said he's in favor of billing the owner.

In response to a question from Thomas Laing, Schauer said meters are read remotely. He said a manual read is done only for rereads and move ins and outs.

In response to a question from Thomas Cotter, Hartz said decreasing the grace period is an option.

Hartz said there is an inconsistency between how the ordinance reads and what we actually do when the late notices are sent and when the account is deemed delinquent. She suggested a 10 or 15 day grace period is more reasonable.

Thomas Cotter said he is fine with doing away with the door hanger process but if we send out a notice, it would seem that it should include the account balance.

Ingham said option B makes the most sense but then everything is happening at the last of the month and first of the next month. He said shortening the 10 day grace period to seven would alleviate all of that happening at once.

In response to a question from Thomas Cotter, Hartz said the 15 day grace period starts on the 10th of the next month (when the payment is due) and ends on the 25th.

Mayor Larson said she thinks door hangers are a good idea.

In response to a question from Mayor Larson, Hartz said if a payment or payment arrangements are not made after a door hanger is placed, service is discontinued.

Victoria Hedenstrom said using a colored papers for the late notice would be a good trigger for her. She also suggested using an automated phone reminder.

Thomas Cotter said he felt the current process is not very efficient and he suggested freeing up a couple of steps to streamline the process.

In response to a question from Mayor Larson, Hartz said she's not sure what it would take to install an automated phone service.

Hartz said on average 40 door hangers are sent every month. She said the next step will be to draft an ordinance for Council review.

In response to a question from Thomas Laing, Hartz said currently residents basically have over a month to pay the bill before it's considered past due.

Thomas Cotter said he's comfortable with the suggestions staff has made.

Hartz said based on the feedback so far, the Council is comfortable with staff drafting some ordinances and resolutions for review. She said pay agreements are a current tool staff uses to assist residents that are very behind on their water bill but they are labor intensive and aren't very efficient. She asked the Council to review whether or not we should continue using pay agreements.

In response to a question from Thomas Cotter, Hartz said payment agreements don't have a very high success rate. She said Ann telephones residents to remind them the payment has not been made. She said if they don't abide by the payment agreement in full then the water is turned off without further notice.

In response to a question from Thomas Cotter, Hartz gave some examples of why pay agreements don't always work. She said there are different types of payment agreements and the most common agreement requires a resident to pay their current bill, in full, every month, plus an additional amount must be paid on the delinquent balance. She said we do not charge interest on the balance.

In response to a question from Victoria Hedenstrom, Hartz said the City is not set up to take automatic payments. She said many delinquent accounts are paid with cash.

Hartz said she would like to look at the other changes the Council suggested. She said she'd like to reduce the number of delinquent accounts. She said many residents appreciate that we are willing to work with them. She said in addition to having the compliance language, when a payment agreement becomes delinquent more than once, we won't offer that service again.

In response to a question from Thomas Cotter, Hartz said if the water is turned off, residents find a way to pay to get it turned back on. She said it's usually only off for a day. She said state law comes into play with regard to liens, collections, bankruptcy, etc.

Mayor Larson said she agrees, if residents don't attempt to contact staff about payments, once a pay agreement is entered into, then their water should be turned off.

Victoria Hedenstrom suggested using different colored paper for delinquent notices and payment agreements.

Hartz said that may be more labor intensive than it's worth and would create a lot of manual work for staff.

Hartz asked the Council to review the options for dealing with leaks. She said we don't have a lot of guidance in existing ordinances and resolutions that address leaks so staff has been making those decisions administratively. She said if there is a large leak, staff recalculates the utility bill at the tier one level which reduces the bill quite a bit. However, she would like some Council guidance as to whether or not the City should offer adjustment for leaks. She said we would require residents submit a request and verification that they have repaired the leak in a timely manner in order to recalculate the bill at the tier one rate.

3. OTHER

None

4. ADJOURN

Chair Larson adjourned the Veneta City Council at 7:02 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra Larson, Chair

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council

February 23, 2015

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

Absent: Tim Brooker

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, Assistant City Recorder; Craig Soderberg, Dennis Paronto, and Michelle Ossowski, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:06 p.m.

2. PUBLIC COMMENT

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.

The consent agenda as approved included Minutes for the December 8, 2014 Joint Meeting, Accounts Payable; To be Paid – Payable through February 18, 2015, and the Civic Calendar for March, 2015

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report
Sgt. Halvorson was not able to attend tonight's meeting.

(2) 2014 Annual Report from the Park Board
Craig Soderberg presented the 2014 Veneta Park Board report to the City Council. He recapped the last year and shared what's planned for 2015.

Mr. Soderberg said currently the Park Board has three resident members, three non-resident and two student representatives which are all voting members. He said recently, the Park Board has been discussing making all positions "at large" because at times it's difficult to have a full Board. He said often times a non-resident applies for a resident position but they cannot be appointed because all the non-resident positions are filled.

Ingham said the current Park Board Bylaws allow for up to nine members; two are student representative positions with no residency requirements. He said that leaves seven positions of which four must be filled by City residents. He said the Park Board is proposing that resident language be removed to allow non-residents to apply and be appointed to the Park Board. He said it's always the intent to maintain a majority of Park Board members be residents but we know that may not be possible. He said in the last couple of years, the Park Board has focused more on events rather than on parks. He said if we have a full Board, we may be able to do more work on our parks.

Mayor Larson said Park Board events attract many people from the Fern Ridge area and not exclusively Veneta residents.

In response to a question from Mayor Larson, Ingham said if there's a consensus of the Council, staff can draft amended Bylaws for review and adoption by the Park Board and then bring it to the Council for adoption.

In response to a question from Thomas Cotter, Ingham said the budget Craig referred to is adopted by the Park Board and is included in the City's budget process.

Mr. Soderberg said the Park Board budget hasn't changed in the last three years and is primarily focused on events the Park Board participates in throughout the year. He said in his opinion, amending the Bylaws shouldn't cause a problem.

In response to a question from Thomas Laing, Mayor Larson said the amendment would allow the seven positions to be either resident or non-resident so there isn't a specific number of resident positions.

Mr. Soderberg said the Park Board's signature event is the Easter Egg Hunt which draws people from Eugene.

In response to a question from Victoria Hedenstrom, Ingham said years ago when the Parks Master Plan was adopted, the Park Board had a very active role with City parks but since then the budget is too small to make any kind of improvements to City parks.

Mr. Soderberg said things have changed since he first started on the Park Board, nine years ago. He said one new thing the Park Board has been doing is finding ways to advertise the Board. He said they purchased a Park Board banner to display at events, event cards were printed and are handed out, and T-shirts and vests were purchased for members to wear during events.

Mayor Larson asked if the Council in favor of amending the Park Board Bylaws.

Thomas Cotter said he doesn't have a problem with the amendment but said if it's not written correctly, having the majority of the Park Board consist of non-residents could create a potential problem. He said we need to be cautious so we don't end up with a Board consisting of a majority of members that don't live in the City of Veneta.

Ingham said the failsafe is that Mayor Larson makes all of the appointments to the Park Board and if we feel that the pendulum has swung too far out, we can make a smaller Park Board. He said we have control over filling vacancies or new positions.

It was the consensus of the Council to direct staff to draft amended Bylaws by removing the resident/non-resident language requirements.

In response to a question from Mayor Larson, Dennis Paronto said he will participate with this year's Easter Egg Hunt.

(3) Appreciation of Penny Lucky's Service on the Veneta Park Board
Ms. Lucky was not in attendance at tonight's meeting.

(4) Appointment to fill a Partial Park Board Vacancy (Position No. 1 expires March 31, 2017)
Mayor Larson said Ms. Fuller's application indicates she has event coordinating and logistic skills.

Mayor Larson appointed Stephanie Fuller to position 1 on the Veneta Park Board.

b. Councilor/Committee Liaison Reports

Thomas Laing said the next Mid Lane Cares meeting is Thursday, February 26th so he will have a report at the March 9th Council meeting.

Mayor Larson said the School Board and District staff continues to be very involved with the School bond. She said the superintendent formed a Bond Committee; separate from the Oversight Committee and Design Committee. She said the Bond Committee consists of administrative staff

and discussion topics will be specific to each site. On another note, the School District will surplus Central Elementary and will likely sell the site. She said that being said, the District will extend ART, Inc.'s lease for another six months and thereafter the lease will be on a month to month basis. She said a month to month lease will make it difficult for ART, Inc. to receive any grant funds. Mayor Larson also said Olivia Buch, District Business Manager, said the school's budget deficit is larger this year than it was last year and will likely increase next year due to a full day kindergarten. She said Bob Bruce, a teacher at Fern Ridge Middle School, will retire on March 1, 2015. She said two years ago he was a VFW Teacher of the Year and Karen Lawrence, a 1st grade teacher at Veneta Elementary is also retiring.

5. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Comprehensive Review of Policy Options for Utility Billing Cycle

Hartz said based on conversations during the work session, the Council is comfortable with staff drafting some ordinance language and to address other issues in more detail as they come up.

In response to a question from Thomas Cotter, Hartz said other than specific changes to the ordinances, not since 1996 have major updates to the utility billing ordinances been made.

Thomas Cotter said Hartz did a nice job putting the information together.

(2) Adding a New Position to the City's Classification Plan and Approve Revised Compensation Plan

i. Agenda Item Summary

Hartz is requesting the Council approve adding a new position to the classification plan. Currently there are four positions within the Finance and Administrative Services Department. One of which is the Utility Clerk I which is the front desk person who takes care of greeting the public, renting the community center, and routine utility billing functions. She said we experimented with having a part-time, temporary receptionist at the front desk which has made a big difference for staff and it also created a situation where Ann has time to get involved in more complex projects. Hartz said she anticipates as the City grows the reception function will increase as will the routine aspects of utility billing. She said a back log has been created and the department, as a whole, cannot address things like comprehensive review of the utility billing cycle as timely as she would like. Also she would like her department to improve our best practices for accounting and internal controls. She said she felt like it's time for her to delegate some of her routine tasks to another staff person which, currently, Mindy takes on but with accounts payable and payroll happening twice a month, her time is limited. That's why she is advocating to create this new position as a promotion for Ann. Hartz reviewed the attachment to the resolution and asked the Council to approve Resolution No. 1163.

In response to a question from Thomas Cotter, Hartz said the receptionist position will be a part-time position for one person working up to 23 hours per week.

In response to a question from Mayor Larson, Hartz said a position of 24 hours or more per week would require the City to offer more benefits so we're trying to ease into this. She said as the City grows the position will likely grow into full-time.

- ii. **Resolution No. 1163** – A RESOLUTION ADDING A NEW POSITION TO THE CITY'S CLASSIFICATION PLAN AND APPROVING A REVISED COMPENSATION SCHEDULE OF REGULAR EMPLOYEES OF THE CITY OF VENETA FOR FISCAL YEAR 2014-2015 AND REPEALING RESOLUTION NO. 1149

MOTION: Thomas Cotter made a motion to approve Resolution No. 1163 as presented. Thomas Laing seconded the motion which passed with a vote of 4-0.

- (3) Approve Compensation Schedule for Hourly, Temporary, Seasonal Positions
Hartz said if approved, Resolution No. 1164 will adopt a new compensation plan for our hourly, temporary, and seasonal positions. The focus was on the Pool Manager position. She said staff suspected that the wage range was low so Babits did some research and comparisons and found it was extremely low.

Schauer said the wage range for the Pool Manager topped out lower than Step One of our proposed compensation schedule.

Hartz said the City asks a lot of our Pool Manager so Resolution No. 1164 allows the City to increase that pay range for that position. This compensation schedule adjusts annually in January when the state minimum wage is increased so the minimum wage positions change and the other positions adjust accordingly.

In response to a question from Mayor Larson, Hartz said every position will move up but the Pool Manager position will be separate.

In response to a question from Thomas Laing, Schauer said each step is increased by promotion or is merit based but if lifeguards are brought back for the next pool season, they tend to move up a step. However, when the minimum wage increases, the pay essentially moves up a level.

In response to a question from Thomas Cotter, Schauer said the Pool Manager works 40 hours a week but she starts well before pool season and stays on a month or so after the pool closes. He said typically she doesn't work during the winter.

- i. **Resolution No. 1164** – A RESOLUTION TO APPROVE COMPENSATION SCHEDULE FOR HOURLY, TEMPORARY AND SEASONAL POSITIONS AND REPEALING RESOLUTION NO. 1143

MOTION: Thomas Cotter made a motion to approve Resolution No. 1164 as presented. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

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

- (1) **Ordinance No. 519** - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 REGARDING REQUIRED IMPROVEMENTS. For Second Reading by Title Only and Final Enactment.

This item has been pulled from the agenda.

- (2) Report on Blighted Property

Bork said Dave Mortier, the Building Official, provided letters on two properties; one of which was identified in the blighted property inventory the City's intern created. She said the first property is the video store on McCutcheon. The second one is the house that had the fire on Trek Dr. She said David Mortier visited both properties and provided his report as to why he considers them dangerous and his recommendation that the Council should declare these as dangerous properties. If the Council wanted to move forward with the process, staff would schedule a public hearing in order for the Council to take action to declare the building as dangerous. She said the owners would be notified of the public hearing at which time the Council could determine if the McCutcheon building should be made safe or torn down.

Mayor Larson said she's glad to see a second more detailed opinion on the McCutcheon property. She said she's delighted the Council can declare it as unsafe.

Bork said with regard to the Trek house that had the fire, Teresa had been working with Wells Fargo Bank and a property management company hired by the bank to secure the house and eventually abate it. However, recently Teresa received an email from Wells Fargo Bank to inform her that the homeowners have taken possession of the house so they now own it, rather than the

bank. She said that will be something we need to consider when we go through the process – that we won't be working with the bank, we'll be working with the property owners.

In response to a question from Thomas Cotter, Bork said she will put this on the agenda as a Council action item and she will notice the public hearing correctly in the newspaper likely for the March 23rd Council meeting.

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

- (1) Award of Contract for the 2.0 MG Reservoir Improvements and Coating Project
Schauer said the City received six bids for this project ranging from \$525,000 to \$352,000. He said the low bid of \$352,000 was from S & K Painting, Inc. which Murray Smith Associates (MSA) recommended we accept and award the contract to. However, MSA recommended the City enter into a contract for a not to exceed amount of \$390,000 which includes a 10% contingency. He said that amount does not include the engineer's fee. He said the project was included in this year's budget. He said originally the engineer's estimate came in at \$600,000 but that also included coating the entire exterior of the tank. He said after inspecting the exterior, it was determined that it was still in good condition and only spot improvements were needed.

In response to a question from Thomas Laing, Schauer said the exterior spot improvements should last about seven to 10 years and typically it's done every 20 to 25 years.

Schauer said after the contract is awarded, the contractor will provide us with a work schedule. He said the contractor has until the end of 2015 to complete the work. He said if the project is carried over into the next fiscal year, funds will be carried over as well.

In response to a question from Thomas Laing, Schauer said the roof has some corrosion issues but everything else is intact. Schauer said that tank is in constant flux and we try to keep it full but it's always being emptied or filled. He said legal counsel also reviewed the contract and had no changes.

MOTION: Thomas Cotter made a motion to authorize City staff to enter into contract with S & K Painting, Inc. for the 2.0 MG Reservoir Improvements and coating Project for an amount not to exceed \$390,000. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.

8. OTHER

Ingham said Sgt. Halvorson will be hosting the first neighborhood watch meeting tomorrow, February 24th at 7:00 p.m. at the Library. Ingham said he will be attending and said there are several neighborhoods that want to be involved. He said he will confirm the time of the meeting.

Ingham said the Distinguished Service Awards will be April 16th and nominations are due March 16th. He said please see him if you are interested in nominating someone.

Ingham said the City is working on purchasing another City vehicle to replace the pickup currently available for City Hall staff's use.

Schauer said staff has done a lot of research and settled on purchasing a 2015 Subaru sport utility vehicle. He said that type of vehicle offers enough rear cargo room to pack supplies for events. He said the vehicle is also all wheel drive which will make attending training in central Oregon much safer. He said it also gets the best mileage for that type of vehicle.

In response to a question from Thomas Cotter, Schauer said it is a five passenger vehicle and includes an open hatch for cargo storage.

Ingham said it's nice to have a sport utility vehicle with all-wheel drive and the interior cargo space makes it much easier to load and unload supplies for events. He said staff is conscientious about gas mileage and this vehicle gets 32 mpg.

Schauer said this vehicle also has the clearance to allow him to visit unimproved work sites.

In response to a question from Thomas Laing, Ingham said a hybrid counterpart to the Subaru was about \$10,000 more and it didn't really meet the City's needs.

Hartz said the City's current Pool Manager salary range was 42% below the average.

Hartz said there is still a vacancy on the Budget Committee. The deadline to submit an application is Friday, February 27th. She asked the Council if they know anyone who would like to be on the Budget Committee to encourage them to apply.

Hartz said a Request for Proposal (RFP) for auditing services to the City was released and closed on February 20th. She said she sent eight solicitations but only two replied; one from our current auditor and the other was from a firm in Albany. She said both firms have similarly sized staff and work for similarly sized cities. She said the next step is to meet with the firm from Albany and go from there.

In response to a question from Thomas Cotter, Hartz said she is not dissatisfied with the current auditors but she would like to see some changes made.

In response to a question from Mayor Larson, Hartz said both of the proposals are fairly low compared to what many Certified Public Accountants charge. She said that may have something to do with why only two responses were received. However, she said she didn't send the proposal to large auditing firms. She said it may be that most of the firms are at capacity and can't take on another City.

Schauer said the City just completed the hiring process for the position of Utility Worker I. He said Ross Macauley was hired and he will start on February 27th.

In response to a question from Thomas Laing, Schauer said Mr. Macauley currently lives in Creswell but he has plans to relocate to Veneta.

Ingham said Mayor Larson and Victoria Hedenstrom will be attending the Capitol Day in Salem on Thursday, February 26th.

9. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:10 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

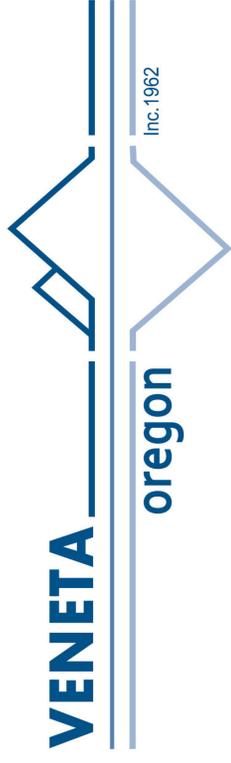
ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXX

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

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 03/04/2015 - 3:42 PM
 Batch: 001-03-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess										
1023	02/26/2015	438.00	0.00	03/10/2015	Monthly Contract & windows @ CC		-	No		0000
100-100-52055	Janitorial Services Contract									
1023	02/26/2015	109.50	0.00	03/10/2015	Monthly Contract & windows @ CC		-	No		0000
140-140-52055	Janitorial Services Contract									
1023	02/26/2015	182.50	0.00	03/10/2015	Monthly Contract & windows @ CC		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
1023	02/26/2015	32.00	0.00	03/10/2015	Monthly Contract & windows @ CC		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	1023 Total:	762.00								
	AbvMess Total:	762.00								
ALSCO ALSCO										
Feb 2014	02/28/2015	142.84	0.00	03/10/2015	CH Door mats		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Feb 2014	02/28/2015	35.72	0.00	03/10/2015	CH Door mats		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	Feb 2014 Total:	178.56								
Feb 2014 - CC	02/28/2015	254.95	0.00	03/10/2015	CC Paper products		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	Feb 2014 - CC Total:	254.95								
	ALSCO Total:	433.51								
AnalyLab Analytical Laboratory Group										
63867 - Water	02/27/2015	646.50	0.00	03/10/2015	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
	63867 - Water Total:	646.50								
63867 - WW	02/27/2015	862.20	0.00	03/10/2015	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
	63867 - WW Total:	862.20								
	AnalyLab Total:	1,508.70								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BabiKat Babis Katherine										
KBabits 3/2015	03/03/2015	313.74	0.00	03/10/2015	CIS conference lodging		-	No		0000
100-100-51070	Training & Conferences									
	KBabits 3/2015 Total:	313.74								
	BabiKat Total:	313.74								
<hr/>										
BranEng Branch Engineering, Inc										
00004681	02/12/2015	7,815.00	0.00	03/10/2015	5th St Improvements		-	No		0000
230-230-53045	Street Maintenance									
	00004681 Total:	7,815.00								
00004682	02/12/2015	225.00	0.00	03/10/2015	WL Tech traffic review		-	No		0000
140-140-52140	Technical Review Services									
	00004682 Total:	225.00								
00004683	02/12/2015	1,316.25	0.00	03/10/2015	8th St sewer		-	No		0000
220-220-60130	System Expansion									
	00004683 Total:	1,316.25								
00004684	02/12/2015	475.00	0.00	03/10/2015	St management system		-	No		0000
230-230-53050	Street Rehabilitation									
	00004684 Total:	475.00								
00004693	02/12/2015	2,086.25	0.00	03/10/2015	Multi-use pathway		-	No		0000
230-230-52290	Other Professional Services									
	00004693 Total:	2,086.25								
00004694	02/12/2015	2,130.00	0.00	03/10/2015	E Bolton WW extension		-	No		0000
220-220-60130	System Expansion									
	00004694 Total:	2,130.00								
	BranEng Total:	14,047.50								
<hr/>										
BucSan Buck's Sanitary Service										
A32437	02/27/2015	53.00	0.00	03/10/2015	Fern Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A32437 Total:	53.00								
A32438	02/27/2015	53.00	0.00	03/10/2015	City Park Unit		-	No		0000
130-130-53210	Park Maintenance									
	A32438 Total:	53.00								
A32439	02/27/2015	98.50	0.00	03/10/2015	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A32439 Total:	98.50								
	BucSan Total:	204.50								
<hr/>										
BuiDep Building Department The										
February 2015	03/04/2015	439.88	0.00	03/10/2015	Inspection Services		-	No		0000
100-100-52025	Building Permit Inspections									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
February 2015	03/04/2015	222.00	0.00	03/10/2015	Inspection Services		-	No		0000
100-100-52030	Electrical Permit Inspections									
	February 2015 Total:	661.88								
	BuiDep Total:	661.88								
<hr/>										
DLAinc DLA Inc										
5057	03/02/2015	66.25	0.00	03/10/2015	Hwy 126 & Territorial beautification		-	No		0000
230-230-52290	Other Professional Services									
	5057 Total:	66.25								
	DLAinc Total:	66.25								
<hr/>										
EDMS EDMS Inc										
16802	02/17/2015	15.52	0.00	03/10/2015	February late notices		-	No		0000
210-210-51010	Admin Supplies & Services									
16802	02/17/2015	31.34	0.00	03/10/2015	February late notices		-	No		0000
210-210-51015	Postage									
16802	02/17/2015	23.26	0.00	03/10/2015	February late notices		-	No		0000
220-220-51010	Admin Supplies & Services									
16802	02/17/2015	47.02	0.00	03/10/2015	February late notices		-	No		0000
220-220-51015	Postage									
	16802 Total:	117.14								
16845	02/27/2015	110.68	0.00	03/10/2015	Utility billings		-	No		0000
210-210-51010	Admin Supplies & Services									
16845	02/27/2015	249.29	0.00	03/10/2015	Utility billings		-	No		0000
210-210-51015	Postage									
16845	02/27/2015	166.04	0.00	03/10/2015	Utility billings		-	No		0000
220-220-51010	Admin Supplies & Services									
16845	02/27/2015	373.92	0.00	03/10/2015	Utility billings		-	No		0000
220-220-51015	Postage									
	16845 Total:	899.93								
16845NL	02/27/2015	122.80	0.00	03/10/2015	Monthly Newsletter		-	No		0000
100-100-51095	Public Relations									
	16845NL Total:	122.80								
	EDMS Total:	1,139.87								
<hr/>										
EPUD EPUD										
104799 2/2015	02/25/2015	16.21	0.00	03/10/2015	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 2/2015 Total:	16.21								
107383 2/2015	02/25/2015	411.16	0.00	03/10/2015	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 2/2015 Total:	411.16								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
122935 2/2015	02/25/2015	27.65	0.00	03/10/2015	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122935 2/2015 Total:	27.65								
51043 2/2015	02/25/2015	361.04	0.00	03/10/2015	City Hall		-	No		0000
100-100-51035	Electricity									
51043 2/2015	02/25/2015	120.35	0.00	03/10/2015	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 2/2015 Total:	481.39								
60675 2/2015	02/25/2015	143.55	0.00	03/10/2015	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 2/2015 Total:	143.55								
61380 2/2015	02/25/2015	104.58	0.00	03/10/2015	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 2/2015 Total:	104.58								
8229 2/2015	02/25/2015	15.49	0.00	03/10/2015	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 2/2015 Total:	15.49								
St Lts 2/2015	02/25/2015	2,445.82	0.00	03/10/2015	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lts 2/2015 Total:	2,445.82								
	EPUD Total:	3,645.85								
Figapiz Figaro's Pizza										
022 32 015	02/23/2015	11.16	0.00	03/10/2015	Meeting meal - PO 4285		-	No		0000
100-100-51010	Admin Supplies & Services									
022 32 015	02/23/2015	11.16	0.00	03/10/2015	Meeting meal - PO 4285		-	No		0000
210-210-51010	Admin Supplies & Services									
022 32 015	02/23/2015	11.16	0.00	03/10/2015	Meeting meal - PO 4285		-	No		0000
220-220-51010	Admin Supplies & Services									
	022 32 015 Total:	33.48								
	Figapiz Total:	33.48								
FRRev Fern Ridge Review										
14782	02/15/2015	70.00	0.00	03/10/2015	Public Notice-L and Dev Ord 493/494		-	No		0000
140-140-51025	Publishing Costs									
	14782 Total:	70.00								
	FRRev Total:	70.00								
InfoStru Info Structure										
2253419	02/21/2015	390.20	0.00	03/10/2015	Cust #C7930 - City Hall		-	No		0000
100-100-51030	Telephone Services									
2253419	02/21/2015	97.56	0.00	03/10/2015	Cust #C7930 - City Hall		-	No		0000
140-140-51030	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2253648	02/21/2015	487.76	0.00	03/10/2015	Cust #61227 - WWTP		-	No		0000
220-220-51030	Telephone Services	46.03								
2253648	Total:	46.03								
2253709	02/21/2015	40.64	0.00	03/10/2015	Cust #62054 - Pool		-	No		0000
130-520-54055	Pool Utilities	40.64								
2253709	Total:	40.64								
	InfoStru Total:	574.43								
JerBro Jerry Brown Co										
Feb 2015	02/28/2015	24.55	0.00	03/10/2015	Fuel usage		-	No		0000
100-100-51075	Travel - Staff	49.09	0.00	03/10/2015	Fuel usage		-	No		0000
Feb 2015	02/28/2015	49.09	0.00	03/10/2015	Fuel usage		-	No		0000
130-130-53030	Vehicle Operation/Maintenance	196.38	0.00	03/10/2015	Fuel usage		-	No		0000
Feb 2015	02/28/2015	171.83	0.00	03/10/2015	Fuel usage		-	No		0000
210-210-53030	Vehicle Operation&Maintenance	490.94	0.00	03/10/2015	Fuel usage		-	No		0000
Feb 2015	02/28/2015	490.94	0.00	03/10/2015	Fuel usage		-	No		0000
220-220-53030	Vehicle Operation&Maintenance	490.94	0.00	03/10/2015	Fuel usage		-	No		0000
Feb 2015	02/28/2015	490.94	0.00	03/10/2015	Fuel usage		-	No		0000
	JerBro Total:	490.94								
KelTru Kelleys True Value Hardware										
Feb 2015	02/28/2015	46.41	0.00	03/10/2015	Various needs		-	No		0000
210-210-53040	System Maintenance	36.64	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	36.63	0.00	03/10/2015	Various needs		-	No		0000
230-230-53070	Landscape Maint & Supplies	9.22	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	0.35	0.00	03/10/2015	Various needs		-	No		0000
130-130-53210	Park Maintenance	2.68	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	3.44	0.00	03/10/2015	Various needs		-	No		0000
230-230-53045	Street Maintenance	8.99	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	144.36	0.00	03/10/2015	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	144.36	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	144.36	0.00	03/10/2015	Various needs		-	No		0000
140-140-51010	Admin Services & Supplies	8.99	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	8.99	0.00	03/10/2015	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services	144.36	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	144.36	0.00	03/10/2015	Various needs		-	No		0000
230-230-51515	Tools & Small Equipment	144.36	0.00	03/10/2015	Various needs		-	No		0000
Feb 2015	02/28/2015	144.36	0.00	03/10/2015	Various needs		-	No		0000
	KelTru Total:	144.36								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
kenford Kendall Ford										
2015 SubFor	02/26/2015	8,826.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
100-100-63615	Vehicles									
2015 SubFor	02/26/2015	1,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
130-130-63615	Vehicles									
2015 SubFor	02/26/2015	1,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
140-140-63615	Vehicles									
2015 SubFor	02/26/2015	2,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
230-230-63615	Vehicles									
2015 SubFor	02/26/2015	5,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
210-210-63615	Vehicles									
2015 SubFor	02/26/2015	5,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
220-220-63615	Vehicles									
2015 SubFor	02/26/2015	1,000.00	0.00	03/10/2015	Vehicle purchase		-			No 0000
240-240-63615	Vehicles									
	2015 SubFor Total:	23,826.00								
Dealer Doc prep	02/26/2015	75.00			Vehicle purchase		-			No 0000
100-100-63615	Vehicles									
	Dealer Doc prep Total:	75.00								
DMV fees	02/26/2015	273.00			Vehicle purchase		-			No 0000
100-100-63615	Vehicles									
	DMV fees Total:	273.00								
	kenford Total:	24,174.00								
LanCoAc Lane Co Accts Receivable										
January 2015	02/23/2015	2,116.07	0.00	03/10/2015	Assmnts collected less 15% collection		-			No 0000
100-000-20330	County Fine Assessment Payable									
	January 2015 Total:	2,116.07								
	LanCoAc Total:	2,116.07								
LanFor Lane Forest Products										
15360888	02/28/2015	30.00	0.00	03/10/2015	Top soil - PO 4469		-			No 0000
100-100-51085	Miscellaneous/Discretionary									
	15360888 Total:	30.00								
	LanFor Total:	30.00								
LarSan Larson Sandra										
SLarson Jan/Feb	03/03/2015	244.95	0.00	03/10/2015	Mileage reimbursement		-			No 0000
100-100-51075	Travel - Staff									
	SLarson Jan/Feb Total:	244.95								
	LarSan Total:	244.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LeaOfOr League of Oregon Cities 16306 03/02/2015		40.00	0.00	03/10/2015	CiH Day at Capitol Larson/Hedenstrom		-	No		0000
100-100-51090 Training & Travel-Officials 16306 Total:		40.00 40.00								
LeaOfOr Total:										
MidSta Mid-State Industrial Svc 0158350 02/26/2015		1,830.00	0.00	03/10/2015	Monthly Contract		-	No		0000
230-230-53150 Street Sweeping Contract 0158350 Total:		1,830.00 1,830.00								
MidSta Total:										
MurSmI Murray Smith & Associates Inc 14-1619 - 2 02/17/2015		6,237.66	0.00	03/10/2015	Reservoir Imprvmts		-	No		0000
210-210-53040 System Maintenance 14-1619 - 2 Total:		6,237.66 6,237.66								
MurSmI Total:										
NexCom Nextel Communications 886952530-111 02/27/2015		39.82	0.00	03/10/2015	Cell phijones 02/2015		-	No		0000
100-100-51030 Telephone Services 886952530-111 02/27/2015		39.82	0.00	03/10/2015	Cell phijones 02/2015		-	No		0000
130-130-51030 Telephone Services 886952530-111 02/27/2015		59.74	0.00	03/10/2015	Cell phijones 02/2015		-	No		0000
210-210-51030 Telephone Services 886952530-111 02/27/2015		59.74	0.00	03/10/2015	Cell phijones 02/2015		-	No		0000
220-220-51030 Telephone Services 886952530-111 02/27/2015		39.82	0.00	03/10/2015	Cell phijones 02/2015		-	No		0000
230-230-51030 Telephone Services 886952530-111 Total:		238.94 238.94								
NexCom Total:										
OAWU OAWU 18399b 02/01/2015		10.35	0.00	03/10/2015	Addtl amount due - Annual membership		-	No		0000
220-220-51020 Professional Dues 18399b 02/01/2015		10.35	0.00	03/10/2015	Addtl amount due - Annual membership		-	No		0000
210-210-51020 Professional Dues 18399b Total:		20.70 5.00								
18479b 02/18/2015		5.00	0.00	03/10/2015	Addtl amount due - K Schauer		-	No		0000
210-210-51070 Training & Conferences 18479b 02/18/2015		5.00	0.00	03/10/2015	Addtl amount due - K Schauer		-	No		0000
220-220-51070 Training & Conferences										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
18536	02/24/2015	10.00								
220-220-51070	18479b Total:	275.00	0.00	03/10/2015	A Fielder - Cert Review	PO 4492	-		No	0000
	Training & Conferences	275.00								
	18536 Total:	275.00								
	OAWU Total:	305.70								
<hr/>										
ODOR ODOR - Court	02/23/2015	1,224.00	0.00	03/10/2015	Unitary Assessment / other St fees		-		No	0000
January 2015	State Fine Assessments Payable	1,224.00								
100-000-20320	January 2015 Total:	1,224.00								
	ODOR Total:	1,224.00								
<hr/>										
OfcTeam Office Team	02/16/2015	127.84	0.00	03/10/2015	T Weller Wk End Dt		-		No	0000
42377956	Other Professional Services	127.84							No	0000
100-100-52290	Other Professional Services	127.84							No	0000
42377956	Other Professional Services	131.72							No	0000
210-210-52290	Other Professional Services	387.40							No	0000
42377956	Other Professional Services	102.28							No	0000
220-220-52290	Other Professional Services	102.27							No	0000
42427824	Other Professional Services	105.37							No	0000
100-100-52290	Other Professional Services	309.92							No	0000
42427824	Other Professional Services	697.32							No	0000
210-210-52290	Other Professional Services								No	0000
42427824	Other Professional Services								No	0000
220-220-52290	Other Professional Services								No	0000
	OfcTeam Total:									
<hr/>										
Offlma Office Imaging	02/03/2015	20.79	0.00	03/10/2015	Toner cartridge - PO 4462		-		No	0000
012383	Admin Supplies & Services	2.98							No	0000
100-100-51010	Admin Supplies & Services	5.95							No	0000
012383	Admin Supplies & Services	14.87							No	0000
130-130-51010	Admin Supplies & Services	14.87							No	0000
012383	Admin Supplies & Services	59.46							No	0000
140-140-51010	Admin Supplies & Services								No	0000
012383	Admin Supplies & Services								No	0000
210-210-51010	Admin Supplies & Services								No	0000
012383	Admin Supplies & Services								No	0000
220-220-51010	Admin Supplies & Services								No	0000
	012383 Total:									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Offlma Total:	59.46								
OrmKip Orme Kip										
KOrme 2/2015	03/02/2015	50.00	0.00	03/10/2015	Cell phone stipend		-	No		0000
220-220-51030	Telephone Services									
	KOrme 2/2015 Total:	50.00								
	OrmKip Total:	50.00								
PoolSch Pool School, LLC										
K Orme 2015	02/20/1515	330.00	0.00	03/10/2015	Certified Pool Operator class		-	No		0000
130-520-51070	Training & Conferences									
	K Orme 2015 Total:	330.00								
M Eveland 2015	02/20/1515	330.00	0.00	03/10/2015	Certified Pool Operator class		-	No		0000
130-520-51070	Training & Conferences									
	M Eveland 2015 Total:	330.00								
	PoolSch Total:	660.00								
Ricoh Ricoh USA, Inc.										
503469016	02/18/2015	147.20	0.00	03/10/2015	Color copier supplies/service		-	No		0000
100-100-51065	Office Machine Maintenance									
503469016	02/18/2015	49.07	0.00	03/10/2015	Color copier supplies/service		-	No		0000
140-140-51065	Office Machine Maintenance									
	503469016 Total:	196.27								
	Ricoh Total:	196.27								
SaniPac SANIPAC										
1843473	03/01/2015	168.00	0.00	03/10/2015	Street debris		-	No		0000
230-230-53045	Street Maintenance									
1843473	03/01/2015	23.20	0.00	03/10/2015	Trash haul-Act #2013-2002191-001		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
1843473	03/01/2015	5.80	0.00	03/10/2015	Trash haul-Act #20132002191-001		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
1843473	03/01/2015	100.33	0.00	03/10/2015	Trash Haul-Act #2013-2002191-001		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
1843473	03/01/2015	119.12	0.00	03/10/2015	Trash haul-Act #2013-2002191-001		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
	1843473 Total:	416.45								
	SaniPac Total:	416.45								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SchKyl Schauer Kyle										
KSchauer 2/201	03/03/2015	50.00	0.00	03/10/2015	Cell phone stipend		-	No		0000
210-210-51030 Telephone Services										
KSchauer 2/201 Total:		50.00								
SchKyl Total:		50.00								
SubPro Suburban Propane										
Ref #41568 02/14/2015		75.00	0.00	03/10/2015	Annual Tank rent - Pine St Station		-	No		0000
220-220-53020 System Operating Supplies										
Ref #41568 Total:		75.00								
SubPro Total:		75.00								
SunsetAu Sunset Auto Parts, Inc										
February 2015 02/28/2015		14.92	0.00	03/10/2015	Various needs		-	No		0000
210-210-53030 Vehicle Operation&Maintenance										
February 2015 02/28/2015		14.92	0.00	03/10/2015	Various needs		-	No		0000
220-220-53030 Vehicle Operation&Maintenance										
February 2015 02/28/2015		121.39	0.00	03/10/2015	Various needs		-	No		0000
210-210-53040 System Maintenance										
February 2015 02/28/2015		118.74	0.00	03/10/2015	Various needs		-	No		0000
220-220-53040 System Maintenance										
February 2015 Total:		269.97								
SunsetAu Total:		269.97								
TyrOil Tyree Oil Inc										
0504078-IN 02/25/2015		359.57	0.00	03/10/2015	Swer Plant oils - PO 4558		-	No		0000
220-220-53050 WW Treatment Plant Maintenance										
0504078-IN Total:		359.57								
TyrOil Total:		359.57								
WilAnim Willamette Animal Guild										
37606 11/18/2014		80.00	0.00	03/10/2015	2 female kittens 11/18/2014		-	No		0000
100-170-51122 Animal Control Feral Program										
37606 Total:		80.00								
37755 12/01/2014		40.00	0.00	03/10/2015	1 female kitten 12/01/2014		-	No		0000
100-170-51122 Animal Control Feral Program										
37755 Total:		40.00								
38559 01/22/2015		45.00	0.00	03/10/2015	1 male cat 12/01/2014		-	No		0000
100-170-51122 Animal Control Feral Program										
38559 Total:		45.00								
39160 02/23/2015		90.00	0.00	03/10/2015	2 female cats 2/23/2015		-	No		0000
100-170-51122 Animal Control Feral Program										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
39191	02/24/2015	90.00								
		180.00	0.00	03/10/2015	2 female/2 male cats	2/24/2015	-			No 0000
100-170-51122	Animal Control Feral Program	180.00								
	39191 Total:	180.00								
	WillAnim Total:	435.00								
	Report Total:	63,807.37								

MEMORANDUM

TO: Sgt. Billy Halvorson, Lane County Sheriff's Office DATE: February 24, 2015
FROM: Darci Henneman, Assistant City Recorder
SUBJECT: Request for Temporary Liquor License Application – St. Thomas Becket Academy

Attached is an OLCC Temporary Sales License Application for a special event being held by St. Thomas Becket Academy at 25269 E. Bolton Road, Veneta, on Saturday, March 14, 2015.

Please **initial and date** below and return this application to me at your earliest convenience. This request will be submitted to the City Council at the **March 9, 2015** meeting.

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

 *ADH 03022015*

UNCONDITIONAL APPROVAL

_____ APPROVAL WITH CONDITIONS (include conditions of approval below)

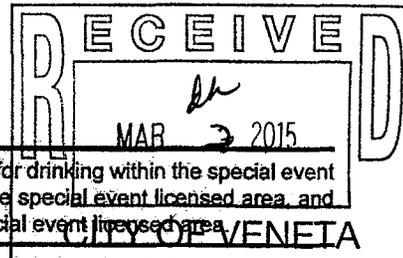
_____ DENIAL (include reasons for denial below)

Conditions of Approval:

Denial:



OREGON LIQUOR CONTROL COMMISSION
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 1 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

1. Applicant Name: Society of St. Saint Pius X, Eugene, Oregon, Inc.
~~St. Thomas Basilica Church~~ 2. E-Mail: _____
3. Mailing address: 25269 E. Bolton Rd
4. City: Veneta 5. State: OR 6. Zip Code: 97487 7. Fax: _____
8. Contact Person: Fr. Jonathan Loop 9. Contact Phone: _____
10. Event Name: St. Thomas Basilica Auction
11. Date(s) of event (no more than seven days): March 14, 2015
12. Start/End hours of alcohol service: 5:00 AM PM to 9:00 AM PM
13. Address of **Special Event** Licensed Area: 25269 E. Bolton Rd Veneta, 97487
(Street) (City/Zip)
14. Is the event outdoors? Yes No
 14a. If no, in what area(s) of the building is the event located? School Gym
 14b. If yes, submit a drawing showing the licensed area and how the boundaries of the licensed area will be identified.
15. List the primary activities within the licensed area: Dinner, Silent Auction, Live Auction
16. Will minors be allowed at the event? Yes No Just to serve Food only!
17. If yes, will minors and alcohol be allowed in the same area? Yes No
18. 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.

19. Describe your plan to prevent problems and violations. Use the pick up drink, wipe tacked walk
All volunteers will be trained on how to spot someone who has had too much to drink then (cont)
We are familiar with all who are attending, some group every yr
AS long as we control the drinking, no problems or violations will
20. 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 the bar at all times. No minor will have access to the alcohol at any time!
They will be monitored by adult supervision at all times.
21. Describe your plan to manage alcohol consumption by adults.

This is our Annual Fundraiser, located on church property. There is a set time from 5:30 to 9 when we will serve alcohol. We also have 4 people monitoring the alcohol

is also: small group of people, no problem keeping track

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): _____

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

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: N/A 25. Policy #: N/A 26. Expiration Date: N/A

27. Name of Insurance Agent: N/A 28. Phone: N/A

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

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

1) Chicken Cordon 2) Wild Rice Pilaf 3) Green Chutney

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): Fr. Jonathan Loop

32. APPLICANT SIGNATURE: _____ 33. Date: 3-2-2015

<p>CITY OR COUNTY USE ONLY</p> <p>The city/county named in #30 above recommends:</p> <p><input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)</p> <p>City/County Signature: _____ Date: _____</p>
--

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.

<p>OLCC USE ONLY</p> <p>Fee Paid: _____ Date: _____ Receipt #: _____</p> <p>License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>OLCC Signature: _____ Date: _____</p>



OREGON LIQUOR CONTROL COMMISSION
IDENTIFYING A SPECIAL EVENT LICENSED AREA

The OLCC is prohibited from licensing an area that does not have defined boundaries.

Please complete items 1 – 5 and then use the box below to draw the licensed area.

1. Applicant Name (please print): Society of Saint Pius X, Eugene, Oregon, Inc

2. Event Street Address: 25269 E Bolton Rd

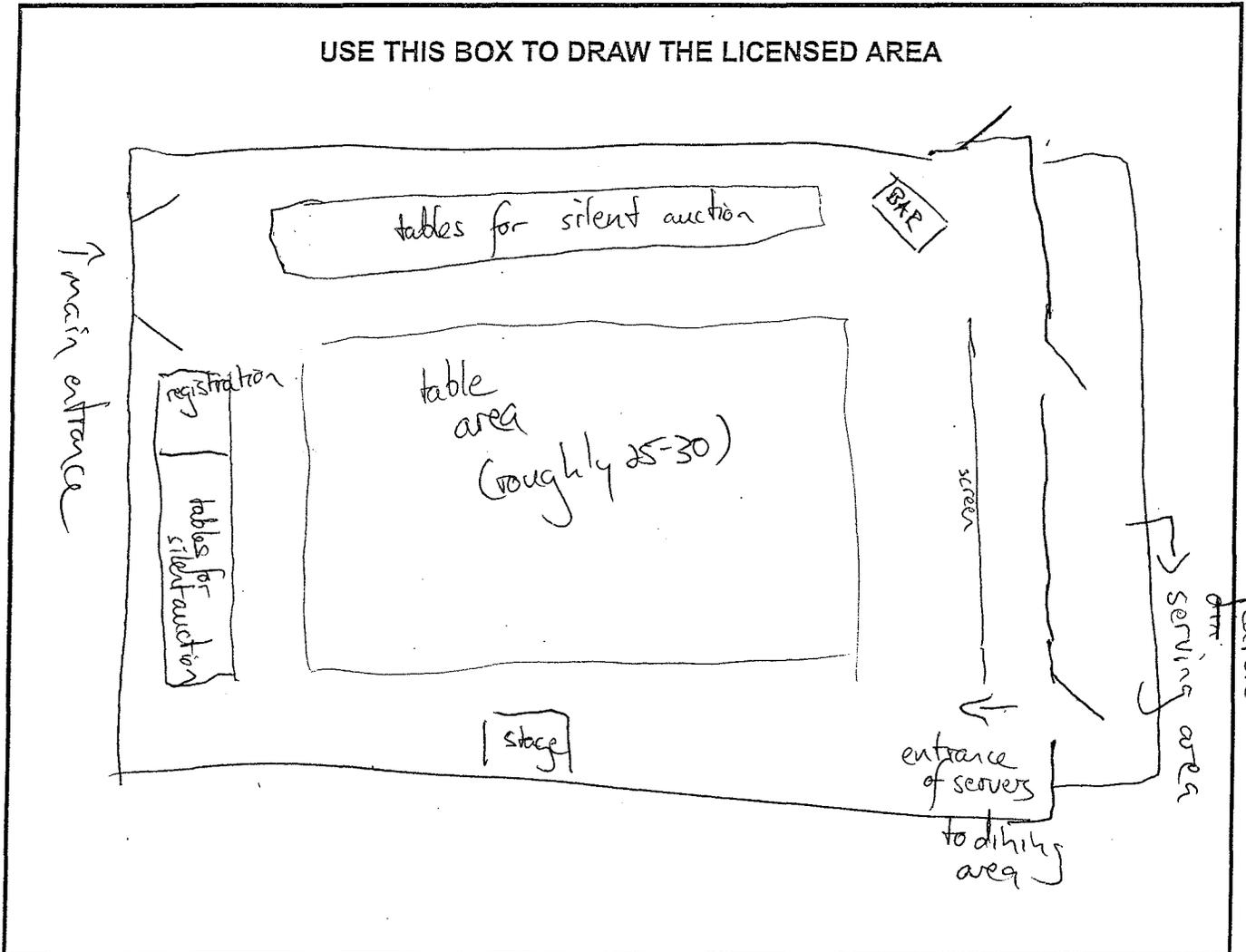
3. City/County: Veneta Lane

4. Date(s) of Event: 14 March 2014

5. Please list and describe what barrier(s) will be used to define the boundaries of the licensed area. For example: "A 6 foot high wooden fence."

Exterior wall of gym building

USE THIS BOX TO DRAW THE LICENSED AREA





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/20/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James Reed & Assoc. Insurance 915 Lancaster Dr. SE Salem, OR 97301	CONTACT NAME: Bailey Talbot PHONE (A/C No. Ext): (503) 588-8229 FAX (A/C, No): (503) 588-9440 E-MAIL ADDRESS: ADDRESS: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; border: none;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center; border: none;">NAIC#</td> </tr> <tr> <td style="border: none;">INSURER A: Brotherhood Mutual Ins Co</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER B:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER C:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER D:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER E:</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">INSURER F:</td> <td style="border: none;"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Brotherhood Mutual Ins Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Brotherhood Mutual Ins Co															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED St. Thomas Becket Academy PO Box 847 Veneta, OR 97487 Fax: 541-935-4120															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			36MRA0327037	04/01/12	04/01/15	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	GENERAL AGGREGATE \$ 3,000,000						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTIONS\$						WC STATU-TORY LIMITS OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A				E.L. DISEASE - EA EMPLOYEE\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Coverage for Fundraising Auction: March 14th, 2015

Certificate Holder is named as Additional Insured.

CERTIFICATE HOLDER City of Veneta PO Box 458 Veneta, OR 97487 Fax: 541-935-1838	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED-REPRESENTATIVE
--	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

Sanipac's 2014 Veneta Annual Report
is attached to the back of the March 9, 2015
Veneta City Council Packet.

Dear City of Veneta,

The purpose of this letter is to ask if you will be a donor for the 5th annual Benefits by the Glass to be held on June 7, 2015 at Deep Woods on Territorial Highway in Elmira. The event involves wine tasting, good food, a silent and verbal auction of items generously donated by local businesses and individuals. It is also our most popular event, reaching many diverse community members.

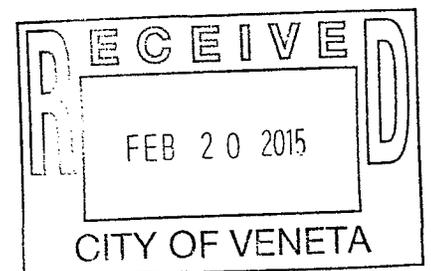
As a donor of Benefits by the Glass, you will be helping improve the lives of individuals in our community. The opportunities for growing the impact of Mid Lane Cares on our community are limitless. Make your day and someone else's by giving a donation to Benefits by the Glass. This event will help fund the Fern Ridge Service Center and other Mid Lane Cares programs.

We are asking if a family pass to the City Pool (or more) for the 2015 season could be generously donated.

Thank you for considering our request.

Sincerely,

Lois Riha & Pat Coy
Development Committee: Mid Lane Cares



49TH ANNUAL
XLIX
DISTINGUISHED SERVICE AWARDS

DISTINGUISHED SERVICE AWARDS

The Community Needs Your Participation

The Distinguished Service Awards are presented every year to recognize the talented and dedicated volunteers and service organizations in our community. This year the Distinguished Service Awards will be presented at Crow High School on April 16th, 2015 at 7:00 p.m.

This event would not happen without your participation and thoughtful consideration. Please consider sponsoring this year's event. Sponsors like you enable us to pay the organizational cost of the event.

There are three levels of sponsorship available:

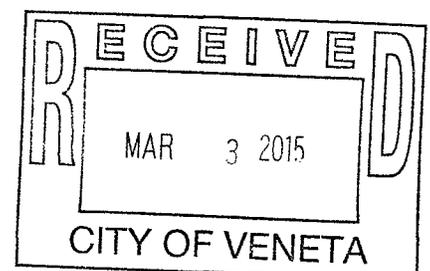
With your contribution of \$50 you will receive the following benefits:

- Your organization's name featured in the event program
- A table tent display with the name of your organization
- Before the event and during intermission, sponsor names and/or logos will be displayed on large projection screen
- Stage mention during the ceremony

With a contribution of \$150.00 you will receive the following benefits:

- Everything from the \$50 level
- Organization logos on all printed materials
- Prominent listing on the table tent displays
- Prominent display on the Power Point presentation
- Special personal acknowledgement during the ceremony

One Title Sponsorship is available for \$500. This sponsor will receive all of the above as well as first listing among sponsors, recognition on the cover of the program and special stage recognition.





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
- Joe Moore
- Larry Soberman
- Ellen Traylor
- Larry Wayte

Staff

- Liora Sponko
Executive Director
- Lauren Suveges
Arts Education Program Manager
- Jessica Watson
ArtWalk Coordinator
- Katy Vizdal
Program Assistant
- Mike Yager
Arts Education Program Assistant

March 2, 2015

Veneta City Council
 88184 8th Street
 Veneta, OR 97487

Dear Council members,

Lane Arts Council is requesting \$500 to provide scholarships to students to participate in an immersive, hands-on summer arts camp for elementary school youth in the Mid-Lane community. At the EcoArts Youth Camp, students will study bats, possums, amphibians, and other insect-eating animals 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. Camps will be held in two, two-week sequential sessions held July 6 – July 16, 2015 and then July 20 – July 30, 2015 and will serve over 80 students.

Even though camp fees are kept low, Lane Arts Council estimates only about 60% of families will be able to pay the \$45 fee. Funding from the community chest will provide scholarships to keep the camp accessible to children and families of all economic ability. Alex Lanham and Annette Rothweiler, two of Lane Arts Council’s professional teaching artists, will lead the camps. They have lived and worked in the area for over eighteen years and have successfully worked with young people throughout their careers.

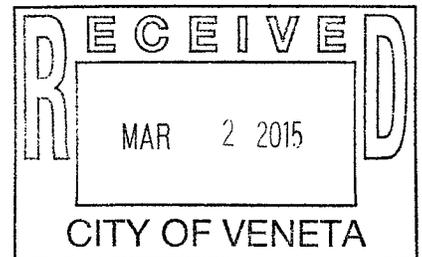
Lane Arts Council works to strengthen and support the arts throughout Lane County. Last year, Lane Arts Council served over 7,000 youth in Lane County through our dynamic arts education programs. We are thrilled to launch summer programs in the Mid-Lane community to engage students with educational arts 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

Liora Sponko
 Executive Director





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

Joe Moore

Larry Soberman

Ellen Traylor

Larry Wayte

Staff

Liora Sponko
Executive Director

Lauren Suveges
*Arts Education Program
 Manager*

Jessica Watson
ArtWalk Coordinator

Katy Vizdal
Program Assistant

Mike Yager
*Arts Education
 Program Assistant*

March 2, 2015

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 in two, two-week sequential sessions held July 6 – July 16, 2015 and then July 20 – July 30, 2015 and will serve over 80 students. We request an adjusted fee of \$500 for the four weeks of camp.

At the EcoArts Youth Camp, students will study bats, possums, amphibians, and other insect-eating animals 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.

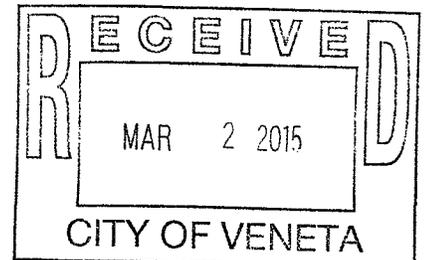
Alex Lanham and Annette Rothweiler, two of Lane Arts Council’s professional teaching artists, will lead the camps. They have lived and worked in the area for over eighteen years and have successfully worked with young people throughout their careers.

Lane Arts Council works to strengthen and support the arts throughout Lane County. Last year, Lane Arts Council served over 7,000 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

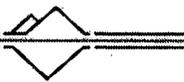


10. **RENTAL FEES.**

a. **REGULAR RATES:**

Group Size	Minimum Charge 3 Hours	Each Additional Hour
1 - 10	\$32.00	\$12.00
11 - 50	42.00	16.00
51 - 100	52.00	18.00
101 +	62.00	22.00
Non-Profit	32.00	12.00

- b. **SPECIAL EVENTS:** The community Center may be rented for special events such as Christmas Bazaars, Art Shows, Flea Markets, and other functions where the actual number of persons attending the event is unknown at the time of rental. (See For-Profit activities to determine fees).
- c. **SENIOR CITIZEN DISCOUNT:** Special events or group activities that are sponsored by an organized senior citizens group of the Veneta area are entitled to a 50% discount on all fees.
- d. **EDUCATIONAL RATE:** Regularly-scheduled educational programs may be scheduled at the Community Center on a one-hour session basis. The hourly charge is \$12.00/hour.
- e. **FOR-PROFIT ACTIVITIES:** For-profit activities will be charged a minimum fee of \$50 for 6 hours if the gross receipts do not exceed \$500. The charge will be \$100 if the gross receipts are between \$501-\$1,000; and 10% of the gross receipts, if the gross receipts exceed \$1,000. If the organization does not show proof of gross receipts they will be charged as though the gross receipts exceeded \$1,000. If any of these profit activities exceed 6-hours the group will be charged \$22.00 for each additional hour of use.



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: July 6-9 20-23
13 16 27-30

Time of Event: 830 Am to 1230 pm

Set Up Time: 830 to 900

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):

Teach 40 Fern Ridge area students ART reflecting
wild life around Fern Ridge

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

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): 40 Daily

(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.

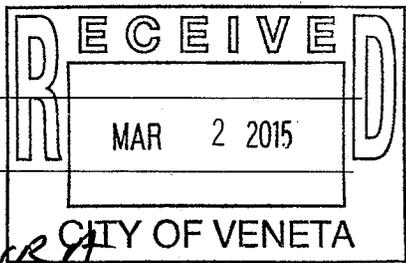
Name of Organization: LANE ARTS Council

Name of Applicant:
(Responsible _____)

Address: _____ City/Zip: ETOMRA

Phone (Home): _____ (Work): _____

(Cell): _____ Email: _____



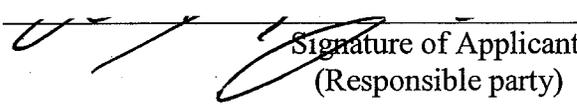
I certify that I am the authorized representative of the above group(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the policies regarding use of the Veneta Community Center/Park. I understand that violation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

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

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

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

Name of Organization (if applicable)



Signature of Applicant
(Responsible party)



Date

Name Brad Rentro Committee Applying for Park Board Date 2/12/2015

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've been a member of both middle and high school leadership. I am also a member of Elmira High School Key Club.

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 be a more youthful voice for the park board.

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

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

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

I am not serving on any boards or committees.

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?

Name Robbie McCoy

Committee Applying for Budget

Date 2.23.2015

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.)

Experience, being on budget committee for the last 2.5 terms

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 see this to be an opportunity to be an asset to my community.

To have a voice in the decision making

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

To see the kiddie pool completed and possibility of a partial cover

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

Fern Ridge Chamber of Commerce, Budget committee (COV), Hosting coffee and conversation with county, city and state leaders,

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

DSA (Disquish Service Awards), Light Parade, Treasurer/Director FRCC (Fern Ridge Chamber of Commerce), Board/Director EVUSBC (Emerald Valley United State Bowling)

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

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Presentation of Engineer's Report and Adoption of E. Bolton Rd. Sewer Improvement LID

Meeting Date: February 9, 2015
Department: Community Development

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

ISSUE STATEMENT

Council is being asked to take action on the Engineer's Report per Veneta Municipal Code Chapter 3.10.030. If Council approves the Engineer's Report, it may pass a Resolution declaring the City's intent to make the improvement, to form an LID to fund the improvement, and to set a public hearing on the proposed improvement.

BACKGROUND

On February 9, 2015 the City Council made a motion to direct the City Engineer to prepare a report for the E Bolton Rd sewer improvement LID in accordance with Veneta Municipal Code Chapter 3.10.020.

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. 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.

RELATED CITY POLICIES

Veneta Municipal Code Chapter 3.10 regulates the formation of an improvement district. The City Council has passed several previous Ordinances for the formation and assessment of properties for an LID.

COUNCIL OPTIONS

Per Veneta Municipal Code Section 3.10.030 - Council's action on Engineer's report, Council has four options. The Council may:

1. Approve the report
2. Modify the Report and approve as modified,
3. Require the engineer to supply additional or different information for such improvements
4. Abandon the improvement

The Council may modify the methodology presented in the Engineer's Report before passing an assessment ordinance, per VMC 3.10.090. Staff is not recommending amending the Engineer's methodology but is presenting this for Council's information.

VMC 3.10.090 (2)(b): At any time prior to the effective date of the ordinance levying the assessments for any improvement district, modify the method adopted in the resolution forming the improvement district if the council determines that a different method is a more just and reasonable method of apportioning the cost of the project to the properties benefited."

As part of the LID process, the City Council will pass an Assessment Ordinance once costs of the project are known. Passing the Ordinance can happen after the project is constructed or after bids are received, per VMC 3.10.100. The LID Resolution presented tonight includes language that allows the City Council to assess all or a portion of the project costs to the benefitted property owners. This is option aligns with Council's desire to assess at the cost amount as presented in the 2009 Engineer's Report.

"VMC 3.10.100 Assessment ordinance. If the council determines that the local improvement shall be made when the estimated cost thereof is ascertained on the basis of the contract award or city departmental or other agency cost, or after the work is done and the cost thereof has been actually determined, the council shall determine whether the property benefited shall bear all or a portion of the cost."

CITY ADMINISTRATOR'S RECOMMENDATION

Make a motion to approve the 2015 Engineer's Report.

SUGGESTED MOTIONS

*"I make a motion to approve the Engineer's Report for the East Bolton Rd Sewer Improvement LID dated March 2, 2015" **AND***

"I make a motion to adopt Resolution 1165, a Resolution Designating Proposed Wastewater Collection System Improvements on E. Bolton Road and Declaring the City's Intention to Form a Local Improvement District to Fund Such Improvements, and set a public hearing on the proposed improvement for April 13, 2015."

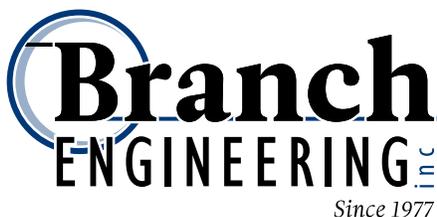
ATTACHMENTS

1. Engineer's Report for East Bolton Rd Sewer Improvement LID, March 2, 2015.

ENGINEER'S REPORT

Local Improvement District East Bolton Road Sewer Improvement L.I.D. Branch Engineering Project #14-006b

For
City of Veneta
P.O. Box 458
Veneta, OR 97487



civil · transportation
structural · geotechnical
SURVEYING

www.BranchEngineering.com

March 2, 2015

Contents

Page No.

Introduction.....	1
Project Summary	1
Construction Cost Estimate: (Estimate of Probable Cost).....	2
Assessment of Unit Costs to be Applied to Each Property.....	3
Recommendation	3
Descriptions of Specially Benefitted Properties.....	4
Statement of Outstanding Assessments.....	4

Appendices

Description

Exhibit 1	Project Site Map
Exhibit 2	2009 Engineer's Report

INTRODUCTION

This document was prepared to update the Bolton Road Wastewater Collection LID. The project was originally set up several years ago and was meant to provide public wastewater service for those properties between Applegate Court and Pine Street along East Bolton Road. The project was delayed due to less favorable economic conditions. Since the project was postponed, there are several items that will be updated from the original project. This document will update and supersede prior work done in 2004, 2007, & 2009.

Veneta Municipal Code 3.10.020 requires the following elements to be included in an improvement district report:

- A map showing the general nature and extent of the improvements
- Estimates of the work to be done
- An estimate of probable cost
- An estimate of unit costs attributable to benefited properties
- A recommendation as to the method of assessment that allocates a fair apportionment of benefited properties
- Descriptions of specially benefited properties
- A statement of outstanding assessments

In accordance with Municipal Code Chapter 3.10.040, the council shall by resolution:

1. Designate the proposed improvements
2. Declare its intention to make such improvements
3. Provide the manner and method for carrying out the improvements
4. Direct the city recorder to schedule a public hearing regarding the proposed improvements and provide the required notice

PROJECT SUMMARY

As briefly mentioned, the project will provide wastewater service to an area that currently lacks wastewater infrastructure. The benefits of a project like this include a reduction in potential risks to groundwater contamination from septic tanks and their maintenance and also ensure compliance with the City's sewer ordinance for wastewater connection. The updated proposal will reduce the number of lots to be benefitted by the new conveyance system. For various reasons those parcels had alternate access to the City's wastewater system and are already connected.

The project will also include an overflow piped connection to the west. The City of Veneta will fund this portion of the project and the connection to the existing manhole. The following cost estimate tabulates the City & LID's anticipated financial participations.

CONSTRUCTION COST ESTIMATE: (ESTIMATE OF PROBABLE COST)

EAST BOLTON ROAD SEWER EXTENSION					
PRELIMINARY ENGINEER'S ESTIMATE (60% Complete Plans)					
Branch Engineering, Inc. 3/2/2015, By MLB					
Item No.	Description	Estimated Quantity	Unit	Unit Cost	Price
LID					
1	Mobilization, Bonds and Insurance	1	Lump Sum	\$25,707.00	\$25,707
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 (10'+/- Depth)	1194	Lineal Feet	\$70.00	\$83,580
5	6" Wastewater (Laterals)	510	Lineal Feet	\$60.00	\$30,600
6	Wastewater Manhole	4	Each	\$3,500.00	\$14,000
7	HMAC Trench Patch	240	Ton	\$130.00	\$31,200
8	Landscape Restoration	1	Lump Sum	\$5,000.00	\$5,000
Construction Cost					\$197,087
City Administrative & Legal Costs					\$3,200
Surveying/Testing (2%)					\$3,942
Engineering (10%)					\$19,709
LID Participation					\$223,937
Contingency (15%)					\$33,591
Total LID Cost					\$257,528
City					
1	Mobilization, Bonds and Insurance	1	Lump Sum	\$4,585.50	\$4,586
2	Erosion Control	1	Lump Sum	\$1,000.00	\$1,000
3	8" Wastewater Pipe (10'+/- Depth)	185	Lineal Feet	\$70.00	\$12,950
4	6" Overflow at Applegate	47	Lineal Feet	\$60.00	\$2,820
5	Wastewater Manhole	1	Each	\$3,500.00	\$3,500
6	Connect to Existing Manhole	1	Each	\$1,500.00	\$1,500
7	HMAC Trench Patch	60	Ton	\$130.00	\$7,800
8	Landscape Restoration	1	Lump Sum	\$1,000.00	\$1,000
Construction Cost					\$35,156
Surveying/Testing (2%)					\$703
Engineering (10%)					\$3,516
Total City Participation					\$39,374
Contingency (15%)					\$5,906
Total LID Cost					\$45,280
Construction Cost (Without Contingency) Total					\$263,312
Total Cost (With Contingency)					\$302,808

ASSESSMENT OF UNIT COSTS TO BE APPLIED TO EACH PROPERTY

As applied in previous studies for this project, Veneta Municipal Code, Section 3.10.020 requires that the method of assessment include all benefited property and that it is a fair apportionment, all of which is to be approved by the Council. The Council may also modify the assessment method, or use other means for financing. Properties included within the LID are not currently served by the municipal wastewater collection system.

The benefit area of this LID includes many of the same properties that were included in the 2009 study, with several of the taxlots being removed. The boundary of the benefit area for those lots still included was also adjusted for various reasons. The northern portion of Taxmap 170532 Taxlots 3100, 3200, 3300, 3400, 3600, & 3700 and Taxlot 3700 from Taxmap 170531 were removed due to topography constraints and wetland greenway restrictions. The southern limits of taxlots 200, 400 & 600 were removed because they will likely receive alternative service from the east with the extension of Heavenly Lane and south from the extension of Oak Island Drive.

Unlike the 2009 Study, the assessment apportioned to each parcel is based on the cost per square foot of benefited property. The cost for each parcel was determined by dividing the total system cost by the total improvement district area per Veneta Municipal Code section 3.10.090(4)(d)(i).

EAST BOLTON ROAD SEWER EXTENSION						
Sanitary Sewer Improvements						
Branch Engineering, Inc. 3/2/15						
Assessor's Map	Tax Lot	Address	Owner Name	Lot Area within Improvement District	Percent of LID based on Buildable Area	2015 Projected LID Cost per lot based on Area
17053131	3700	25191	Miles, Randy A	29,625	5.01%	\$12,909
17053132	3100	25131	Jasper, Irene G	11,708	1.98%	\$5,102
	3200	25137	Lloyd, Jay & Sandra Lynne	21,572	3.65%	\$9,400
	3300	25145	Krabill, Tizzah	19,963	3.38%	\$8,699
	3400	25161	Bradford Family Trust	37,484	6.34%	\$16,334
	3500	25177	Till, Kristi	21,364	3.61%	\$9,309
	3600	25183	Shannon, Jason & Rachel	25,256	4.27%	\$11,005
	3700	25185	Estate of Dorothy L Rosdahl	28,573	4.83%	\$12,451
17053133	100	25188	Crowheart, Lilly & Houser, Kirk	32,234	5.45%	\$14,046
	200	25184	Elizabeth Tyler Brown Revoc Liv Trust	26,000	4.40%	\$11,329
	300	25178 & 25180	Colombo, Anthony	27,878	4.72%	\$12,148
	400	25168	Coleman, Craig Wells	29,450	4.98%	\$12,833
	500	25160	Evans, James III & Danielle	7,405	1.25%	\$3,227
	600	25156	Norwood, James L & Carol A	49,900	8.44%	\$21,744
	700	25138	Carlson, Benjamin D & Patricia I	100,188	16.95%	\$43,657
	800	25120	Cummings, Terry O & Sparks, Cynthia A	66,211	11.20%	\$28,851
	900	25106	Stubbs, Robert Lee & Karen I	27,007	4.57%	\$11,768
	2200	25210	Stone, Jason	29,185	4.94%	\$12,717
Total				591,003	100.00%	\$257,528

RECOMMENDATION

The updated estimate for work and the LID assessment of financial responsibility appear to put increased burden on those properties still in the LID. Part of this is due to the nature of construction and the increase in pricing over time. Another aspect is that there are now fewer properties in the LID while the improvements themselves are roughly the same, putting additional financial obligation on those properties that are left. The last significant change is associated with the updated definition of the wetlands and greenspace through the northern portion of Tax Map 17053132, lots 3100, 3200, 3300, 3400, 3600, & 3700, & Tax Map 17053131, lot 3700. This updated envelope reduces the development potential as defined by the Residential Buildable Land Inventory and Housing Needs Analysis.

“Wetlands and Greenway: The wetland constraints are based on Veneta’s adopted Local Wetland Inventory (LWI) and Veneta Greenway/Open Space Subzone. The Greenway subzone is aligned with the inventoried wetlands and includes a 50 foot buffer from wetland boundaries. Given the City’s Zoning Ordinance prohibits all new development within the Greenway/Open Space Subzone except for utilities and infrastructure, these acres were considered unbuildable by Planning Commission.”

It is our recommendation that the L.I.D. assessment be based on the cost per square foot of benefited property per current City Municipal code.

It is recommended to move forward with the East Bolton Road WW LID improvements as it will reduce potential risks to groundwater contamination from septic tanks and their maintenance and also ensure compliance with the City’s sewer ordinance for wastewater connection. It will also encourage infill developments in an area zoned as a higher density residential area.

It is also recommended to develop the plans and get them out to bid as soon as possible in order to allow contractors to schedule the project for this year’s construction season.

DESCRIPTIONS OF SPECIALLY BENEFITTED PROPERTIES

As mentioned earlier, the assessed value of the project was distributed to those properties in the LID based on square footage of benefited property. For additional information refer to the City of Veneta Municipal Code 3.10.090(4)(d)(i)

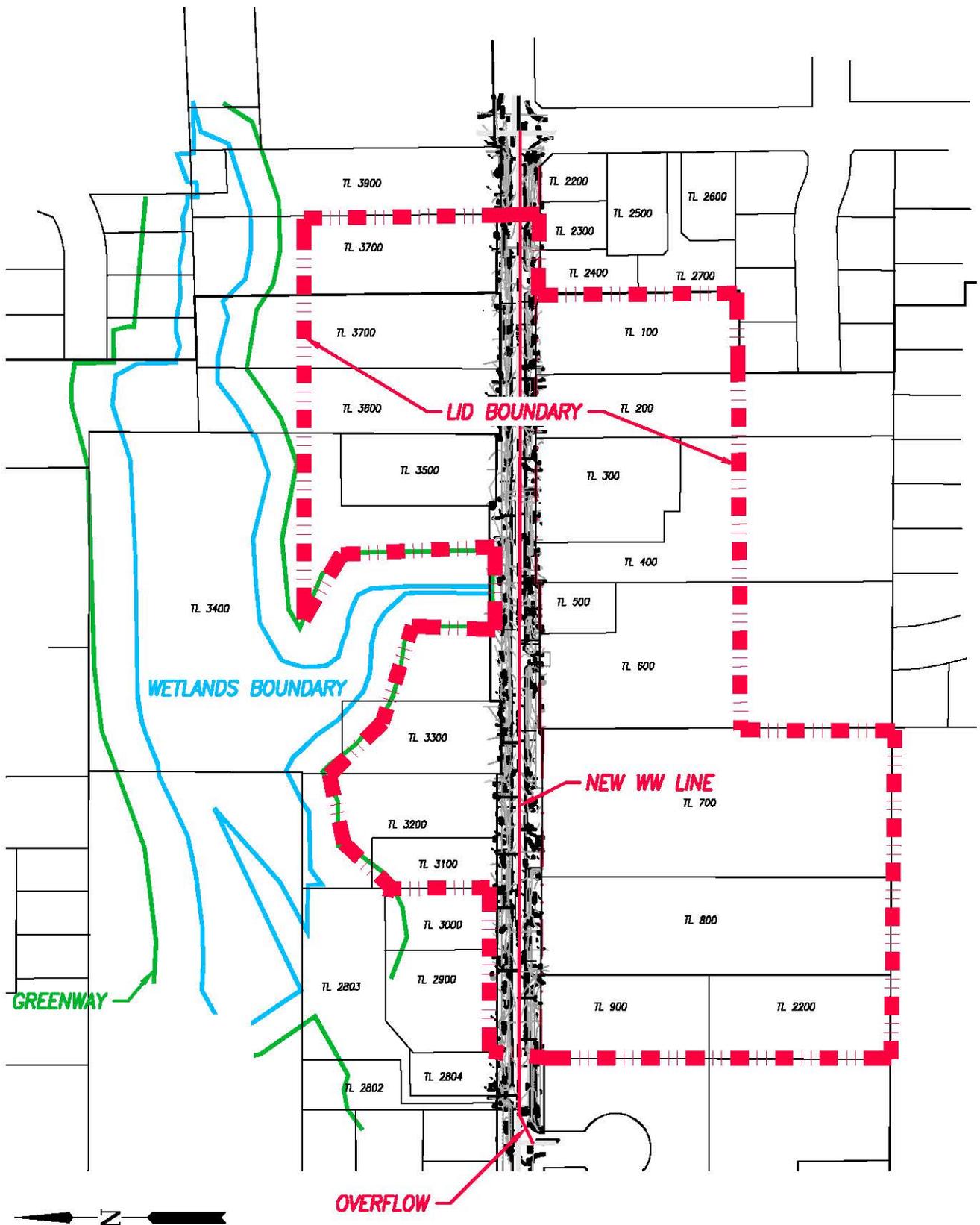
STATEMENT OF OUTSTANDING ASSESSMENTS

At this time no outstanding assessments have been identified. If any are discovered, the City will be notified to approach the issue accordingly.

Exhibit 1

Project Site Map

Z:\2014\14-006b E. Bolton Wastewater\2014 Engineers Report\14-006b_Map_2.dwg 3/2/2015 2:49 PM NATHAN



SCALE: 1" = 200'



Bolton Wastewater Collection L.I.D.

Bolton Road, Veneta, OR

EXHIBIT 1

SITE MAP

MARCH 2, 2015

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

Project No:14-006b

Exhibit 2

2009 Engineer's Report

**ENGINEERS REPORT:
LOCAL IMPROVEMENT DISTRICT
EAST BOLTON ROAD WASTEWATER
COLLECTION L.I.D.**

**Prepared for:
City of Veneta
P.O. Box 458
Veneta, OR 97487**

**Prepared By:
Weber Elliott Engineers, P.C.
P.O. Box 10145
Eugene, OR 97440**

October 2009

TABLE OF CONTENTS

ELEMENT	PAGE
TABLE OF CONTENTS	i
INTRODUCTION AND OVERVIEW	1
MAP	2
WORK TO BE DONE	2
ESTIMATE OF PROBABLE COST	2-3
VISUAL MAP	4
TABLE 1	5
ASSESSMENT OF UNIT COSTS TO BE APPLIED TO EACH PROPERTY	5-6
TABLE 2	7
RECOMMENDATION.....	7-8
 <u>APPENDIX: REVIEW OF POTENTIAL SERVICES</u>	
A. Assessor's Map 17053132.....	8
B. Assessor's Map 17053132.....	8
C. Assessor's Map 17053133.....	9
D. Earnest Acres Subdivision 170534	9

ENGINEERS REPORT
Local Improvement District
EAST BOLTON ROAD WASTEWATER COLLECTION L.I.D.
October 1, 2009
Weber Elliott Engineers, P.C.
Weber Elliott Job No. 03-34

INTRODUCTION / OVERVIEW:

The City Council of Veneta directed the City Engineer to prepare an assessment report for properties between Territorial Highway and Pine Street along East Bolton Road that are not currently served by the City's wastewater collection system. This directive was issued at the regular council meeting of July 13, 2009.

The Council's action was in accordance with Veneta Municipal Code Chapter 3.10 and authorized the development of a survey and written report for the special assessment of wastewater collection system improvements on East Bolton Hill Road. The report is to update and supersede prior work done in 2004 and 2007.

Veneta Municipal Code 3.10.020 required the following elements to be included in an improvement district report:

- A map showing the general nature and extent of the improvements (Figure 1)
- Estimates of the work to be done
- An estimate of probable cost
- An estimate of unit costs attributable to benefited properties
- A recommendation as to the method of assessment that allocates a fair apportionment of the benefited properties
- Descriptions of specially benefited properties
- A statement of outstanding assessments.

It is the recommendation of the City Engineer that the Council approve this report and, in a resolution pursuant to Municipal Code Chapter 3.10.

1. Designate the proposed improvements
2. Declare its intention to make such improvements
3. Provide the manner and method for carrying out the improvements
4. Direct the City Recorder to schedule a public hearing regarding the proposed improvements and provide the required notice.

MAP:

The proposed improvements extend to a total of 29 parcels that are adjacent to E. Bolton Road between Territorial Highway and Pine Street. The project consists of the installation of approximately 1400 feet of sewer serving all of these lots. Figure 1 is a map that shows the general nature and extent of the improvements.

WORK TO BE DONE:

The improvements will consist of connection of eight inch diameter plastic sewer pipe starting at the intersection of Pine Street and East Bolton Road. The pipe will be laid toward the west for about 1400 feet with sewer lateral services extended to each parcel along the alignment. The sewer laterals will be constructed per City of Veneta standards with property line cleanout assemblies. Single lot services will use four inch diameter pipe and when more than one lot, or potentially more than one lot, is to be served by a service lateral, the pipe will be six inch diameter.

In addition to the sewer pipeline work a piped connection will be placed from the west project terminus manhole at the manhole north of Applegate Court. This connection will be used as an emergency overflow of sewerage from the Applegate Court manhole. The cost of the overflow piping and connection will not be included in the property assessments associated with this project.

The project is being initiated to provide service in an area of the city that currently lacks wastewater service. The project, when complete, will provide a wastewater connection for 16 existing homes and additional parcels which may be subdividable. The project will reduce the risk of groundwater contamination from septic tank services, eliminate the risk associated with septic tank and leach-field failure and ensure compliance with the City's sewer ordinance for wastewater connection.

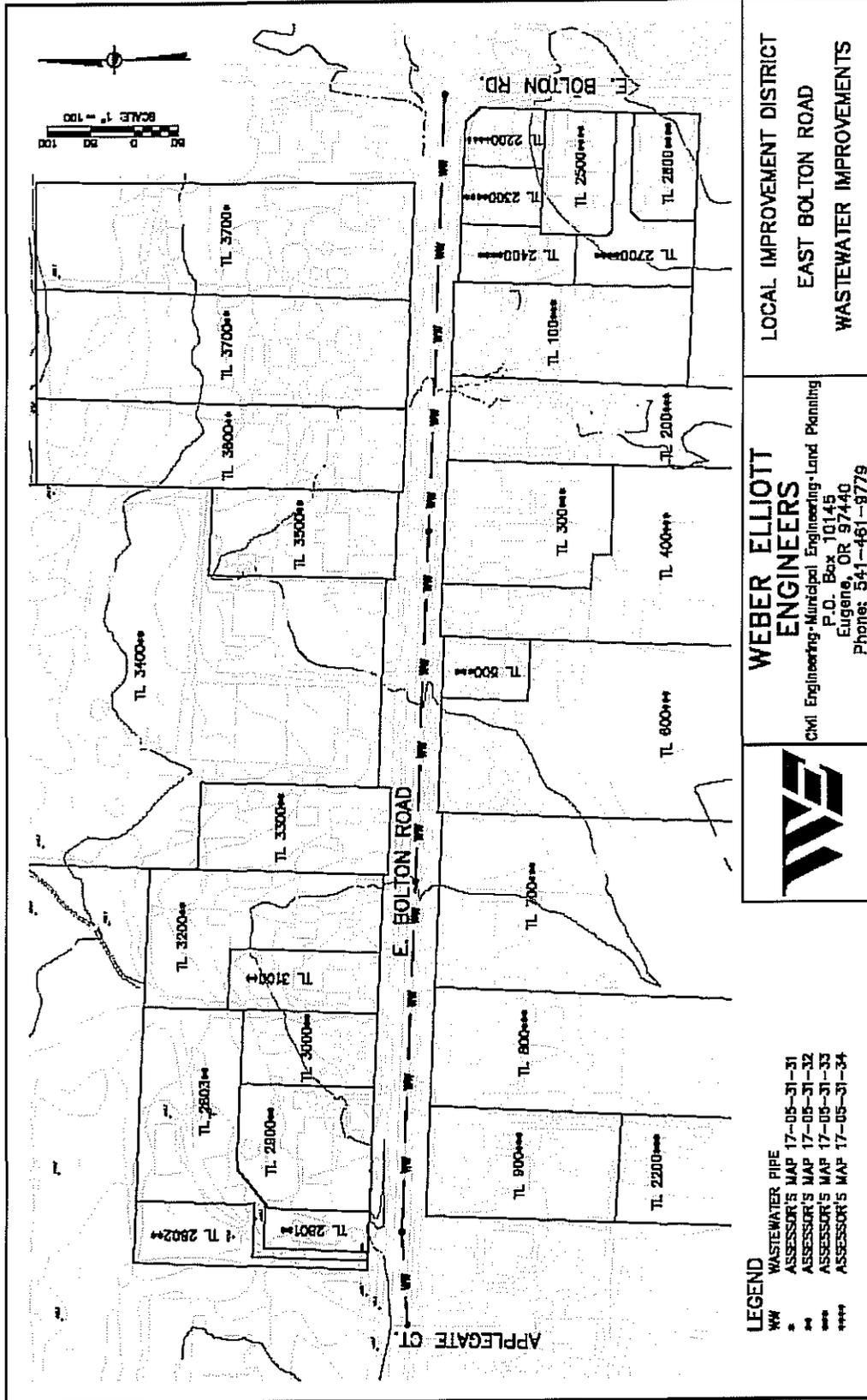
The project will upgrade services from the existing parcels on the north and west end of E. Bolton Road that currently use pumps to discharge wastewater into the sewer collection system. These parcels will now provide for a gravity connection to the sewer system. The project will also exercise an irrevocable petition related to properties as part of Earnest Acres Subdivision. The earnest acreage properties are currently connected to sewer but are included in this assessment because of the agreements entered into at the time of subdivision.

ESTIMATE OF PROBABLE COST:

Table 1 provides a summary of the estimated cost to construct the proposed improvements. The estimate is \$213,900. This is an engineer's estimate of costs based upon our opinion of the current market conditions and construction

climate. It was prepared largely from a cost estimating model developed for Veneta as a part of the City's collection system master plan. It includes allocations for Bureau of Labor and Industries labor rates and our current understanding of commodity prices. This estimate excludes \$14,700 in costs attributed to the overflow that will be paid from the City's wastewater budget.

As required by the municipal code, it includes an estimate of legal, administrative and engineering costs and the total installed costs for the project within the public rights-of-way. Of course, we cannot predict all conditions and prices at the time of bidding and therefore note that the final construction costs may be greater or less than this estimate.



10/2008 11:18 AM F:\PROJECTS\03-24 E Bolton Sewer\2008 Map\0324-10-10.dwg

LOCAL IMPROVEMENT DISTRICT
EAST BOLTON ROAD
WASTEWATER IMPROVEMENTS

WEBER ELLIOTT ENGINEERS
Civil Engineering - Municipal Engineering - Land Planning
P.O. Box 10145
Eugene, OR 97440
Phones: 541-461-9779



LEGEND
W WASTEWATER PIPE
W ASSESSOR'S MAP 17-05-31-31
W ASSESSOR'S MAP 17-05-31-32
W ASSESSOR'S MAP 17-05-31-33
W ASSESSOR'S MAP 17-05-31-34

Table 1: EAST BOLTON ROAD SEWER EXTENSION				
PRELIMINARY ENGINEER'S ESTIMATE				
ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
TOTAL SEWER MAIN LENGTH OF PROJECT	LF	1,400		
MOBILIZATION AND TRAFFIC CONTROL				
MOBILIZATION (INCLUDES BOND AND INSURANCE)	L S	1	\$10,600.00	\$10,600.00
EROSION AND SEDIMENT CONTROL				
EROSION CONTROL	L S	1	\$1,000.00	\$1,000.00
ROADWORK				
CORE DRILL AND STUB FROM EXISTING MH	EACH	1	\$2,300.00	\$2,300.00
TRAFFIC CONTROL BARRICADES	EACH	2	\$124.00	\$248.00
STREET RE-STRIPES	LF	1,400	\$0.76	\$1,064.00
SEWERS (A)				
8" SDR 35 PVC 3034 PIPE INSTALLED, 10-12 FT DEEP	LF	1,290	\$106.40	\$137,256.00
8" SDR 35 PVC 3034 PIPE INSTALLED, 5 FT DEEP	LF	110	\$75.06	\$8,256.60
6" OFF MAIN WITH DOUBLE 4" LATERALS	EACH	10	\$780.00	\$7,800.00
4" LATERAL	EACH	17	\$560.00	\$9,520.00
TV INSPECTION	LF	1,400	\$0.96	\$1,344.00
CONSTRUCTION COST ESTIMATE				\$179,400.00
ADDITIONAL ITEMS				
L.I.D. ASSESSMENT REPORT			\$7,700.00	
DESIGN ENGINEERING			\$20,900.00	
CONTINGENCY at 15% of construction cost			\$17,940.00	
SURVEY at 1.5% of construction cost			\$2,691.00	
SUBTOTAL ADDITIONAL				\$49,231.00
TOTAL (ROUNDED TO NEAREST \$100)				\$228,600.00
COST PER FOOT OF SEWER MAIN			\$163.29	
LESS COST OF OVERFLOW CONNECTION				\$14,700.00
L.I.D. ASSESSMENT				\$213,900.00

These costs do not include the cost of connection from the existing home to the sewer system which will need to be installed in accordance with existing plumbing code requirements nor do they include applicable SDC charges.

ASSESSMENT OF UNIT COSTS TO BE APPLIED TO EACH PROPERTY:

Veneta Municipal Code, Section 3.10.020 requires that the method of assessment include all benefited property and that it is a fair apportionment. Section 2 (5) requires that the Engineer's report contain:

“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;”

The code also states, (3.10.090), that the Council shall be the ultimate judge in what is a “fair and reasonable method”. The Council may also authorize payment by the City, modify the assessment method or use other means for financing. The code provides that an assessment shall not include extra capacity for growth, additions or changes in service. The estimate and assessment is based upon eight inch pipe which is the minimum diameter of pipe allowed under Oregon Department of Environmental Quality rules.

This engineering report designates two types of a benefited property. The first type is any property, within the limits of the Local Improvement District (L.I.D.), that is not currently served by the municipal wastewater collection system and which is reasonably capable of connecting to, or directly benefiting from, the proposed improvement. The second type includes properties that are currently receiving service but which either rely on pumped service to the existing sewer system or have entered into an irrevocable petition in regard to sanitary sewer service.

The specific properties benefited are listed on the following page (Table 2) and shown on Figure 1. Each of the properties was evaluated to reflect both the current wastewater load and the future potential wastewater contribution of that lot if it were to be developed under current City code. Below we provide a brief discussion of developable lots and potential sewer assessments.

In general, wastewater system contributions are not a function of land area but are related only to the number of dwellings. That is to say, a house placed on a 6,000 square foot lot is going to impact or use the wastewater system almost identically equal to a house on an 11,000 square foot lot. The minimum lot size for properties located within the L.I.D. service area is 6,000 square feet. It can be seen that parcels from 6,000 square feet to 11,999 square feet in size would serve one home and parcels between 12,000 square feet to 17,999 square feet would potentially serve two homes, etcetera. However, land use is not so efficient. In order to provide for a single home additional land is required for streets, allocation of utilities, easements, wetlands, parks and other impediments to optimal land use. Because of these land and or parcel constraints the development of a fair and equitable allocation of the construction costs involved an examination of each contributory parcel and the allocation of wastewater services potentially available at each lot within the L.I.D. These allocations are shown in Table 2 in the column titled “Potential # of Services. In addition to the allocations summarized in Table 2 a narrative is provided below that summarizes the analysis associated with the allocation of services for each of the tax lots (TL) in the L.I.D.

TABLE 2: LOCAL IMPROVEMENT DISTRICT EAST BOLTON ROAD SANITARY SEWER IMPROVEMENTS PINE STREET TO APPLGATE COURT						
Assessor's Map	Tax Lot	Address	Lot area, sq. ft.	Potential # of Services	Percent of LID based on Services	Projected LID cost per lot based on Services
17053131	3700	25191	47,795	3	4.92%	\$10,520.02
17053132	2801	25101	7,255	1	1.64%	\$3,506.67
	2802	25095	10,727	1	1.64%	\$3,506.67
	2803	25099	30,463	1	1.64%	\$3,506.67
	2900	25107	21,083	2	3.28%	\$7,013.34
	3000	25119	13,218	1	1.64%	\$3,506.67
	3100	25131	11,972	1	1.64%	\$3,506.67
	3200	25137	30,758	2	3.28%	\$7,013.34
	3300	25145	22,167	2	3.28%	\$7,013.34
	3400	25161	219,411	7	11.48%	\$24,546.71
	3500	25177	21,364	2	3.28%	\$7,013.34
	3600	25183	37,877	3	4.92%	\$10,520.02
	3700	25185	43,638	3	4.92%	\$10,520.02
17053133	100	25188	32,102	3	4.92%	\$10,520.02
	200	25184	44,037	2	3.28%	\$7,013.34
	300	25178 & 25180	28,064	3	4.92%	\$10,520.02
	400	25168	71,985	1	1.64%	\$3,506.67
	500	25160	7,334	1	1.64%	\$3,506.67
	600	25156	91,955	4	6.56%	\$14,026.69
	700	25138	100,204	7	11.48%	\$24,546.71
	800	25120	66,071	5	8.20%	\$17,533.36
	900	25106	26,952	2	3.28%	\$7,013.34
	2200	xx	29,391	2	3.28%	\$7,013.34
Earnest Acres Subdivision						
(Lot 1) 34	2200	25210	6,084	0.33	0.55%	\$1,167.72
(Lot 2) 34	2300	25196	6,231	0.33	0.55%	\$1,167.72
(Lot 3) 34	2400	25190	8,218	0.33	0.55%	\$1,167.72
(Lot 4) 34	2500	25220	11,769	0.33	0.55%	\$1,167.72
(Lot 5) 34	2600	25230	9,104	0.33	0.55%	\$1,167.72
(Lot 6) 34	2700	25224	11,844	0.33	0.55%	\$1,167.72
Total			1,069,073	61	100.00%	\$213,900.00

RECOMMENDATION

Based upon the reasoning and discussion provided above it, is the recommendation of the City Engineer that L.I.D. assessment be based upon the number of services allowed under current code in the manner prescribed and

summarized on Table 2. We also recommend the council proceed with this project as soon as possible. We are currently in a unique construction environment where bids for this type of work are quite competitive. The sooner this project is developed and available for bidding the greater the chance that we will be able to capture the benefits of this competitive bidding climate.

APPENDIX: REVIEW OF POTENTIAL SERVICES

In order to predict and therefore assess the potential of sanitary sewer connections it is necessary to examine each parcel in light of the existing development code. When examining lots for potential development the following assumptions were made:

1. Existing homes would not be removed.
2. Outbuildings (sheds, barns, storage etc.) were disposable.
3. Panhandle development would be avoided where possible
4. There was no cooperative development agreements made between adjacent property owners.

The narrative descriptions below summarize the assumptions used to derive the number of potential services associated with each tax lot in the L.I.D. Figure A-1 shows a draft shadow plat of possible subdivision options available for these properties.

Assessor's Map 17053131

TL 3700 – This is a long deep lot with sufficient land area to accommodate over 5 lots. But, given site constraints and access it was felt that the potential number of services was 3.

Assessor's Map 17053132

TL 2801, 2802 and 2803 – These lots are subject to an irrevocable petition and do not have sufficient area to increase density. Therefore each lot is assessed one potential service.

TL 2900, 3200, 3300 and 3500 – These parcels range in size from just over 21,000 square feet to over 30,000 square feet. In theory they could accommodate more lots, these parcels were assessed the potential density of 2 parcels each. These lots generally have a home located near the center of the lot which limited the ability to access more than a simple lot split.

TL 3000 and 3100 – These parcels average about 12,000 square feet each and are not capable of being further subdivided. For this reason they are assessed one service each.

TL 3400 – This large parcel has some development limitations mostly due to the extent of wetlands on the north portion of the property. Although the parcel is over 4 acres in size it is likely limited to an allocation of 7 parcels.

TL 3600 and 3700 – These parcels range from 37,870 to 43,600 square feet each and their deep configuration and situation would allow for the development of three parcels each.

Assessor's Map 17053133

TL 100 – This lot is much like the TL 3600 and 3700 reviewed about. At 32,100 square feet it can accommodate 3 parcels each over 8,000 square feet.

TL 200 – The unique aspect of this 44,000 square foot parcel is that the home site nearly in the middle of the parcel. Any future development of this lot would likely be serviced by sewer off of Heavenly Lane. 2 parcels are included in the assessment for this parcel.

TL 300 – This 28,000 square foot parcel already has two homes. A third home could be accommodated at the southern end of the parcel.

TL 400 - This parcel, although large, has limitations to access to the south. Any subdivision of this property would likely include the south portion and would be serviced by an extension of sewer in Heavenly Lane.

TL 500 – This is a small lot and can not be further subdivided.

TL 600 – This over 91,000 square foot parcel would also serve the south portion of the lot by sewer from Heavenly Lane. The front (north) portion could still be divided into 4 parcels.

TL 700 – Similar in size to TL 600 this lot can not be serviced by Heavenly Lane extensions in sewer service due to the configuration of TL 600. This parcel is assessed 7 possible lots.

TL 800 – This is also a large parcel than has no other service options. A total of 5 potential parcels as associated with this property.

TL 900 – Initial analysis indicated that this property could handle 3 parcels but such a configuration limited access and created many panhandle lots so the assessment was lowered to 2 parcels.

TL 2200 – This is a large lot with limited access. Again, in theory it could support 3 parcels only 2 were allocated.

Earnest Acres Subdivision 170534

TL 2200, 2300, 2400, 2500, 2600 and 2700 – These six lots entered into an irrevocable petition at the time of subdivision to be a part of an east Bolton L.I.D. They were subsequently provided sewer service via the north bound portion of sewer that was developed as part of the 2001 project improvements to eliminate the Cheny Street Lift Station. Because two of these lots directly face the east west portion of East Bolton Road these two properties are directly benefited. However, since all properties are part to the irrevocable petition each property will assume the costs of one third of a service to account for the parcels facing East Bolton.

CITY OF VENETA

RESOLUTION NO. 1165

A RESOLUTION DESIGNATING PROPOSED WASTEWATER COLLECTION SYSTEM IMPROVEMENTS ON E. BOLTON ROAD AND DECLARING THE CITY'S INTENTION TO FORM A LOCAL IMPROVEMENT DISTRICT TO FUND SUCH IMPROVEMENTS

WHEREAS, the City of Veneta directed Branch Engineering, as City Engineer, to prepare a report for the installation of wastewater collection system improvements within the E. Bolton Road right-of-way adjacent to the properties as indicated on Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, on March 9, 2015, by motion of the City Council, the City approved such engineer's report; and

WHEREAS, the City Council desires to designate the proposed improvement, declare its intention to make such improvement, provide the manner and method of carrying out the improvement, and direct the Recorder to give notice of such improvement;

NOW, THEREFORE, be it resolved by the Veneta City Council that

Section 1 Project Boundary. Each property within the boundary shown on Exhibit A is hereby designated as specially benefitting from the proposed wastewater collection system improvement project (Improvement) and, therefore, is designated for inclusion within an associated local improvement district (LID).

Section 2 Council Intention. As authorized by Veneta Municipal Code Chapter 3.10.050 and the City's Public Contracting Rules, these wastewater collection system improvements shall be constructed by independent contract pursuant to a bid or bids awarded by the City.

Section 3 Assessment. The costs of such Improvements shall be assessed against the benefited properties, provided, however, that the City Council reserves the right to exclude all or any portion of the benefited properties from the project, or to not allocate the full improvement assessment to one or more benefitted property.

Section 4 Notice Requirements. The City Recorder is hereby directed to give notice of the Improvements by not less than two publications, one week apart, in a newspaper of general circulation within the City of Veneta, and by mailing copies of such notice by registered or certified mail to the property owners to be assessed for the costs of such improvements. The notice shall contain all matters required by Veneta Municipal Code Chapter 3.10.040.

Section 5 Public Hearing Notice. The public hearing on the proposed Improvements shall be scheduled for Monday, March 23, 2015 at 7:00 p.m. at Veneta City Hall, 88184 8th Street, Veneta, Oregon.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ____ day of _____, 20____.

XXXXXXXXXXXXXXXXXXXXX

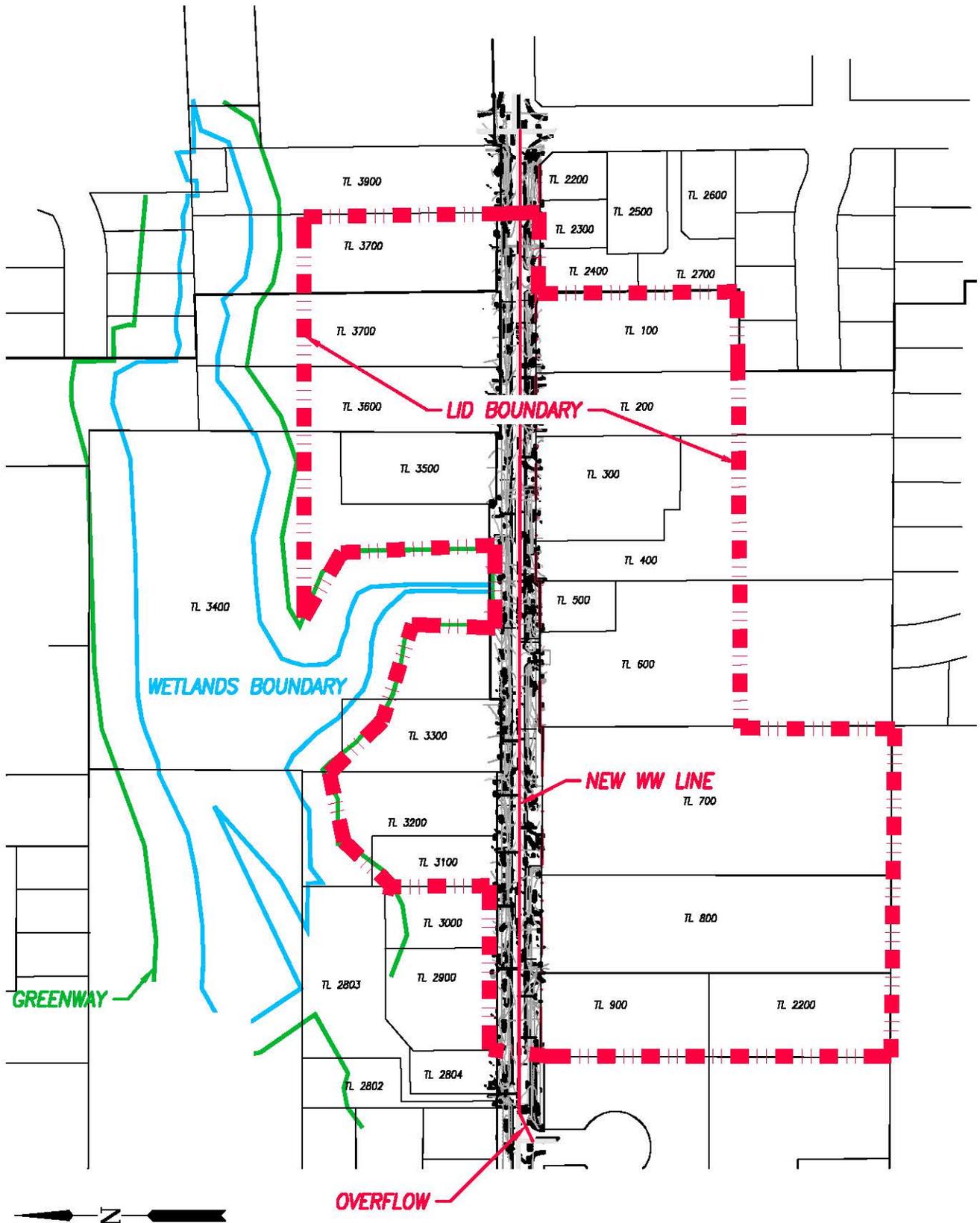
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, Assistant City Recorder

Exhibit A



Z:\2014\14-006b E. Bolton Wastewater\2014 Engineers Report\14-006b_Map_2.dwg 3/2/2015 2:49 PM NATHAN

SCALE: 1" = 200'



Bolton Wastewater Collection L.I.D.
Bolton Road, Veneta, OR

EXHIBIT 1

SITE MAP

MARCH 2, 2015

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

Project No:14-006b

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

TITLE/TOPIC: Temporary Reduction of Transportation System Development Charges for Non-Residential Development

Meeting Date: March 9, 2015
Department: Community Development

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

ISSUE STATEMENT

Council is being asked to hold public hearing to take public comment and adopt a Resolution that will reduce the Transportation System Development Charge for Non-Residential development. A temporary modification to the City's SDCs requires opportunity for public comment before passing the resolution.

BACKGROUND

In 2009, Resolution 1067 was passed on a trial basis to provide an incentive for commercial development by reducing transportation system development charges (SDCs). The SDC reduction was extended by Resolution 1090 and was allowed to expire in June of 2013 because there was no commercial development activity.

Since the sunset of the Resolution, commercial development and interest has started to increase in Veneta. West Lane Fitness will be relocating to the Moose Lodge Building downtown, West Lane Shopping Center is almost filled to capacity with the addition of several new tenants, and staff is experiencing an increase in inquiries on the development of commercial property. Staff is asking Council to consider adopting the same SDC reduction resolution to help promote commercial development activity.

Veneta Transportation SDCs are based on the number of new trips generated by development or redevelopment. No SDC is required if the redevelopment transportation impacts are less than the historical use.

SDCs are established by Resolution. Resolution No. 895 was adopted on March 28, 2005. The Resolution outlines the methodology used to arrive at the SDC unit amount. The SDC unit rate is based on the number trips generated by one single family dwelling which equals (1) Equivalent Dwelling Unit (EDU). The 2015 Transportation SDC unit rate or 1 EDU = \$2,136.71. The Transportation SDC for all other uses (multi-family, commercial and industrial) will depend on the number of new trips generated by the specific development type. Auto trips, by land use, are established in the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

The City Engineer is responsible for calculating the number of "new" trips for the proposed development. In the case of redevelopment, new trips include the difference between the historical land use and the new proposed land use. Depending on location, "pass by" trips are factored into the equation. To arrive at the SDC amount, total new trips are multiplied by the Transportation EDU unit charge to arrive at the SDC amount.

Below is a an example of total SDCs that would be required for a new 5,000 square foot retail building with 16,075 square feet of impervious surface (building/parking/circulation). Water usage is estimated at 500 gallons per day and the number of transportation EDUs = 21.9.

SDC Type	Total SDC	% of SDC
Parks SDC	N/A	N/A
Stormwater	\$964.50	1.57%
Wastewater	\$7,979.07	12.97%
Water	\$7,041.61	11.45%
Transportation	\$46,793.95	74.01%
TOTAL	\$62,779.13	100%

For commercial development, the transportation SDCs is generally the highest SDC paid. As shown in the example above, the Transportation SDC totals \$46,793.; 7. The Transportation SDC is almost 75 percent of total SDCs. The example does not include the City’s 4% administrative fee.

RELATED CITY POLICIES

The City may propose modifications to an SDC as long as it has provided written notice to interested parties as least 90 days before the first public hearing per Oregon Revised Statue 223.3047(a).

City staff sent notice to Brad Young, the only person on the City’s Interested Parties List, on November 19, 2014, at least 90 days prior to the first opportunity for public comment.

COUNCIL OPTIONS

1. Adopt Resolution for temporary Transportation SDC reduction for one year.
2. Do not adopt Resolution for temporary Transportation SDC reduction for one year.
3. Direct staff to modify Resolution for consideration at the next meeting.

CITY ADMINISTRATOR’S RECOMMENDATION

Adopt Resolution for temporary Transportation SDC reduction for one year.

SUGGESTED MOTION

“I make a motion to adopt Resolution No. 1166 providing for a 50% reduction of transportation system development charges for non-residential development for one year.

RESOLUTION NO. 1166

**RESOLUTION PROVIDING FOR THE TEMPORARY REDUCTION OF
TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR
NONRESIDENTIAL DEVELOPMENT**

WHEREAS, the City of Veneta (City) has adopted Veneta Municipal Code Chapter 13.25, an ordinance authorizing the establishment of provisions for the development and use of system development charges (SDCs); and

WHEREAS, the City has adopted Resolution No. 889, establishing a methodology for calculating transportation SDCs in compliance with Oregon Revised Statutes 223.304; and

WHEREAS, the City has adopted Resolution No. 895, establishing a Transportation System Development Charge improvement fee; and

WHEREAS, the City continues to suffer from a lack of new nonresidential development and a jobs/housing imbalance created by large numbers of new residential units built over the last 10 years; and

WHEREAS, the City has determined that incentivizing new nonresidential development is in the community's long term interest; and

WHEREAS, the City has determined that a significant reduction in Transportation SDC improvement fees for non-residential development may stimulate new businesses within Veneta; and

WHEREAS, the City has determined that such a reduction will temporarily apply only to the fee established by Resolution No. 895, and will not constitute a change to the methodology adopted by Resolution 889.

NOW, THEREFORE, BE IT RESOLVED by the Veneta City Council that:

Section 1. Definition. As used in this Resolution, the terms "eligible projects" means all new non-residential development or re-development, including non-residential components of mixed use projects.

Section 2. Reduction of Transportation SDC Fee. The City's System Development Charge (SDC) improvement fee for transportation, established by Resolution No. 895, is hereby reduced by 50% for all eligible projects.

Section 3. Sunset Clause. The Transportation SDC fee reduction authorized by this Resolution is temporary in duration, and shall extend only through March 9, 2016. It shall expire on Midnight of March 9, 2016, at which

time this Resolution shall be automatically repealed and the full non-residential Transportation SDC fee reinstated.

Section 4. Effective Date. This resolution shall take effect and be in full force and effect when signed by the Mayor.

Passed and adopted by the Veneta City Council this ____ day of _____, 2015.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman
Assistant City Recorder

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

TITLE/TOPIC: Adoption of Ordinance No. 519 for First Reading by Title Only

Meeting Date: March 9, 2015
Department: Community Development

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

ISSUE STATEMENT

Council is being asked to adopt and read Ordinance 519 for first reading by title only again, due to a formatting error with the original Ordinance adopted and read by City Council on February 9, 2015.

BACKGROUND

City Council held a public hearing on February 9, 2015 to adopt changes to the Veneta Land Development and Land Division Ordinance relating to improvement requirements. After the close of the public hearing, City Council adopted and read Ordinance No. 519 for a first reading by title only. Since then the City Attorney discovered an error in the formatting of the original Ordinance and has recommended the Ordinance be reformatted, adopted, and read again by title only.

Attached is Ordinance No. 519 to be read by title only. None of the code provisions have been amended. Only the format of the Ordinance itself has been amended. The code revisions are now included in the body of the adopting Ordinance in Section 1 through Section 13, rather than included as an Exhibit as presented on February 9, 2015.

CITY ADMINISTRATOR'S RECOMMENDATION

Adopt Ordinance 519 and read by title only.

SUGGESTED MOTION

"I make a motion to adopt Ordinance 519, an Ordinance amending Land Development Ordinance No. 493 and Land Division Ordinance 494, regarding Required Improvements, for first reading by title only."

CITY OF VENETA

ORDINANCE NO. 519

AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT
ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494
RELATING TO REQUIRED IMPROVEMENTS

WHEREAS, the City recognizes that requiring the construction of improvements fronting a single or isolated lot at the time of building permit issuance may not always be in the public's best interest, particularly where full street improvement construction, rather than piecemeal installation would better serve the City; and

WHEREAS, the City wishes to incentivize developing real property, including individual infill lots, within the City of Veneta; and

WHEREAS, the City must ensure that public improvements will be constructed when feasible and when it makes practical sense for neighboring properties and adjacent streets; and

WHEREAS, pursuant to Section 11.0 of Veneta Land Development Ordinance No. 493, the Veneta City Council initiated amendments to the City's provisions addressing required improvements on June 24, 2014; and

WHEREAS, the Planning Commission held a properly noticed public hearing on the proposed amendments on January 6, 2015, and adopted findings of fact, and recommended to the City Council that Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494 be amended as presented in this Ordinance; and

WHEREAS, the Veneta City Council held a properly noticed public hearing on February 9, 2015 and took testimony on this matter; and

WHEREAS, the code revisions comply with applicable provisions of the Veneta Comprehensive Plan Land Development Ordinance No. 493 and Land Division Ordinance No. 494 as shown in the Findings of Fact attached as Exhibit A; and

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

Section 1. The City hereby adopts the Findings of Fact set forth above and in the attached Exhibit A as its basis for adopting the following amendments to Land Development Ordinance No. 493 and Land Division Ordinance No. 494.

Section 2. Veneta Land Development Ordinance No. 493, Section 5.14(2)(a) is hereby amended as follows:

“Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage and other required public facilities (“Improvements”), or execute and record against the property an agreement between the owner of land and the City specifying the period of time within which required Improvements and repairs shall be completed (“Improvement Agreement”). The Improvement Agreement shall provide that, if Improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorneys’ fees necessary to collect said amounts from the land developer or lien the property in this full amount. In any event, the land developer shall repair existing streets or other public utilities damaged in the process of building the development.”

Section 3. Veneta Land Development Ordinance No. 493, Section 5.14(2)(b) is hereby amended as follows:

“In the City’s sole discretion, the City Administrator may substitute an irrevocable petition to install one or more required Improvements for the Improvement Agreement referenced in (2)(a) of this Section 5.14 after determining that immediate Improvement construction is not in the City’s best interest. Such a determination may, but need not, be based on circumstances where the proposed development is not adjacent to a paved street with curbs and gutters. In conjunction with the irrevocable petition, the developer may be required to deposit with the City a cash payment, surety bond, or letter of credit in an amount determined by the City Administrator not exceeding the cost of Improvement construction, as based upon an estimate approved by the City Engineer (“Deposit”). The irrevocable petition shall reference the deposit and cover future Improvement installation to the extent actual installation costs exceed the Deposit amount.”

Section 4. Veneta Land Development Ordinance No. 493, Section 6.03(1)(a) is hereby amended as follows:

Vicinity Map. A scaled vicinity map clearly showing the relationship of the proposed site to surrounding developments, tax lots, streets, storm drainage(s), sewer, water and other required public facilities.”

Section 5. Veneta Land Development Ordinance No. 493, Section 6.03(1)(b)(4)(e) is hereby amended as follows:

“Location of all other underground facilities, including phone, electricity, and cable television.”

Section 6. Veneta Land Development Ordinance No. 493, Section 6.04(1)(h) is hereby amended as follows:

“Installation of public facilities.”

Section 7. Veneta Land Development Ordinance No. 493, Section 6.05(1)(d) is hereby amended as follows:

“That adequate water, sewer, and other required facilities, for the proposed use are available.”

Section 8. Veneta Land Development Ordinance No. 493, Section 5.14(7) is hereby repealed in its entirety.

Section 9. Veneta Land Division Ordinance No. 494, Section 7.04 is hereby amended as follows:

“The same improvements required to serve a subdivision shall be required to serve each building site of a partition. However, if the Planning Commission or Building and Planning Official finds that the nature of development in the vicinity of the partition makes installation of some improvements, such as street width expansions, sidewalks or storm drainage unreasonable, the Planning Commission or Building and Planning Official may except those improvements. Exceptions to these improvements may be made only if a street grade has not been established or if installing such improvements could make traveling or walking dangerous due to the intermittence of the improvements. A recorded irrevocable petition will be required for excepted improvements. In conjunction with the irrevocable petition, the developer may be required to deposit with the City a cash payment, surety bond, or letter of credit in an amount not to exceed the cost of improvement construction, as based upon an estimate approved by the City Engineer. The irrevocable petition shall reference the deposit and cover future improvement installation to the extent actual installation costs exceed the deposit amount. In lieu of excepting an improvement, the Planning Commission may recommend the installation of the improvements to the City Council under special assessment financing or other facility extension policies of the City.”

Section 10. Veneta Land Division Ordinance No. 494, Section 7.05 is hereby amended as follows:

“Before final approval of a subdivision plat or, unless excepted under Section 7.04, a partition map, the land divider shall either install required improvements and repair existing streets and other public facilities damaged in the development of the property or execute and file with the City an agreement between himself and the City, specifying the period within which required improvements and repairs shall be completed and providing that, if the work is not

completed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land divider. The agreement shall also provide for reimbursement of the City for the cost of inspection by the City in accordance with Section 7.06.”

Section 11. Veneta Land Development Ordinance No. 493, Section 13.02 is hereby amended to insert the following additional definition in alphabetical order:

“Facilities: For the purposes of this Code, facilities are water, sewer, stormwater, telephone, cable, natural gas, electric, telecommunication facilities and broadband fiber conduit.”

Section 12. Veneta Land Division Ordinance No. 494, Section 8.06 is hereby amended to insert the following additional definition in alphabetical order:

“Facilities: For the purposes of this Code, facilities are water, sewer, stormwater, telephone, cable, natural gas, electric, telecommunication facilities and broadband fiber conduit.”

Section 13. All unamended provisions of Ordinance Nos. 493 and 494 shall remain in full force and effect.

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

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

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

XXXXXXXXXXXXXXXXXXXXXXX

Sandra Larson
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, Assistant City Recorder

Executed on _____

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Approve Architectural Services Contract with Dustrud Architecture

Meeting Date: March 9, 2015
Department: Community Development

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

ISSUE STATEMENT

Staff is requesting Council approve the Architectural Services Contract with Dustrud Architecture to provide architectural services for the City.

BACKGROUND

In November, the Urban Renewal Agency gave their support for the expenditure of Urban Renewal Funds budgeted in the Redevelopment Toolkit line item for façade improvements at the recently approved West Lane Fitness Center locating in the Moose Lodge building. In order to ensure quality design, URA also approved staff pursuing services of an architect to review the façade improvement plans. \$25,500 has been budgeted in Urban Renewal under the Re-Development Toolkit line item and an additional \$5,000 has been budgeted in professional services which can be used to secure a professional architect.

The Urban Renewal Agency agreed to contribute up to 40% of façade improvement costs with the intent of spending no more than \$10,000 and as a stipulation for granting the funds, the City (Architect) will review plans with West Lane Fitness to ensure they meet the design standards as much as practicable and ensure quality design.

Staff posted a Request for Qualifications and Statement of Interest on the American Institute of Architects SW Oregon web site on November 13, 2014 with a January 9, 2015 deadline. Proposals were submitted from Pivot Architecture and Dustrud Architecture. City staff selected Dustrud Architecture based on qualifications, small size of firm, and cost of services. Since this is a pilot project with the City, staff is proposing a one year contract with the option to renew. Once a contract has been signed, the City will proceed with façade project and enter into an agreement with West Lane Fitness.

RELATED CITY POLICIES

Oregon Contracting Rules allow direct appointment of a chosen Architect since the estimated fee to be paid under the contract is less than \$100,000, but chose instead to conduct an informal procurement.

Adopted Veneta Downtown Master Plan and Next Step Strategies.

Strategy 4.1: Improving the appearance of existing properties will help sell the rest of downtown.

Action: Work with existing property and business owners to improve their facades - - using local incentives to assist.

Strategy 3.1: Time street and streetscape improvements to development projects.

Action: Coordinate improvements to Broadway, side streets, and Waldo with private redevelopment projects.

CITY COUNCIL OPTIONS

1. Approve Architectural Services contract.
2. Do not approve architectural Services contract.
3. Do not approve architectural service contact and direct staff to solicit another request for qualifications for architectural services.

CITY ADMINISTRATOR’S RECOMMENDATION

Approve the Architectural Services contract with Dustrud Architecture.

SUGGESTED MOTION

“I make a motion to approve the Architectural Services contract with Dustrud Architecture and authorize City Administrator’s signature.”

ATTACHMENTS

- A. Architectural Services Contract (reviewed by legal counsel)

CITY OF VENETA CITY ARCHITECTURAL SERVICES CONTRACT

This Contract is by and between the City of Veneta (“City”) and Dustrud Architecture (“Architect”) for the performance of general city architectural services for City, on an as needed basis.

A. RECITALS

City is in need of retaining the services of a qualified architect to review designs, prepare architectural drawings and prepare financial analyses of façade projects, and for minor remodels to City Hall and other City owned buildings, as needed.

Although the fees for these architect of record services will not exceed \$100,000 for the term of this Contract, the City chose to issue an informal Request for Qualifications from local services providers. On January 28, 2015, the City awarded this contract to Dustrud Architecture, based upon its proposal dated January 9, 2015.

B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Oregon Personal Services Public Contracting Code Requirements
- Exhibit C – City’s Request for Architectural Services
- Exhibit D – Architect’s Proposal and Schedule of Rates and Charges

C. CONTRACT

1. Term

This Contract shall be for a one-year term beginning February 9, 2015, and ending on February 9, 2016. Thereafter, this Contract may be renewed for one additional one (1) year terms upon the written consent of both parties. Such renewal(s) may consider adjustments to Architect’s schedule of charges attached within Exhibit D to this Agreement.

2. Scope of Work

Architect shall provide all services and deliver all materials as specified in the attached Exhibits A, C and D, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

3. Compensation

- 3.1 Compensation. For the services described and performed by Architect, the City agrees to pay, and the Architect agrees to accept, compensation in accordance with the Schedule of Rates and Charges, attached within Exhibit D.
- 3.2 Invoices. Invoices for services of Architect shall be billed to the City in summary form, itemized by projects and/or work tasks, on or about the 15th day of each month for all services performed through the last day of the previous month. Reimbursable expenses shall be itemized and backup invoices provided if required by City.

3.3 Payments.

- a. City will review Architect's invoice and within ten (10) days of receipt notify Architect in writing if there is a disagreement or dispute with the invoice. If there are no such disputes with the invoice, City shall pay the invoice amount in full within thirty (30) days of invoice date.
- b. If City fails to make any payment due Architect for services and expenses within thirty (30) days of the date on Architect's invoice, late fees will be added to amounts due Architect at the rate of 1.0 percent per month from original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute. In addition, Architect may, after giving seven (7) days written notice to City, suspend services under this Contract until Architect has been paid in full all amounts due for services, expenses, and charges, except any invoices in dispute.

3.4 Maximum Amount Payable. The maximum amount payable to the Architect under this Contract is \$100,000.

4. Contractor Is an Independent Contractor

Architect shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While City reserves the right to set various schedules and evaluate the quality of Architect's completed work, City cannot and will not control the means and manner of Architect's performance. Architect is responsible for determining the appropriate means and manner of performing work. Architect is responsible for all federal and state taxes applicable to compensation and payment paid to Architect under the Contract and will not have any amounts withheld by City to cover Architect's tax obligations. Architect is not eligible for any City fringe benefit plans.

5. Notices

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

City: Kay Bork
Community Development Director
City of Veneta
88184 8th Street
P.O. Box 458
Veneta, OR 97487
Phone: (541) 935-2191
Fax: (541) 935-2121
kbork@ci.veneta.or.us

Architect: Paul Dustrud
President
Dustrud Architecture
1699 Pearl Street
Eugene, Oregon 97401
Phone: (541) 338-8544

6. Indemnification

Architect shall indemnify, hold harmless, and defend City and its representatives, officers, directors, and employees from any loss or claim made by third parties, including legal fees and costs of defending actions or suits resulting directly or indirectly from Architect's negligent performance and/or fault of Architect, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent negligence or other fault of City and Architect, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Architect shall indemnify City from claims covered under this section until such time (1) as an arbitration panel or a court of competent jurisdiction determines that City is liable in whole or in part for the loss or claim caused by City's negligence or (2) until City and Architect mutually agree to allocate the liability.

7. Insurance Requirements

- 7.1 During the term of this Contract, Architect shall maintain, at its own expense, the following types of insurance in the following amounts:
- a. Comprehensive general liability insurance, including coverage for premises operations, independent contractors, products, completed operations, contractual liability, personal injury, and property damage (including coverage for explosion, collapse, and underground hazards):
 - \$2,000,000 – each occurrence (bodily injury)
 - \$2,000,000 – general aggregate
 - \$1,000,000 – property damage, contractual, etc.
 - \$2,000,000 – umbrella liability coverage
 - b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence.
 - c. Errors and Omissions insurance covering Architect's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$1,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of two (2) years after final completion.
 - d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.
- 7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years
- 7.3 Policies shall provide that City, its council, officers, representatives, employees, and agents will be included as an additional insured with respect to the General Liability coverage required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.
- 7.4 All coverages under Section 7.1 shall be primary over any insurance City may carry on its own.
- 7.5 City shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract.

- 7.6 All policies of insurance shall be issued by good, responsible companies, with a rating reasonably acceptable to City and that are qualified to do business in the state of Oregon.
- 7.7 Architect shall furnish City with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by City, Architect shall furnish City with executed copies of such policies of insurance. Architect shall furnish City with at least 30 days' written notice of cancellation of, or of any modification resulting in a reduction of the required insurance coverage, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

8. Workers' Compensation

- 8.1 Architect, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.
- 8.2 Architect warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Architect shall indemnify City for any liability incurred by City as a result of Architect's breach of the warranty under this paragraph.

9. Hours of Employment

Architect shall comply with all applicable state and federal laws regarding employment.

10. Assignment

Architect may not assign any of its responsibilities under this Contract without City's prior written consent, which consent may be withheld in City's sole discretion. Architect may not subcontract for performance of any of its responsibilities under this Contract without City's prior written consent, which consent shall not be unreasonably withheld. Architect's assigning or subcontracting of any of its responsibilities under the Contract without City's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Architect shall remain liable for all of its obligations under this Contract.

11. Labor and Material

Architect shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to City other than the compensation provided in this Contract.

12. Ownership of Work and Documents

All work performed by Architect and compensated by City pursuant to this Contract shall be the property of City upon full compensation for that work performed or document produced to Architect, and it is agreed by the parties that such documents are works made for hire. Architect hereby conveys, transfers and grants to City all rights of reproduction and the copyright to all such documents. However, in the event City reuses or modifies any materials furnished to City by Architect, without Architect's involvement or consent, then Architect shall not be responsible for the materials.

13. Termination for Convenience

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, City may terminate all or part of this Contract upon determining that termination is in the best interest of City by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Architect. Upon termination under this paragraph, Architect shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) City has against Architect. Pursuant to this paragraph, Architect shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Architect. City shall not be liable for any costs invoiced later than thirty (30) days after termination unless Architect can show good cause beyond its control for the delay.

14. Termination for Cause

City may terminate this Contract effective upon delivery of written notice to Architect, or at such later date as may be established by City, under any of the following conditions:

- 14.1 If City funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Architect to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

15. Termination for Default

Either City or Architect may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

If Architect fails to perform in the manner called for in this Contract or if Architect fails to comply with any other provisions of the Contract, City may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Architect setting forth the manner in which Architect is in default. Architect shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

16. Remedies

In the event of breach of this Contract the parties shall have the following remedies:

- 16.1 If terminated under paragraph 15 by City due to a breach by Architect, City may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Architect shall pay to City the amount of the reasonable excess.
- 16.2 In addition to the above remedies for a breach by Architect, City also shall be entitled to any other equitable and legal remedies that are available.

- 16.3 If City breaches this Contract, Architect's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Architect is entitled.
- 16.4 City shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by City, Architect shall immediately cease all activities related to the services and work under this Contract. As directed by City, Architect shall, upon termination, deliver to City all then existing work product that, if the Contract had been completed, would be required to be delivered to City.

17. Nondiscrimination

During the term of this Contract, Architect shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

18. Governing Law; Jurisdiction; Venue

This Contract shall be governed by and construed in accordance with the laws of the state of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between City and Architect that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Lane County for the state of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. ARCHITECT BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of City's protections under the Oregon Tort Claims Act.

19. Compliance with Laws and Regulations

Architect shall comply with applicable federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Architect expressly agrees to comply with: (i) ORS 659.425; (ii) applicable regulations and administrative rules established pursuant to the foregoing laws; and (iii) City's performance under this Contract is conditioned upon Architect's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Architect, its subconsultants and all employers providing work, labor or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Architect shall adhere to all safety standards and regulations established by City for work performed on its premises or under its auspices.

20. Experience, Capabilities and Resources

By execution of this Contract, the Architect agrees that:

Architect is an experienced architectural firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract to design or administer any work within the scope and complexity contemplated by this Contract.

Architect has the capabilities and resources necessary to perform the obligations of this Contract.

Architect is familiar with current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Architect shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.

21. Drawings, Specifications and Other Documents

Architect hereby agrees that it will, in a manner consistent with its standard of care defined in above in Section 20, prepare all drawings, specifications, and other documents pursuant to this Contract so that they are complete and that any project, if constructed in accordance with the intent established by such drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility.

22. Errors and Omissions

Architect shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Section 21. Architect shall correct at no additional cost to City any and all such errors and omissions in the drawings, specifications, and other documents prepared by Architect or its subconsultants. Architect further agrees to assist City in resolving problems relating to any project designs or specified materials.

23. Contract Performance

Architect shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Architect shall not be liable for delays that are beyond Architect's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Architect's warranties or a default or defect in performance by Architect that has not been cured.

24. Access to Records

For not less than three (3) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, City, and its duly authorized representatives shall have access to Architect's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Architect shall retain all pertinent records for not less than three years or until all litigation is resolved, whichever is longer. Architect shall provide full access to these records to City, and its duly authorized representatives in preparation for and during litigation.

25. Representations and Warranties

Architect represents and warrants to City that: (1) Architect has the power and authority to enter into and perform this Contract; (2) when executed and delivered, this Contract shall be a valid and binding obligation of Architect enforceable in accordance with its terms; (3) Architect shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and (4) the services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

26. City Obligations

- 26.1 City shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, City shall furnish to Architect, within fifteen (15) days after receipt of a written request, information necessary and relevant for Architect to evaluate, give notice of, or enforce lien.
- 26.2 City shall establish and update, if necessary, overall project budgets, including Architecture and construction costs.
- 26.3 City shall furnish the services of consultants, including geotechnical architects, when such services are requested by Architect, reasonably required by the scope of a project, and agreed to by City.
- 26.4 City shall furnish all testing as required by law or the contract documents.
- 26.5 City shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the City's needs and interests, after Architect has performed requisite project management and oversight duties.
- 26.6 City shall provide prompt written notice to Architect if City becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Architect's design or performance under the contract.
- 26.7 City shall pay Architect in accordance with paragraph 3 and Exhibit C of this Contract, upon receipt of Architect's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.
- 26.8 City shall report the total amount of all payments to Architect, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 26.9 City shall guarantee access to, and make all provisions for Architect to enter upon public and private property necessary for performance of the Scope of Work over which City exercises control.
- 26.10 Extra work or work on contingency tasks is not permitted unless authorized by the City in writing. Failure of Architect to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Agreement price or Agreement time.

27. Arbitration

All claims, disputes, and other matters in question between the City and Architect arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration, if requested by either party in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Lane County Circuit Court will establish rules to govern the arbitration.

A claim by Architect arising out of, or relating to this Contract must be made in writing and delivered to the City Administrator not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the City Administrator within 60 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the City Administrator will be considered by the City Council at the Council's next regularly scheduled meeting. At that meeting the Council will render a written decision approving or

denying the claim. If the claim is denied by the Council, the Architect may file a written request for arbitration with the City Administrator. No demand for arbitration shall be effective until the City Council has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (60) days after the date on which the City has rendered a written decision on the underlying claim. The failure to demand arbitration within said 60 days shall result in the City Council's decision being binding upon the City and Architect.

Notice of demand for arbitration shall be filed in writing with the other party to the agreement. The demand for arbitration shall be made within the 60-day period specified above. The City, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Architect to proceed through the courts for relief. If arbitration is followed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to modifications or appeal except to the extent permitted by Oregon law.

28. Attorney Fees

If suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the costs and disbursements. Further, if it becomes necessary for City to incur the services of an attorney to enforce any provision of this contract without initiating litigation, Architect agrees to pay City's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by losing party.

29. Successors and Assigns; Subcontractors and Assignments

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

30. Limitation of Liabilities

City shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Architect shall not be liable for any consequential damages under this Contract.

31. Foreign Contractor

If Architect is not domiciled in or registered to do business in the state of Oregon, Architect shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Architect shall demonstrate its legal capacity to perform the work under this Contract in the state of Oregon prior to entering into this Contract.

32. Confidentiality

Architect shall maintain the confidentiality of any of City's information that has been so marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent Architect from establishing a claim or defense in an adjudicatory proceeding. Architect shall require similar agreements from City's and/or Architect's subconsultants to maintain the confidentiality of information of City.

33. Force Majeure

Architect shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

34. Waivers

No waiver by City of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Architect of the same or any other provision. City's consent to or approval of any act by Architect requiring City's consent or approval shall not be deemed to render unnecessary the obtaining of City's consent to or approval of any subsequent act by Architect, whether or not similar to the act so consented to or approved.

35. Severability

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

36. Headings

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

37. Integration and Modification

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

38. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to make this Contract.

39. Certificate of Compliance with Oregon Tax Laws

By executing this Contract, Architect certifies under penalty of perjury that Architect is, to the best of Architect's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

CITY OF VENETA

DUSTRUD ARCHITECTURE

By: _____
Name: Ric Ingham
Title: City Administrator
Date: _____

By: _____
Authorized Signature
Title: _____
Date: _____

Exhibit A

Scope of Work

SERVICES AND RESPONSIBILITY OF ARCHITECT

- A. Services shall be provided pursuant to City work task requests or as otherwise requested by City in writing. When authorized by City, the specific services which the Architect shall furnish will generally consist of, but not be limited to, the following itemized services:
1. Review architectural drawings for façade improvement projects and make recommendations of compliance with City's Commercial Design Standards.
 2. Make recommendations for potential improvements to designs.
 3. Prepare architectural drawings and specifications for façade renovation projects.
 4. Prepare architectural drawings and specifications for small renovation projects to City Hall and other City owned buildings.
- B. Basic architectural services. When authorized by the City, Architect will provide architectural services for improvement projects. These will generally consist of, but not be limited to, the following itemized services:
1. Preparation of plans and specifications ready for a call for bids.
 2. Tabulation of bids at bid opening, report same to the City, and assist in awarding Contracts for Construction.
 3. General observation of the work by observation trips to the job site on a periodic basis, as agreed with the City.
 4. Preparation and submittal of proposed contract change orders.
 5. Preparation of monthly progress payments to the Contractor.
 6. Final review of the project by the Architect.
 7. Final acceptance of the project by the Architect and recommendations accordingly to the City.
 8. Submission to the City of final quantities and costs.
 9. Furnish a set of "record" reproducible mylars, or other mutually agreed format suitable for long term preservation and storage.

Exhibit B

PUBLIC CONTRACTING CODE REQUIREMENTS for ORS 279C Personal Service Contract

1. Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the Work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.
2. Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract, and shall be responsible that all sums due the State Unemployment Compensation Fund from Contractor or any Subcontractor in connection with the performance of the Contract shall promptly be paid.
3. Contractor shall not permit any lien or claim to be filed or prosecuted against the City on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.
4. Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
5. Contractor shall employ no person for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where public policy absolutely requires it, and in such cases, Contractor shall pay the employee at least time and one-half pay for: 1) all overtime in 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime; or 2) work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279C.540(1)(b)(B) to (G).
6. Pursuant to ORS 279C.520(2), the Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.
7. Pursuant to ORS 279C.530(2), all employers, including Contractor, that employ subject workers who work under this contract shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.
8. All sums due the State Unemployment Compensation Fund from the Contractor or any Subcontractor in connection with the performance of the contract shall be promptly so paid.
9. The Contract may be canceled at the election of City for any willful failure on the part of Contractor to faithfully perform the contract according to its terms.

10. Contractor certifies that it has not discriminated against minorities, women or emerging small business enterprises or a business enterprise that is controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontractors.
11. Contractor certifies its compliance with the Oregon tax laws, in accordance with ORS 305.385.
12. In the performance of this Contract, the Contractor shall use, to the maximum extent economically feasible, recycled paper, materials, and supplies, and shall compost or mulch yard waste material at an approved site, if feasible and cost effective.
13. Pursuant to City's Public Contracting Rule 137-049-0880, the City may, at reasonable times and places, have access to and an opportunity to inspect, examine, copy, and audit the records relating to the Contract.

Exhibit C

City's Request for Architectural Services

City of Veneta

Request for Architectural Services

November 18, 2014

Background

Between 2006 and 2008 the City went through an extensive creative process with Oregon Downtown Development Association, David Dougherty Landscape Architecture, SERA Architects, and Marketek Inc. to develop a Downtown Master Plan, Implementation Strategy, Code Audit Report, and Market Readiness Report. The City pursued these studies as a way to encourage and direct redevelopment in the Downtown area.

Since adoption of the plans the City has carried out three significant projects downtown: 1) construction of full street and streetscape improvements to core streets, 2) construction of LTD Park and Ride facility with two electrical vehicle charging stations, and 3) construction of a \$2.1 million senior center/food bank designed by Scott Edwards Architecture and constructed by Essex General Construction.

The City is anticipating an increase in commercial re-development projects in the downtown area. Currently a local business owner is renovating an existing building to relocate their existing fitness center. In order to help promote high quality design, the City is implementing a façade improvement program. The City will offer 40% or a maximum of \$10,000 towards façade improvement costs. To be eligible, façade designs must comply with or exceed the City's adopted Commercial Design Standards.

The City is interested in retaining the services of a qualified Architect to review designs, prepare architectural drawings and prepare financial analyses of façade projects. The City is also interested in architectural services for a minor remodel to City Hall and other city owned buildings as needed.

Goal Statement from Downtown Master Plan Code Audit:

- Make Downtown more cohesive & identifiable
- Create gathering places for residents and visitors
- Visually represent Veneta's unique assets
- Ensure that buildings and landscapes are created for safety and aesthetics, and represent civic pride;
- Increase the mix of compatible uses
- Improve and enhance the pedestrian environment throughout Downtown, as well as the pedestrian connections to surrounding neighborhoods and civic resources.

Services Requested:

- Review architectural drawings for façade improvement projects and make recommendations of compliance with City's Commercial Design Standards.
- Make recommendations for potential improvements to designs
- Prepare architectural drawings and specifications for façade renovation projects
- Prepare architectural drawings and specifications for small renovation projects to City Hall and other city owned buildings.

Letter of Intent and Statement of Qualifications

Please submit materials to Kay Bork, Community Development Director at kbork@ci.veneta.or.us by 2:00PM January 9, 2015. Please include a fee schedule and limit submittals to 5 pages. You can email or call with any questions. City Hall phone number is 541-935-2191. A copy of the City's Downtown Master Plan, Strategies for Next Step Implementation and Veneta Next Steps Strategies at this link: <http://www.ci.veneta.or.us/docs.cfm>

Exhibit D



1699 Pearl Street | Eugene OR 97401
541.338.8544 | dustrudarchitecture.com

Letter of Intent and Statement of Qualifications

Thank you for the opportunity to submit our qualifications for architectural services to the City of Veneta. What an exciting time for Veneta with the completion of three major projects and the commercial renovation of an existing building into a fitness center to spur downtown development. We are delighted for the opportunity to participate in changing Veneta's visual landscape to give residents a sense of pride in their community and downtown.

Dustrud Architecture has extensive experience in renovation projects, façade construction, and working with Design Standards. We have worked with numerous public and non-profit agencies including HACSA, Rural Development, City of Umpqua Community Action Network, and the Eugene Ballet. We respect the importance of budgets and schedules while working to find and celebrate a unique design opportunity for each client, project, and site. The numerous awards we have received attest to our leadership in innovation and design excellence. We believe our experience and successful record in creative problem-solving and making beautiful spaces will prove of great value to you.

Please do not hesitate to contact us with any questions or if you would like additional information. We are very motivated to work with the City of Veneta on these projects. We will work with you in refining our scope of services and fees to meet your needs.

Best regards,


Paul Dustrud, AIA
Principal



entry door at Westgate



security grill detail at The Pearl

About Us

Dustrud Architecture, based in Eugene, specializes in creating sustainable, modern, and urban buildings. Owner and Principal Architect, Paul Dustrud, leads a team of passionate architectural designers focused on providing designs for clients that respond to the essence and uniqueness of each project, balancing aesthetics, budget, and timeline. Our aim is to manifest the client's vision and simultaneously facilitate design that inspires, is energy efficient, and utilizes Green Building methods and materials.



Lobby at PMC – tenant improvement project at The Patterson

Since our inception in 2006, Dustrud Architecture has designed a myriad of buildings from single-family residences and remodels, affordable housing, and multi-family housing to light- and mixed-use commercial, tenant improvements, commercial kitchens, commercial remodels, and cultural structures. Past clients include non-profit organizations, fraternal organizations, government entities, private developers, and individuals, many of whom are repeat customers due to Dustrud Architecture's commitment to quality and service.



221 BCE – tenant improvement project at The Patterson

Paul Dustrud

Engaged in working with his hands in varying capacities and different related careers over the years such as construction, an theater production, including lighting and set design, Paul Dustrud brings a unique balance of know-how when facilitating a project.

After graduating from the UO's Architecture program in 1998, Paul began working for Bergsund DeLany Architecture in Eugene – a firm specializing in affordable housing projects throughout Oregon. During his tenure at Bergsund DeLany, Paul gained extensive experience in the design and project management of affordable housing units. Paul started his own architecture firm in 2006, working on a myriad of projects from small remodels to mid-rise mixed-use buildings.

Paul is an active member of the local Chapter of the American Institute of Architects (AIA-SWO) and a founding member of Architects Building Community (ABC), a local charitable organization. He served on the AIA-SWO Board for years and was President in 2011. Paul continues to volunteer for AIA-SWO on the Design Excellence Committee helping to organize events that educate the community about the importance of quality design.

Jenna Wheeler

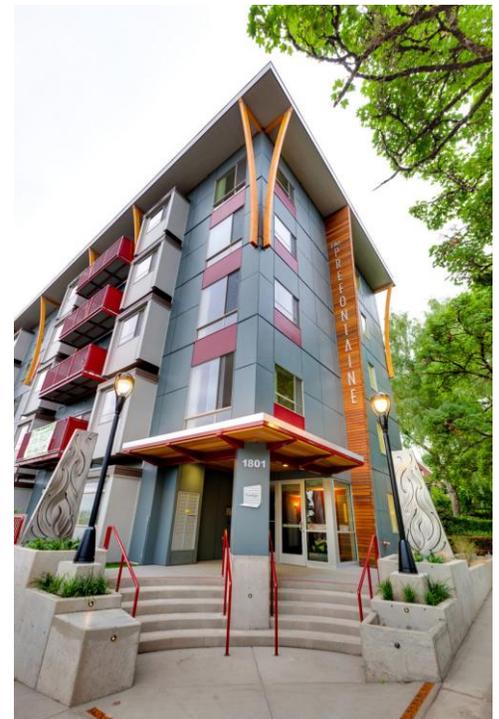
Jenna Wheeler graduated from the University of Washington in 1991 with a B.A. in Architectural Studies. She began collaborating as a design consultant with Dustrud Architecture in 2007. She specializes in interior architecture, space planning, and color consulting. Over the past seven years, Jenna has worked on more than a dozen projects with Dustrud Architecture. Officially joining Dustrud Architecture in 2014, Jenna is delighted to continue the firms’ exciting work.

Jenna’s community involvement consists of five years serving on the Junction City Planning Commission and volunteering extensively on other official Junction City committees such as the Design Committee and Citizen’s Comprehensive Plan Committee. She has also been a board member for Energizing Junction City – a non-profit focused on collaborating with other entities to bring economic vitality to Downtown Junction City.

Renee Benoit

Renee graduated from the UO with a Master of Architecture in 2010. After graduation, she worked as a fundraiser for the 2010 AIA Northwest and Pacific Region Conference, an architectural intern at Robertson Sherwood Architects, as well as the coordinator and fundraiser for the BRING Home & Garden Tour. She has been at Dustrud Architecture since 2012, working on various multi-family, commercial, and residential projects.

Renee’s dedication to sustainability and community development has led her to volunteer for BRING Recycling helping to plan and organize many events as well as helping the Springfield Chamber of Commerce at their annual auction fundraiser. Renee has been an active member of the AIA-SWO sitting on the 2011 Board of Directors in addition to serving on various committees such as the AIA 150, Design Excellence, and Octagon Committees.



entry sequence at The Prefontaine

ARCHITECTURAL FEES FOR 2015:

Services:

Principal	\$100.00 per hour
Associates	\$75.00 per hour

Travel Fees: Travel fees are 1/2 the hourly rates plus \$.56 per mile.

REIMBURSED EXPENSES:

Direct expenses billed in addition to the professional services fee.

Consultants (structural, civil, landscape, etc.)	at cost
Digital Imaging	at cost
Model Making & Marketing Rendering	at cost
Large Format Printing Services	at cost
Postage & Shipping	at cost
Long Distance Telephone & Fax	at cost
Mileage	\$.56 per mile

Projects

Westgate: Urban Living near the University of Oregon

Westgate, a sustainable urban building, located mere blocks from the heart of the University of Oregon campus is comprised of five floors of contemporary apartment living above ground floor retail – a building inspired by classic Art Deco styling married to modern environmental standards. This marriage culminated in the first LEED Platinum Certified Mid-Rise Multi-Family project completed in the Pacific Northwest in 2011, a significant accomplishment.



Westgate along 13th Avenue

At the apartments, Dustrud Architecture combined complex programmatic needs such as accessibility, daylighting of interior spaces, passive solar design, exceptionally high energy-use standards, and a high quality of living that creates an unparalleled living experience. The rewards for residents are extremely low utility bills coupled with thermal comfort, high indoor air quality, and durable, aesthetically pleasing finishes.

The building design Dustrud Architecture incorporated pushed and pulled both the east and west facades, allowing mitigation of extreme solar heat gain while preserving occupant views on a narrow, north-south oriented urban lot. Ultimately, this narrow urban lot allowed for Westgate to be integrated into the urban fabric of 13th Avenue, the busiest pedestrian street near the University of Oregon.



The Pearl heading south on Pearl Street

The Pearl: Increasing Urban Density and Vitality

The Pearl, situated in the heart of Eugene’s Midtown District, is the perfect complement to a vibrant neighborhood by combining four floors of apartments above four ground floor commercial spaces complete with underground parking.

Dustrud Architecture worked with the site’s location to design a south-oriented, courtyard style building that provides platforms for social interaction with views of Spencer’s Butte. The exposed south edge creates a courtyard sanctuary and brings daylight deep into the traditionally dark areas of a building. The courtyard creates a connection to the outdoors

for occupants offering residents a place to connect. Additionally, tenants have access to a Community Room and fitness

room. Other spaces within The Pearl that foster a sense of community are The Bridge, located on the second level of apartments, that binds the two arms of the building to each other and The Sky Deck, located on the fourth level of apartments, that provides a “hang out” area with tables, chairs, and gas grill. These spaces allow the opportunity for residents to form a community within the greater Midtown District.

The building, named both for the street where it is located as well as for the gem formed by an oyster, has a skewed metal clad corner. The reason for the slanted corner is due to the required setback from the adjacent Amazon Canal. Dustrud Architecture chose to create a distinctive feature with a shimmering iridescence to mark such a prominent corner and acknowledge the connection to the Amazon Canal. This move mirrors how oysters create pearls by making a beautiful gem out of an unexpected fragment.

The Pearl is home to the office of Dustrud Architecture.

The Patterson: Engaging the Corner at the Gateway to the University of Oregon

The Patterson is a modern, urban building at the Gateway to the University District. Dustrud Architecture and the developer fostered a new prototype for mixed-use buildings where they worked with previous occupants on the site to become tenants in the new building. This arrangement guaranteed occupancy of established businesses at some of the ground floor retail spaces. This avoided the conundrum of displacing long-term businesses and allowed the business owners previously located on the property the opportunity to be included in the development process.



The Patterson looking from the corner of 13th and Patterson
photo courtesy of Erik Bishoff Photography

The Patterson successfully increases density with five floors of apartments; engages the corner of 13th Avenue and Patterson Street; creates amenities in an active University District by creating four new retail spaces; and reduces automobile traffic with underground parking. On the ground level, restaurants and shops engage the street edge by inviting customers into the building. The modern styling of The Patterson coupled with the use of durable, high-quality materials insures that the building is able to withstand the elements and perform well over time. A central courtyard with a substantial sculptural water feature creates both a focal point and white noise creating quieter spaces for residents. Other amenities incorporated into the design include a rooftop community deck, fitness room, community room, private decks, package room, and considerable storage in the mezzanine. These features combine to shape a very comfortable living experience.

Midtown Arts Center: Inspiring Artistic Synergy

This uncommon project came to fruition through the vision of Eugene Ballet Company's (EBC) Artistic Director, Toni Pimble. She desired a space to house the ballet company and work in conjunction with other arts organizations sharing resources to create a stronger arts community. This building was subjected to numerous remodels in the span of its history such as a beauty college, various mercantile operations, a high-end furniture store, and, finally, a Goodwill Donation Center where it languished and stood vacant for years. EBC found it in a state of disrepair and decided to bring it back to life as an arts-friendly space. Paul Dustrud acted as the Developer – Owner's Representative as well as co-designer with Stan Honn, a local design-build architect. The remodel included rehabilitating the entire interior space, adding an elevator, four floating-floor dance studios, and numerous office spaces for all the arts groups who would eventually call this place home, along with an extensive façade renovation. The facility has become a lively arts space used all day every day, into the evenings, and on weekends by members of Eugene Opera, Lane Arts Council, Oregon Mozart Players, Eugene Concert Choir, Pacific International Children's Choir, and Eugene Ballet Company, Eugene Ballet Academy, and Eugene Youth Ballet.



Midtown Arts Center

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

TITLE/TOPIC: Declare a Public Nuisance and Set Public Hearing Date for Dangerous Buildings

Meeting Date: March 9, 2015
Department: Community Development

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

ISSUE STATEMENT

Per Veneta Municipal Code 15.10.020 and 15.10.030, Abatement of Dangerous Buildings, when the Building Official determines that a dangerous building exists, the City Council shall declare the building a public nuisance and set a time for a public hearing. City Council is being asked to declare 25044 McCutcheon Ave and 87646 Trek Drive a public nuisance and set a public hearing for April 13, 2015.

BACKGROUND

The City's Building Official, David Mortier, investigated the subject properties and determined each structure to be a dangerous building. According to Veneta Municipal Code 15.10.020 and 15.10.030, after the Building Official reports a dangerous building to City Council, the Council shall set a public hearing to determine whether or not to require the buildings to be demolished or made safe and to prescribe what must be done to make the building safe. Staff is recommending City Council set the public hearing date for April 13, 2015.

RELATED CITY POLICIES

Veneta Municipal Code Chapter 15.10 - ABATEMENT OF DANGEROUS BUILDINGS

15.10.020 Nuisance declared.

Every building found by the city council to be a dangerous building is declared to be a public nuisance and may be abated according to the procedures specified in this chapter, or by a suit for abatement brought by the city.

15.10.030 Initial action.

When the building official, city administrator, or public works director determines that a dangerous building exists in the city, the official shall report it to the city council. The city council shall, within a reasonable time, fix a time and place for a public hearing.

CITY ADMINISTRATOR'S RECOMMENDATION

Based on Building Official Report declare the buildings a nuisance and set hearing for April 13, 2015.

SUGGESTED MOTIONS

1. *"I make a motion to declare 25044 McCutcheon Ave a public nuisance and set a hearing for 7pm at Veneta City Hall on April 13, 2015."* **AND**
2. *"I make a motion to declare 87646 Trek Drive a public nuisance and set a hearing for 7pm at Veneta City Hall on April 13, 2015."*

ATTACHMENTS

1. Building Official Reports on 25044 McCutcheon Ave and 87646 Trek Drive, dated February 19, 2015

February 19, 2015

City of Veneta City Council
88184 Eighth St
Veneta, OR 97487

Re: Abatement of Dangerous Building Located at 25044 McCutcheon Avenue, Veneta, OR

The building located at the above noted address has been inspected for possible classification as a dangerous building. I believe the building falls under the definition of dangerous building as adopted by City of Veneta ordinance for the following reasons. The awning cover in front of the building which is supported by the building is in danger of collapsing. It shows signs of regular leakage due to rain water causing the underside of it to have parts sagging and falling off. The sign on this awning appears to have bracing that has deteriorated to a point where it is no longer fully secured and is in danger of coming off in a high wind event. It also appears that there are numerous places of leakage into the inside of the building and it is unclear what state the roof structure and roof framing members are in with regard to condition and whether or not the roof is in danger of collapsing.

For these reasons I feel Veneta city council should declare this building a dangerous building and take steps to abate it as prescribed in city ordinance. If you have any questions in the above regard do not hesitate to contact me.

David Mortier, C.B.O.
City of Veneta

February 19, 2015

City of Veneta City Council
88184 Eighth St
Veneta, OR 97487

Re: Abatement of Dangerous Building Located at 87646 Trek Drive, Veneta, OR

I have made an inspection at the above noted address and believe this building constitutes a dangerous building due to the fire that occurred in it a number of months ago. Very little has been done to repair or remove the fire damaged material in this building and much of the roof remains burned off, collapsed, or in a state of possible collapse, therefore, the walls are in danger of caving in or out. There is evidence of people going into this building either through broken windows or the back yard. Some effort has been made to secure the building but it is still easily accessible through the back yard and is possibly harboring rodents or other animals living in the debris inside.

I believe the city council should declare this building a dangerous building and take the appropriate steps to abate it as outlined in the city ordinance. It is my opinion that if this building is left in this state much longer it will not be repairable and will have to be completely demolished. If you have any questions please feel free to contact me in regards to this project.

David Mortier, C.B.O.
City of Veneta



**GOAL SETTING SUMMARY REPORT
MARCH 9, 2015**

PREPARED BY

KATIE BABITS

PURPOSE

City Council identified that the goals defined in the 2014 Goal Setting Session remain pertinent, and directed staff to survey Council on the re-prioritization of the defined goals.

PROCESS

Between 2005 and 2011, the City Council held biannual goal setting sessions and established new short-term objectives and tasks based upon the goals originally established in 2005. In the fall of 2013, the Goal Setting Session was completed and new goals were identified. As the beginning of 2015 unfolded, Council was able to identify that the goals still represented their focus, and each Council member identified their ranking of the goals for the 2015-2016 Work Plan. The top three goals shifted in priority, still remaining the top three, goals four and five traded places, and goal six remains goal six.

2014 Goal Ranking					
1	2	3	4	5	6
Complete sewer system build out in current serviceable area.	Improvement of City streets through preservation and modernization.	Improve upon community policing, youth relations and code enforcement efforts.	Continue to urbanize city streets in order to improve bicycle and pedestrian connectivity within the City. Continue to develop multi-use paths for the betterment of the community.	Provide development opportunities for businesses and industry to create jobs.	Improve community awareness of City issues and public engagement opportunities.

2015/2016 Goal Ranking					
1	2	3	4	5	6
Improve upon community policing, youth relations and code enforcement efforts.	Complete sewer system build out in current serviceable area.	Improvement of City streets through preservation and modernization.	Provide development opportunities for businesses and industry to create jobs.	Continue to urbanize city streets in order to improve bicycle and pedestrian connectivity within the City. Continue to develop multi-use paths for the betterment of the community.	Improve community awareness of City issues and public engagement opportunities.

In addition to re-prioritizing the goals, Council also returned a survey ranking the Other Identified Tasks from the 2014 Goal Setting Session. Most tasks retained the same ranking, with tasks two and five switching places.

2014 Other Identified Tasks					
1	2	3	4	5	6
Emergency response plan, coordinated with Lane County, Fire, Schools, etc.	Historic recognition and preservation, placing historical plaques and developing better relationship with the museum	Continued increase of communication with council by way of educational work sessions	Continued and increased support for positive activities for youth and families (movie nights, swim, concerts, festivals, etc.)	Maintain and improve park structures and cleanliness	Council members to participate in learning opportunities such as conferences, training workshops, etc.

2015/2016 Other Tasks Ranking					
1	2	3	4	5	6
Emergency response plan, coordinated with Lane County, Fire, Schools, etc.	Maintain and improve park structures and cleanliness	Continued increase of communication with council by way of educational work sessions	Continued and increased support for positive activities for youth and families (movie nights, swim, concerts, festivals, etc.)	Historic recognition and preservation, placing historical plaques and developing better relationship with the museum	Council members to participate in learning opportunities such as conferences, training workshops, etc.

STAFF WORK PLAN

The next step in the goal setting process was for staff to implement the Council Goals and Tasks into the current Work Plan. Management reviewed the re-prioritization and created a proposed two-year Work Plan for 2015 and 2016.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Establish New Website Domain Name

Meeting Date: March 9, 2015
Department: Administration

Staff Contact: Katie Babits
Email: kbabits@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 315

ISSUE STATEMENT

Does the Council wish to approve changing the official City of Veneta web address from ci.veneta.or.us to venetaoregon.gov?

BACKGROUND

On January 12, 2015, Council approved the redesign contract for the City's official website with aHa Consulting. Throughout staff discussion, the topic of changing the actual web address was brought up and management team expressed interest in changing the official City web address. LCOG researched the process and found that changing the web address to venetaoregon.gov would require a fee of \$125 per year. In addition, the process requires submission of a letter from the mayor for which they have a formatted version that identifies the administrative, billing and technical points of contact. The proposed letter is attached for your review.

COUNCIL OPTIONS

1. Approve changing the official City of Veneta web address to venetaoregon.gov.
2. Approve changing the official City of Veneta web address to another specified web address.
3. Reject changing the official City of Veneta web address.

CITY ADMINISTRATOR'S RECOMMENDATION

Approve changing the official City of Veneta web address to venetaoregon.gov.

SUGGESTED MOTION

"I make a motion to approve changing the official City of Veneta web address to venetaoregon.gov."

ATTACHMENTS

Domain Authorization Letter

.GOV Domain Registration c/o
Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

Dear Domain Manager:

As Mayor for the City of Veneta, Oregon, I formally request that authority over the venetaoregon.gov second-level domain name be delegated to the City of Veneta, OR.

I attest that I am the highest-ranking elected official for Veneta, Oregon. By requesting this domain name, I acknowledge that I will be responsible for payment of the annual \$125 .GOV domain name fee. In addition, I will insure the website content of the requested domain name conforms with the .GOV website content policy.

This domain name will be used for the City of Veneta as the official website. The use of this domain is consistent with the City of Veneta Internet policy. The following individuals will be listed as POCs for venetaoregon.gov:

Administrative Point of Contact (POC)

Ric Ingham
City Administrator
PO Box 458
Veneta, OR 97487
(541) 935-2191
kbabits@ci.veneta.or.us

Billing Point of Contact (POC)

Shauna Hartz
Finance Director
PO Box 458
Veneta, OR 97487
(541) 935-2191
shartz@ci.veneta.or.us

Technical Point of Contact (POC)

Dan Bessette
LAN Administrator
859 Willamette St Suite 500
Eugene, OR 97401
541-682-2056
dbessette@lcog.org

Thank you for your assistance in this matter.

Sincerely,

Mayor Sandra Larson

**CITY OF VENETA
OVERLAPPING FISCAL YEAR WORK PLAN**

Jan. 2015 - Dec. 2016

Updated: 3-5-15 by Ric Ingham, 2/26 by KB; 2/27 SH

- Summary or Council Goals (adopted 2015)**
1. Improve Public Safety & Community Relations (Goal 1)
 2. Sewer Infrastructure Build out (Goal 2)
 3. Transportation Network Enhancements (Goals 3 & 5)
 4. Encourage Business Development (Goal 4)
 5. Enhance Communication & Civic Engagement (Goal 6)

- Criteria for Prioritization:**
1. Council Priority
 2. Essential for Maintaining Basic Service
 3. Efforts to Support Future Projects and Activities
 4. Enhances Community Livability and Safety

Item #	Program Area	Start Date	End Date	Budget	Lead	Status
Public Safety						
	Develop community policing (CP) policies and goals	Mar-15	Dec-15		RI	
	Maintain current database of calls and cases		Ongoing		RI	
	Implement LCSO Contract Modification to reflect CP policies	May-15	May-15		RI	
	Implement three (3) CP practices	May-15	Apr-16		RI	
	Determine feasibility of hiring a Community Resource Officer	Jul-15	Jun-16		RI	
	Complete Emergency Operation Plan	Sep-15	Dec-15		RI	
	Complete Hazard Mitigation Plan	Aug-14	Oct-15		RI	
	Determine a schedule and implement disaster planning training	Dec-15	Jun-16		RI	
Sewer Build out						
	East Bolton Sewer Expansion: LID Implementation	Feb-15	Oct-15	\$ -	KB	
	East Bolton Sewer Expansion: Construction	Oct-15	Oct-15	\$ 350,000	KS	Engineer's report due February 23 with Council action March 9
	East Bolton Sewer Expansion: Finalize LID Agreements (installment payments, deferrals)	Aug-15	Oct-15	\$ 2,000	SH	Legal & Recording Fees associated with implementation
	Effluent Mixing Zone Study	Oct-15	Jun-16	\$ 30,000	KS	
	Sewer Master Plan update	Oct-15	Jun-16	????	KS	
	Air Piping and Efficiency upgrade	May-15	Sep-15	\$ 435,000	KS	Out to bid in April
	8th Street Sewer Expansion Preliminary Design Report	Jan-15	Mar-15	\$ 4,000	KS	Authorized Report due March 15
	8th Street Sewer Engineering Report & Possible LID Project	Sep-15	Jan-15		KS	
	Inflow and Infiltration project list	Mar-15	Jun-16	\$ 90,000	KS	List established, work to be scheduled as weather allows
Streets						
	Develop six-year preservation plan with appropriate financing plan	Mar-15	Dec-15		SH,KS	
	Bid and contract for 2015-2016 fiscal year preservation projects	Apr-15	Oct-16	\$ 1,000,000	KS	
	5th Street between Broadway and Dunham improvements	Jan-15	Jun-15		KS	Design Authorized. Out to bid March
	2nd and 3rd Street between Broadway and Dunham design.	May-15	Jul-15		KS	
	Apply for Small City Allotment Grant for 2nd, 3rd St	Jun-15	Aug-15	\$ 50,000	KB	Grant to be awarded in 2015
	2nd and 3rd Street Construction	Mar-16	Jun-16		KS	Once grant awarded
Bicycle & Pedestrian Projects						
	Advance design and engineering for Southern Route Multi-Use Path	ongoing	ongoing		RI	Currently funded for 2016 STIP but could move up to 2015
	Sidewalk Improvements on Territorial at R/R Tracks				KS	
	Develop sidewalk connectivity plan including project list, construction costs, and schedule and potential for LIDs	Mar-15	May-15		KB	Coordinate with street preservation plan
	Update Regional Trails & Multi-use Path Plan	Jan-16	Jun-16		KB	Need to coordinate with TSP Update
	Advance final design and engineering for Veneta-Elmira Multi-Use Path	ongoing	ongoing		RI,KB	Coord. w/LC and ODOT to get project included in applicable plans
Business Development						
	Continue to seek Hwy 126 safety and capacity funding	ongoing	ongoing		RI	Improvements funded for 2016 STIP
	Hire RARE Participant to implement ED Plan	Sep-15	Aug-16			
	Reconvene ED Committee	Oct-15	ongoing			
	Implement top five (5) ED strategies	Jan-16	ongoing			

Item #	Program Area: Urban Renewal (UR Agency)	Start Date	End Date	Budget	Lead	Status
	Adopt & Implement Redevelopment Tool-Kit	May-15	Feb-16	\$ 25,000	LG/RARE	
	Develop Urban Renewal Plan Project List	Mar-15	Jul-15		LG	
	Continue to address blighted properties (Video Store)	Feb-15	Aug-15		KB	
	4-Corner Beautification	Feb-15	Apr-15	\$ 10,150	KB, KS	Costs include plant purchase
	Seek Next W. Broadway Catalyst Project	ongoing	ongoing		RI	
	Amend and Adopt UR Plan with updated project list	May-15	Oct-15		LG	
Community Awareness						
	Launching of new website	Mar-15	Apr-15		KB	
	Development of Facebook Policy and Procedures	Apr-15	Jun-15		KB	
	Implement Next Phases of Communication Plan	May-15	Jan-15		KB	
	Maintain an active public relations presence (press Releases & newsletter)	Ongoing			KB	
Parks, Recreation & Cultural Enhancement						
	Park Beautification and Enhancement Efforts	Apr-15	Oct-16		RI, KB	Review Park Master Plan and prioritize projects with Park Brd
	Determine Next Steps with BHSC	May-15	Aug-15		KB, RI, KS	Convene mtg. w/ TSP determine grant cycle
	SWAP Parkland Dedication	Mar-15	Apr-15		KB	Dedicated at final plat of Applegate Phase III
	SWAP Park Development: Wetland Delineation	Mar-16	Apr-16	\$ 6,500	KB	Nancy to provide estimate this week
	Revise PMP Capital Improvement Plan	Oct-15	Mar-16		KB, RI	Based on input from Park Brd, City Council and community
	Seek input on Completing Design and Const. of Toddler Pool/Water Feature	Apr-15	May-15		KB, KS	OPR Grants due April 1st
Planning						
	Comprehensive Plan Amendments; Adoption of amendments as a result of EOA and Residential BLI	Jun-15	Aug-15	\$ 1,000	KB	In process
	Transportation System Plan Update: ODOT Contract Development	Jan-16	Feb-16		KB	
	Transportation System Plan Update: Project Plan	Mar-16	Sep-16		KB, LG, KS	
	Transportation System Plan Update: Adoption	Oct-16	Dec-16	\$ 1,000	KB, LG	
	Code Amendments: Tree Felling, Grmwy, Strm wtr, Rec. Marjuana	Jul-15	Nov-15	\$ 5,000	KB, LG	
Fiscal & Administrative Services						
	Fill Office Specialist position	Feb-15	May-15	\$ 200	SH	
	Secure audit services	Jan-15	May-15	\$ 200	SH	Advertising
	Prepare FY15-16 adopted budget and document	Jan-15	Jul-15		SH	
	Year end closing and audit preparation for FY2014-15	Jul-15	Dec-15		SH	
	Review and revise policies and procedures related to Utility Billing	Jan-15	Aug-15	\$ 500	SH	Newsletter article; ad
	Revise processes and reporting method for City Liens	Jan-15	May-15		SH	
	Update all job descriptions for positions in department	Jan-15	Apr-15		SH	
	Update Procurement Resolution, forms and process	Aug-15	Dec-15		SH	
	Upgrade accounting software (including Fixed Asset module)	Sep-15	Jun-16		SH	Cost will be between \$20,000 - \$90,000
	Create a Financial pamphlet in lay person's terms	Jun-15	Jul-15	\$ 1,000	SH	Cost for publishing
	Update Grant Administration, process and forms	Apr-15	Apr-16	\$ 150	SH	
	Prepare additional documents needed to create a CAFR	Oct-16	Dec-16		SH	CAFR means Comprehensive Annual Financial Report
Water - Kyle						
	2.0 MG Reservoir improvements	Jan-15	Dec-15	\$ 390,000	KS	Bid award request to Council 2-23
	Well Abandonment Well #2 and #7	Jan-15		\$ 5,000	KO	
Council Direction & Other - Katie						
	Develop regular Council Work session					In Progress
	Historic recognition and preservation activities					In Progress
	Research implementation of recreational marijuana tax	Sep-15	Dec-15		KB	In Progress

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Preliminary Design of Elmira Multi-Use Path

Meeting Date: March 9, 2015
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 have any comments or suggestions after reviewing the Preliminary Design of the Elmira Multi-Use Path?

BACKGROUND (include prior council or committee action)

At the September 22, 2014 City Council meeting the City accepted funds for the completion of a Preliminary Design for a proposed Elmira Multi-Use Path and directed Branch Engineering to complete such design.

Branch Engineering completed a preliminary design in late December at which time City staff requested several revisions. Those revisions were incorporated into the final draft dated February 6, 2015. Two subsequent activities have taken place since the draft document was presented to staff. First, a meeting with Oregon Department of Transportation and Lane County staff was held on March 6th to discuss the project and second, a contract was released to Environmental Solutions requesting that an endangered plant survey be completed this spring.

Conditions of the grant funds received from the Oregon Public Health Institute (OPHI), in conjunction with the Healthy Eating Active Leaving Cities campaign, state the grant activities are to be completed by March 16, 2015.

RELATED CITY POLICIES (include existing resolutions and ordinances)

None to note.

FINDING OF THE REPORT

As presented in the Engineer's Preliminary Design the project faces some unique environmental challenges that greatly escalate the overall cost of the project. Highlights of the preliminary design include:

1. Total project costs of \$2.5 million for completion of Phase 1 & 2
2. Project is being proposed to be completed in three phases
3. Three (3) bridge spans are included with the northern and southern bridges included in Phase 2
4. Phase 3 includes illumination of the pathway is not included in total project costs

COUNCIL OPTIONS (include financial impacts)

This is an informational item only. Specific direction from the Council will be sought before seeking funding or specific phasing strategies are determined.

CITY ADMINISTRATOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENT

- 1). Preliminary Design Report for Veneta – Elmira Multi-Use Path

PRELIMINARY DESIGN REPORT FOR VENETA - ELMIRA MULTI-USE PATHWAY

VENETA, OREGON

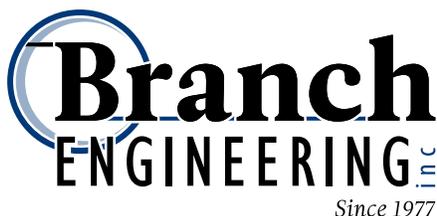
BEI Project: 14-006e

For
City of Veneta
88184 Eighth Street
Veneta, Oregon 97487

Prepared by:



EXPIRES: DECEMBER 31, 2015



February 6, 2015

civil · transportation
structural · geotechnical
SURVEYING

www.BranchEngineering.com
March 9, 2015 Veneta City Council Packet

310 5th Street
Springfield, OR 97477
p: 541.746.0637
f: 541.746.0389
125

CONTENTS

Page No.

1.0	EXECUTIVE SUMMARY.....	1
2.0	INTRODUCTION	1
2.1	EXISTING CONDITIONS	2
2.2	NEED	2
3.0	DESIGN CRITERIA.....	3
3.1	RIGHT-OF-WAY	3
3.2	ENVIRONMENTAL/ARCHAEOLOGICAL PERMITS	4
3.3	DRAINAGE AND FLOODPLAIN	5
3.4	GEOTECHNICAL AND STRUCTURAL DESIGN	6
3.5	ILLUMINATION	7
3.6	UTILITIES	7
4.0	RECOMMENDED PATH ALIGNMENT	7
5.0	PROJECT PHASING.....	8
6.0	PROJECT COST AND FUNDING ALTERNATIVES	8
7.0	NEXT STEPS.....	9
8.0	CONCLUSION.....	10

FIGURES

FIGURE 1: VICINITY MAP AND PROPERTY OWNERSHIP

FIGURE 2: PRELIMINARY ALIGNMENT

FIGURE 3: TERRITORIAL HIGHWAY TYPICAL SECTION-WITH PATH

FIGURE 4: TERRITORIAL HIGHWAY TYPICAL SECTION-WITH PATH AND BRIDGE

FIGURE 5: PRELIMINARY ENGINEER'S COST ESTIMATE

APPENDICIES

APPENDIC A: BIOLOGICAL ASSESSMENT

APPENDIX B: GEOTECHNICAL ASSESSMENT

1.0 EXECUTIVE SUMMARY

The proposed Veneta-Elmira Multi-Use Path project will provide north and south bicycle and pedestrian connectivity between the City of Veneta and the rural community of Elmira, which will result in improved safety for walking and biking to school and improved access to regional shopping centers, health care facilities and fitness opportunities. The proposed path connection will encourage physical activity, enhance the overall sense of community, and provide a connection from rural residential areas to public transportation facilities located in Veneta. The Veneta-Elmira Path will be an off-road 10-foot-wide asphalt multi-use path, appropriate for a variety of non-motorized uses. Because of significant existing natural features along either side of Territorial Highway that present constructability challenges, the path will be constructed on only one side of the road to minimize disturbance of sensitive areas, removal of vegetation and structural costs associated with multiple bridge crossings. The path will be offset from the roadway and will be designed to provide a direct connection and conserve existing natural features that are planned to remain, while minimizing wetland and stream crossing widths. A portion of the project area is located in city-owned wetlands and is subject to periodic flooding during winter months, necessitating an engineering design that can withstand wet conditions, minimize ecological impacts, and elevate the path above known flood elevations.

The Veneta-Elmira Multi-Use Path project was previously listed as segment 4 on Table 1 of the July 2007 Fern Ridge Trail System Vision and Strategies (City of Veneta), and is considered a high priority project. The constructability challenges associated with the project are predominately related to drainage/floodway crossings and environmental permitting. A vicinity map is provided as Figure 1 of the attachments.

2.0 INTRODUCTION

The main objectives of the Veneta-Elmira path connection (also known as Segment 4 of the 2007 Fern Ridge Trail System Visions & Strategies Plan) are to provide an alternative transportation route between residential areas and the local schools, to provide connectivity to/from residential areas to regional shopping centers and health care services, to provide increased opportunities for physical activities, and to increase the overall sense of community. Currently, there are few safe bicycle and pedestrian routes to the schools located in Elmira, particularly for those students living south of Highway 126, which includes most of Veneta's residents. Non-motorized vehicle access to Veneta Elementary School, grocery retailers, social services and health and recreation opportunities located in downtown areas of Veneta is currently limited to Territorial Highway, which is the only existing improved direct route between Veneta and Elmira. Territorial Highway is not safe for either bicyclists or pedestrians due to high speeds, lack of vehicle and pedestrian separation, and poor lighting.

The Veneta-Elmira Path will be constructed in a parallel alignment to Territorial Highway, which is currently a two-lane state owned district highway classified as a rural minor arterial roadway that does not accommodate an adequate bicycle or pedestrian connection between the public schools and Veneta residents who attend school there, or between the dense rural areas of Elmira and downtown commercial centers of Veneta. Territorial Highway currently has shoulders that can accommodate some bicycle traffic, and has a posted speed of 45 miles per hour in the project area. The City of Veneta is interested in making walking and bicycling to school a safe and viable option for students.

The Veneta-Elmira path would connect existing sidewalks in the City of Veneta with existing bike lanes on Highway 126 and on Suttle Road to complete the east side of the Oregon Country Fair Loop (see Fern Ridge Trail System Vision & Strategies document). There is also a potential for the Veneta-Elmira path to connect with the existing Long Tom Hiking Path provided the project includes safe crossings to the east side of Territorial Highway at the Long Tom Hiking Path entrance.

The greatest advantage of the Veneta-Elmira Path is its potential to increase walking and bicycling to school and thus benefit school-aged children. Another advantage is its potential for connectivity with other recreation and transportation facilities and to provide a non-motorized connection between neighboring communities of Elmira and Veneta. The path would facilitate convenient non-motorized travel between rural residents in Elmira and the Veneta Senior Center, the food bank, the LTD Park & Ride station, the regional shopping center, health clubs and other recreation centers and Veneta's downtown area. The greatest challenge associated with this project is the location of a portion of the path in areas known to flood. This presents engineering challenges involving stormwater and drainage. In addition, there exists a potential for environmental restrictions due to the presence of endangered plant species which have been identified in the area.

2.1 EXISTING CONDITIONS

With the exception of Veneta Elementary School located near the downtown area of Veneta, all of the public schools that serve the Fern Ridge School District (including Veneta residents) are located in Elmira approximately one mile to the north of Veneta's northern Urban Growth Boundary (UGB). Existing sidewalks in the City of Veneta end at or near the current northern UGB on Territorial Highway just north of the West Lane Shopping Center driveway. A recent sidewalk improvement project along the west side of Territorial Highway in the rural community of Elmira resulted in construction of approximately 500 feet of new adjacent sidewalk that connects existing paths and sidewalks from the north at Elmira Elementary School to the south at the north side of the intersection of Suttle Road. The distance from the end of the existing adjacent sidewalk near the Suttle Road intersection to the end of the existing sidewalk at the north UGB of Veneta is approximately 3,600 feet as measured along Territorial Highway's edge of paving on the west side. The proposed Veneta-Elmira Multi-Use Path project will establish a connection between these two sidewalk endings. In addition to the benefit to school aged children and their families, the proposed path would allow for safer non-motorized travel to shopping centers, health care and fitness facilities, as well as recreation centers and restaurants, all of which are located in the City of Veneta. It would also provide opportunities for physical activity in a natural setting and increase the sense of community for residents of both Veneta and Elmira.

The layout of the multi-use path is offset from Territorial Highway to the west and spans wetlands and drainages that include the Long Tom River and other areas prone to seasonal flooding during significant rain events. Most of the area is relatively flat; however, there are several locations where the path will need to be elevated to provide a crossing of low lying wetland areas or stream crossings. The attached Figure 2 shows the preliminary path alignment.

2.2 NEED

There is a need to establish safe alternative transportation routes to local schools, particularly the three public schools located in Elmira, just north of Veneta. Currently, there are few safe bicycling and walking options for students attending these schools. It is particularly difficult

for bicycles and pedestrians to access the public schools in Elmira from Veneta as the only current route is along Territorial Highway, which features a shoulder but is narrow in sections and serves a large volume of traffic at high speeds.

An additional benefit to the proposed multi-use path paralleling Territorial Highway includes providing non-motorized access for Elmira residents to social and health services and commercial uses located in Veneta. The area's only supermarket, health care and fitness centers are located in Veneta, as are the area's only restaurants, recreational facilities (pool) and public transportation services (Lane Transit District-LTD). Improved bicycle and pedestrian traffic areas are necessary to support the health, safety and economies of both communities, as they would encourage travel and allow ease of access to these services with less risk to travelers.

3.0 DESIGN CRITERIA

The preliminary design/alignment is based on the most efficient use of the property with the highest value to the public and the lowest impact to the environment. In the design process, the highest regard for safety and wellbeing of the public were considered above all other factors.

The construction plans and associated documents will be prepared in accordance with the current edition of ODOT's *Oregon Standard Specifications for Construction*; the current Oregon Standard Drawings, and the City of Veneta Standards whenever possible. For construction of non-standard facilities which may not be covered by the ODOT materials, final engineered stamped drawings and special specifications will be prepared in conformance with industry standard and practicable engineering design codes.

3.1 RIGHT-OF-WAY

Territorial Highway is a state highway under the jurisdiction of the Oregon Department of Transportation (ODOT). The width of the existing right-of-way is 60 feet along most of the proposed path alignment, with the exception of the north end where it widens through a spiral curve to a maximum width of approximately 88 feet. The asphalt roadway is approximately 38 feet wide, and is generally offset from the centerline of the right-of-way. Along the southern ¼ mile, the paved surface occupies the western side of the right-of-way. Right-of-way or easement dedication will be necessary along this section to accommodate a new path on the west side of the existing Territorial Highway.

At the property line separating Tax Lots 100 and 2400 of Tax Map 17-06-25-00, the right-of-way alignment shifts 30 feet to the west. From this point north, to the Long Tom River, the roadway improvements occupy the eastern portion of the right-of-way, leaving 20 feet or more of unimproved right-of-way width on the west side. Constructing the path within Territorial Highway right-of-way appears feasible, but will be subject to ODOT approval. The slope requirements of the embankment fill may require additional right-of-way acquisition or easements along property frontages.

Near the northern limits of the project, the roadway improvements are centered within the right-of-way leaving approximately 10 feet of unimproved ROW on each side of the pavement. Additional right-of-way dedication from Tax Lot 704 of Tax Map 17-06-25-13 is expected to be necessary along this frontage for a new crossing of the Long Tom River.

In summary, the path alignment will require right-of-way or easement acquisition across at least two properties, which will vary depending on alignment scenarios. The following table lists the property frontages and potential right-of-way or easement acquisition requirements.

Tax Map	Tax Lot	Property Owner and Taxpayer Address	Length (ft)	Width (ft)	Area (sf)
17-06-25-13	704	Richard Schneider PO Box 455 Elmira, OR 97437	150-200	20 to 40+	Up to 8,000 or more (0.18 ac.+)
17-06-36-00	200	Oregon Country Fair 442 Lawrence Street Eugene, OR 97401	415	Up to 10	Up to 4,150 (0.10 ac.)
17-06-25-00	100	City of Veneta PO Box 458 Veneta, OR 97487	1,425	Up to 10	Up to 14,250 (0.33 ac.)
17-06-25-00	2400	City of Veneta PO Box 458 Veneta, OR 97487	1,380	Up to 30	Up to 41,400 (0.95 ac.)

The project will eventually require right-of-way surveying that may consist of right-of-way retracement, right-of-way exhibits and descriptions where necessary. Prior to a survey, utility locates will be performed to identify any utilities within the path alignment to ensure the path design accommodates existing infrastructure accordingly. The previously described Figure 1 shows the locations of properties discussed above.

3.2 ENVIRONMENTAL/ARCHAEOLOGICAL PERMITS

An ecologist visited the site on October 22, 2014 and provided a biological assessment of the site's environmental conditions. The Biological Assessment performed by Environmental Solutions, LLC is included in the appendix. The ecologist observed a study area of approximately 50 feet in width adjacent to the west side of Territorial Highway from approximately the northern UGB of Veneta to Suttle Road. The scientist identified three upland areas in open fields that were delineated in the 2005 wetland delineation study for the City of Veneta, just west of the central and northern portions of the study area, as shown in Figure 1 of the Biological Assessment (only a portion of the study area is included within the 2005 delineation study). Figure 1 from the Biological Assessment is provided with other materials from the Biological Assessment in Appendix A. The Biological Assessment suggests impacts to wetlands could be minimized by locating a portion of the path in the delineated upland areas, although they are over 50 feet west of the highway.

The three existing Territorial Highway bridge crossings of permanent or seasonal channels and associated wetlands are discussed in the Biological Assessment and are within the assessment's area. The environmental consultant recommends that the path be designed to continue with new bridge crossings, where necessary, to provide a full span of those channels instead of culvert crossings, because the bridges provide habitats that are identified as higher quality for

amphibians. By bridging the highway crossing, a safe travel corridor would be maintained with a natural walking surface under the bridge for amphibians which may work to minimize impacts to amphibian species and others that may be using the channels.

The Biological Assessment identified the presence of wetlands within the study area, and concludes that a wetland delineation needs to be conducted to determine the full extent of wetland areas throughout the project. The results of the Biological Assessment also indicate that the proposed project will impact wetlands; therefore, a Joint Removal-Fill Permit Application will need to be prepared for the project. Both the wetland delineation and the Joint Removal-Fill Permit Applications must be submitted to the Oregon Department of State Lands (DSL) and the US Army Corps of Engineers (Corps), the two agencies that regulate wetlands in Oregon. Based on information from the Veneta Local Wetland Inventory, a portion of the study area has been identified as Significant Wetlands (Wetland #FR-4 FR-5) near the UGB at the south end of the proposed alignment. Significant Wetlands are protected under Veneta ordinance; any impacts to these wetlands would require a variance from the city.

Rare plant species were identified with reference given to a March 2010 Biological Assessment (Environmental Solutions, LLC) performed for the City of Veneta's project that extended a water transmission service from the Eugene Water and Electric Board (EWEB) to Veneta's water distribution facilities. A known population of Bradshaw's Lomatium (*Lomatium bradshawii*) was identified in the March 2010 study that is located in the southern portion of the Water Supply System study area. As such, prior to development of the proposed project, a rare plant survey needs to be conducted in the area of known individuals in March-April, when the federally listed endangered Bradshaw's Lomatium species is blooming. Although the 2010 Water Supply System study area is nearby, the study area for the 2010 Biological Assessment does not overlap well enough with the current Multi-Use Path alignment to identify all potential wetland impacts or rare plant species impacts. Due to the known population of endangered species in the near vicinity, and because of potential suitable habitat within the Multi-Use Path study area (wet prairie or the edge of Oregon ash forest), the biological assessment by Environmental Solutions recommends that the entire study area be surveyed for the presence of rare plants during the appropriate times when these plants are flowering or more identifiable.

The following environmental documentation is anticipated to be required for this project: Prospectus Part 3, Prospectus Part 3 Checklist, Historic PA Memorandum, Archaeological PA Memorandum, Section 404 US Army Corps of Engineers and Department of State Lands wetland fill permit, and a wetland delineation report. Environmental documentation is also anticipated to include an Environmental Site Assessment (ESA) No Effect Memorandum and a Level 1 Hazardous Materials Corridor Assessment. An archaeological assessment will likely need to be performed which may identify the need for an archaeological monitor during construction, depending upon the findings.

3.3 DRAINAGE AND FLOODPLAIN

The existing roadway and proposed path would most likely direct storm water runoff to a swale located adjacent to the existing roadway and the proposed path. If necessary, a new swale could capture and infiltrate stormwater to the native soil and surrounding channel areas in a strip of land between the path and the highway, landscaped with growing medium and vegetation to provide treatment of the stormwater runoff. The design of a swale would follow the guidance of the City of Portland Stormwater Design Manual, Version 4, August 1, 2008, which has been adopted by the City of Veneta as their design standard.

Territorial Highway between Veneta and Elmira traverses across a wide floodplain for the Long Tom River. There are three bridges along the corridor that allow drainage movement from the west to the east. The northernmost bridge span on the alignment crosses the Long Tom River and is approximately 150 feet in length. There is a short bridge of approximately 60 feet in length near the center of the corridor. The southernmost bridge span is about 350 feet in length and is located just north of Veneta's northern UGB. The existing bridges were constructed by ODOT during the 1960's. During large storm events, floodwater has been observed overtopping Territorial Highway along the proposed path alignment. The overtopping typically occurs between the bridges at the low points in the roadway. Whether flooding of Territorial is due to the bridges being undersized and/or due to upstream or downstream hydraulic inefficiencies is unknown.

The proposed multi-use path will need to be designed to not adversely impact flooding in the area. To accomplish this, it is expected the path will need to bridge the drainages similarly to Territorial Highway, or utilize the existing highway bridges. Furthermore, the path should maintain an elevation at, or below, Territorial along the entire length to allow overtopping during extreme flood events.

3.4 GEOTECHNICAL AND STRUCTURAL DESIGN

A Branch Engineering geotechnical representative visited the site on December 15, 2014 to assess soil conditions. The resulting geotechnical assessment from the December site visit is included as Appendix B.

The preliminary path alignment offsets the alignment of Territorial Highway to the west by constructing additional embankment at the west side of the roadway alignment and existing embankment. The path will be adjacent to the roadway and will require several bridged crossings of wetland/low lying stream areas. The path alignment will require excavation and rock fill as well as an asphalt surface. It is anticipated that the path will not need to be designed for vehicular traffic, if located close to Territorial Highway and emergency vehicles can utilize the highway to access the path. A typical structural section for a multi-use path that is inaccessible to motor vehicle traffic is 3 inches of level 2, ½ inch dense minor hot mixed asphalt concrete constructed on top of 6 inches of well compacted crushed aggregate base. The path will be approximately 10 feet wide and will comply with the longitudinal and cross slope requirements of the current Americans with Disabilities Act (ADA) criteria to accommodate all users. The attached Figures 3 and 4 provide preliminary typical cross sections of the path.

There are three anticipated bridged crossings on the preliminary alignment that may be accomplished by pre-engineered bridges available from companies such as Contech. There are a number of bridge designs available, such as the weathered steel bridges that feature steel construction with Douglas Fir decking that come with a rub rail as required for ADA criteria and are shipped with minimal assembly required from the factory. Assuming bridge crossing lengths that are similar in lengths to the existing highway bridge crossings, at least two of the three bridges would require multiple spans. Bridges requiring multiple spans would likely be supported by driven piles at span connection points with structurally engineered connections to attach to each of the piles as needed. Bridge abutments would likely be constructed of rock excavation and fill and concrete to grade and stabilize the transition from the path typical sections to the bridge decks. The design width of bridge decks is increased to 12 feet for additional clearance.

3.5 ILLUMINATION

To offset initial construction costs, pathway illumination may be included as a future phase of the scope of this project. Future pathway illumination design would utilize the current Illuminating Engineering Society of North America (IESNA) recommendations for illumination levels and guidance from the City of Veneta standards for illumination and ODOT's Traffic Lighting Design Manual. It is anticipated that new poles along the path would be fitted with shoe box type semi-cutoff light fixtures (or other pedestrian scale lighting fixtures) to provide illumination in consideration of safety and security of the path's users. The utilization of solar-powered lighting will be explored to conserve energy, to avoid wire theft and minimize space constraints and to minimize construction costs for trenching, conduit and wiring. Spacing of poles is anticipated to be less than typical roadway lighting to avoid darkened areas that result from cutoff illumination patterns.

3.6 UTILITIES

Prior to a survey, utility locates will be performed to identify any utilities that may be encompassed by the proposed path alignment, although it is anticipated that minimal utility conflicts will be encountered given the rural character of the area without typical urban utility services. Electrical service appears to be from aerial transmission lines via overhead utility poles in the area and there are no known buried utilities within the alignment. Where future utilities are identified by locates or encountered during construction, coordination will be made with utility companies to mitigate any impacts of the path design. If non-solar powered (standard electric) lighting is included in a future design, electrical service would need to be extended from the nearest available transformer(s) to a lighting service/control cabinet and metering apparatus.

4.0 RECOMMENDED PATH ALIGNMENT

Based on the design criteria presented in Section 3, a recommended alignment of the pathway has been developed and is illustrated on Figure 2, as described previously.

The general alignment follows the Territorial Highway alignment on the west side. Locating the path on the west side of Territorial is desirable for many reasons including:

- Major trip origins and destinations that are located on the west side of Territorial Highway in Veneta and Elmira;
- The majority of abutting property is owned by City of Veneta at west side of the highway should easement or right-of-way dedication be necessary, and;
- Sidewalks and bike lanes already exist on the west side of Territorial Highway at the north and south of the project limits.

It is recommended the path be located relatively closed to the highway, but meander slightly, as necessary, to avoid environmentally sensitive areas. Locating the path adjacent to the highway has many benefits including:

- Providing minimal encumbrance to adjacent property owners;
- Reducing risk associated with adversely affecting flooding in the area;
- Providing a more secure setting for users of the path, and;

- Simplification of maintenance for access to the path and bridges, as well as a reduction to the construction costs.

5.0 PROJECT PHASING

Dividing the multi-use path into three independent phases may provide the greatest benefit to the public by accelerating the construction schedule and to offset initial construction costs and acquisition of funding for this project. Due to the large portion of project cost associated with constructing bridge crossing facilities, outlined herein, this phased construction approach would reduce the yearly fiscal need for this project by spreading the project into multiple years for phased implementation. Funding may be more easily attained by appropriating cost to more than one year.

The first phase of construction would consist of building almost 90% of the path's length. This phase would begin just south of the Long Tom River Crossing and end just north of the southernmost bridge crossing. The bridge crossing near the center of the project would be included in this phase, as it is by far the shortest span and least costly to construct. In order to access or exit the multi-use path, cyclists and pedestrians would travel on the shoulder of Territorial Highway for approximately 250 feet on either end of the project across existing highway bridge crossings. This phase of the multi-use path project would provide users the greatest benefit with lowest initial investment. It would also allow use of a large portion of the path much sooner than constructing the entire project in a single phase.

The second phase of construction would start with constructing the southernmost bridge crossing (~350 feet in length) and then move north to construct the bridge crossing at the Long Tom River (~150 feet). This phase of constructing the path would redirect path users off of Territorial Hwy completely and would provide safe and environmentally responsible crossing of the two floodplain areas. It would allow pathway users to transition from raised sidewalk directly to the multi-use path at each end of the alignment. Users would then be traversing the entire length of the project with separation from traffic.

The third and final phase of the multi-use path project would include the installation of pathway illumination fixtures. This phase of the project would add a great deal of safety for path users, especially in the fall and winter months when darkness may set in earlier than daily activities are completed. Solar powered fixtures would be installed on the west side of the multi-use path and would be a relatively short construction period, for final completion of the project.

Constraints that may limit the phasing approach might include obtaining the appropriate approvals and permits from ODOT to gain temporary permission to direct pathway users onto Territorial Hwy at the existing bridges until the second phase of construction is completed that will completely separate the path from the highway. These permissions would need to be in effect until the second phase of construction is completed.

6.0 PROJECT COST AND FUNDING ALTERNATIVES

Detailed preliminary cost estimates are provided in Figure 5. The preliminary construction cost estimates indicate the total cost for the multi-use path project would likely be about \$2.5M, with the construction of the bridges during phase 2 as the highest cost items, which accounted for over half of the total estimated cost. Contech® provided cost estimates for budgeting, including a preliminary cost estimate of \$150/square foot for each of the bridge structures. The bridge

structure cost estimate of \$150/square foot included only the bridge itself, and did not include bridge support systems at the abutments. Figure 5 includes the estimated cost of the bridge abutments based on standard ODOT construction costs for miscellaneous concrete structures. Other significant variables in cost for the path include market value of asphalt materials and fuel costs at the time of construction, illumination scenarios, easements and/or ROW acquisition(s) that may be required to accommodate the alignment.

Grant opportunities may be available from the Oregon Department of Transportation and/or other government agencies. The availability of funding may depend on the multi-use path alignment, and whether the path is located within the right-of way of Territorial Highway (a state owned facility) or outside of the right-of way. Inquiries to the Oregon Department of Transportation's Bike/PED program have been made to find out more information regarding funding resources. ODOT has recommended seeking funding through the Lane Area Commission on Transportation (Lane ACT), which includes local, county and state agency representatives that work to secure funding for transportation improvements and programs in Lane County.

7.0 NEXT STEPS

A preliminary Biological Assessment was provided by a wetland scientist who walked the site and observed an area within approximately 50 feet of the traveled way of Territorial Highway during an October 2014 site visit. A more detailed analysis is recommended to be performed during the forthcoming late spring or early summer season to identify and delineate environmentally sensitive areas and determine the presence and extent of critical plant species when they are easier to identify. Since the project will likely include crossing of wetland and other potentially environmentally-sensitive areas, environmental permits will need to be identified and applied for to gain concurrence from state and federal permitting and regulatory agencies, such as the Oregon Department of Environmental Quality (DEQ), the Oregon Division of State Lands (DSL), the Army Corps of Engineers (USACE), and others to be determined.

Right-of way acquisition will be necessary at the southern and northern ends of the alignment if the path alignment is located within the right-of way of Territorial Highway. The path's final alignment location within or outside of the right-of way will likely depend on funding alternatives and intergovernmental agreement (IGA) details to be determined and coordinated with the funding source(s). The projected private properties which may include right-of-way acquisition include Tax Lot 704 of Tax Map 17-06-25-13 and Tax Lot 200 of Tax Map 17-06-36-00. There may also be right-of-way dedication or acquisition required at City of Veneta owned property frontage on tax lots 100 and 2400 of tax map 17-06-25-00. Sidewalk easements may also be an alternative to right-of way acquisition on privately owned property.

Preliminary construction documents, including detailed plan and profile construction drawings will need to be prepared for the multi-use path project. If the alignment is within the right-of way, there will need to be concurrence with the Oregon Department of Transportation regarding the design details of the path. It is recommended that the City contact the Lane County Area Commission on Transportation and get the county administration involved at the earliest possible time to determine availability and how and when to apply for funding.

8.0 CONCLUSION

The proposed Veneta-Elmira path project will create a new north/south bicycle and pedestrian path connection on the west side of Territorial Highway via a ten foot wide asphalt path. This path will serve as a pedestrian and bicycle route for Veneta residents to travel to the local schools located in Elmira, as well as to provide a pedestrian and bicycle path for Elmira residents to access commercial areas and health and social services in Veneta. Both communities will enjoy the recreational and health benefits of a safe path for walking, biking or jogging away from the street. The project will minimize impacts to wetlands and improve safety on the Territorial Highway corridor for bicyclists and pedestrian users.

Preliminary financial, environmental and property acquisition constraints were identified and discussed throughout this report. Construction of the proposed multi-use pathway is generally considered feasible. Construction of the pathway is considered a significant safety and capacity improvement feature to Territorial Highway users and to the residents of the City of Veneta and the Elmira community.

FIGURES

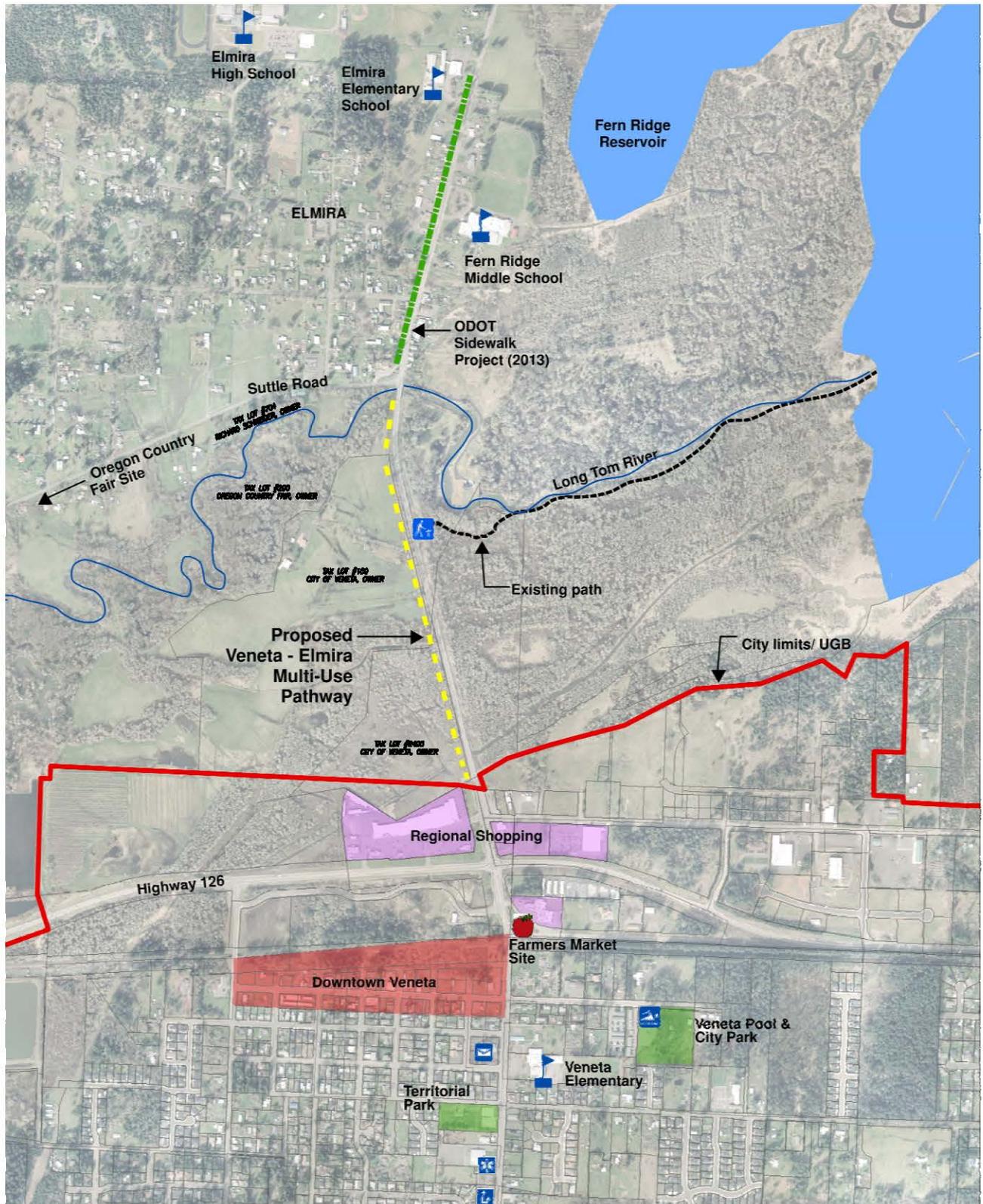
FIGURE 1: VICINITY MAP AND PROPERTY OWNERSHIP

FIGURE 2: PRELIMINARY ALIGNMENT

FIGURE 3: TERRITORIAL HIGHWAY TYPICAL SECTION-WITH PATH

FIGURE 4: TERRITORIAL HIGHWAY TYPICAL SECTION-WITH PATH AND BRIDGE

FIGURE 5: PRELIMINARY ENGINEER'S COST ESTIMATE



SCALE: 1" = 500'

FIGURE 1



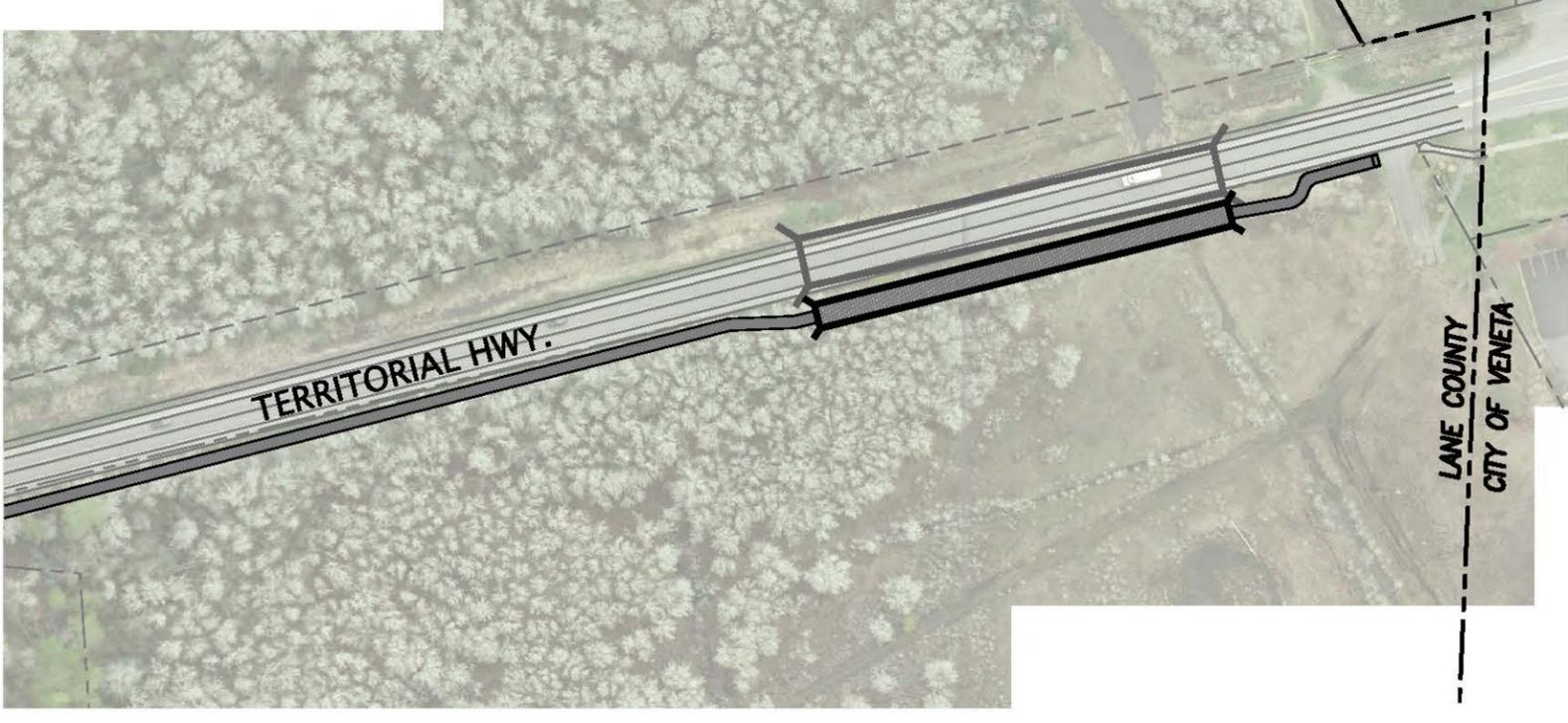
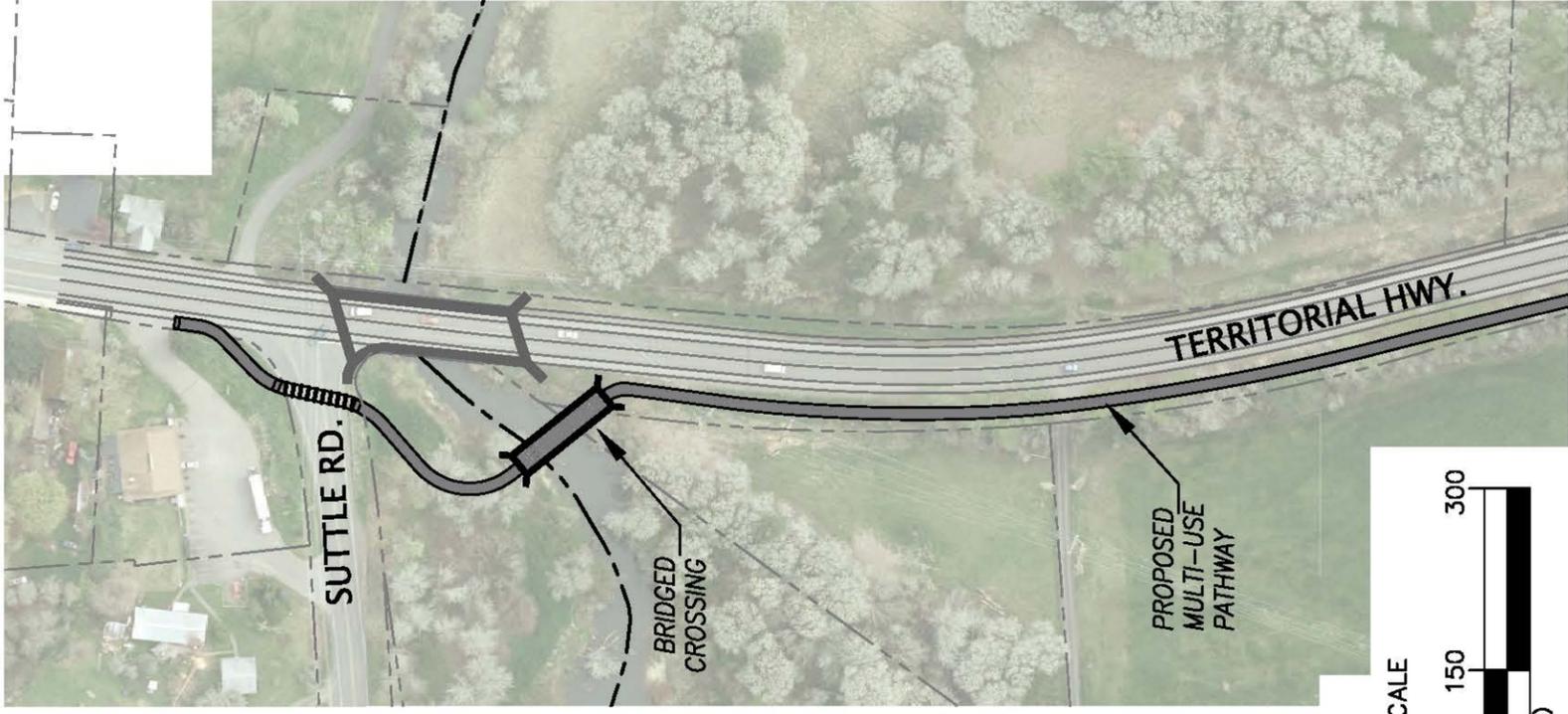
VENETA-ELMIRA MULTI-USE PATHWAY

VICINITY MAP AND PROPERTY OWNERSHIP

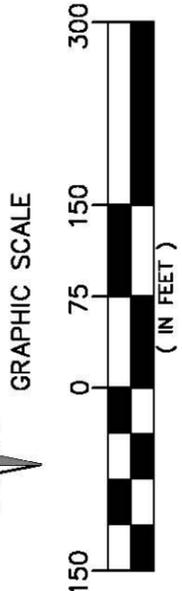
FEBRUARY 6, 2015

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

Project No: 14-006e



BRIDGE

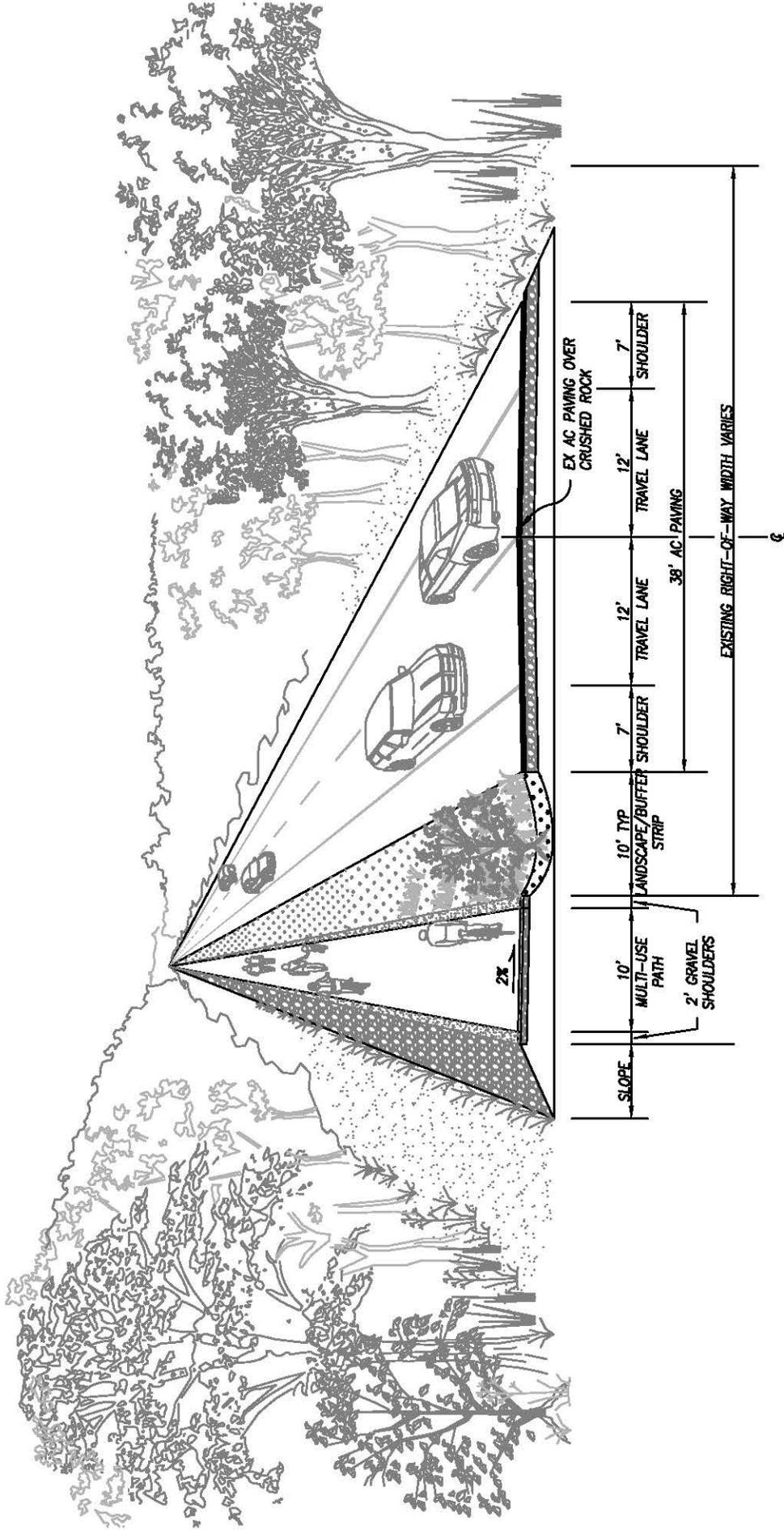


SCALE: 1" = 150'
VENETA-ELMIRA MULTI-USE PATHWAY
 PRELIMINARY ALIGNMENT

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

FIGURE 2

FEBRUARY 6, 2015
 PROJECT NO: 14-006e



SCALE: NOT TO SCALE

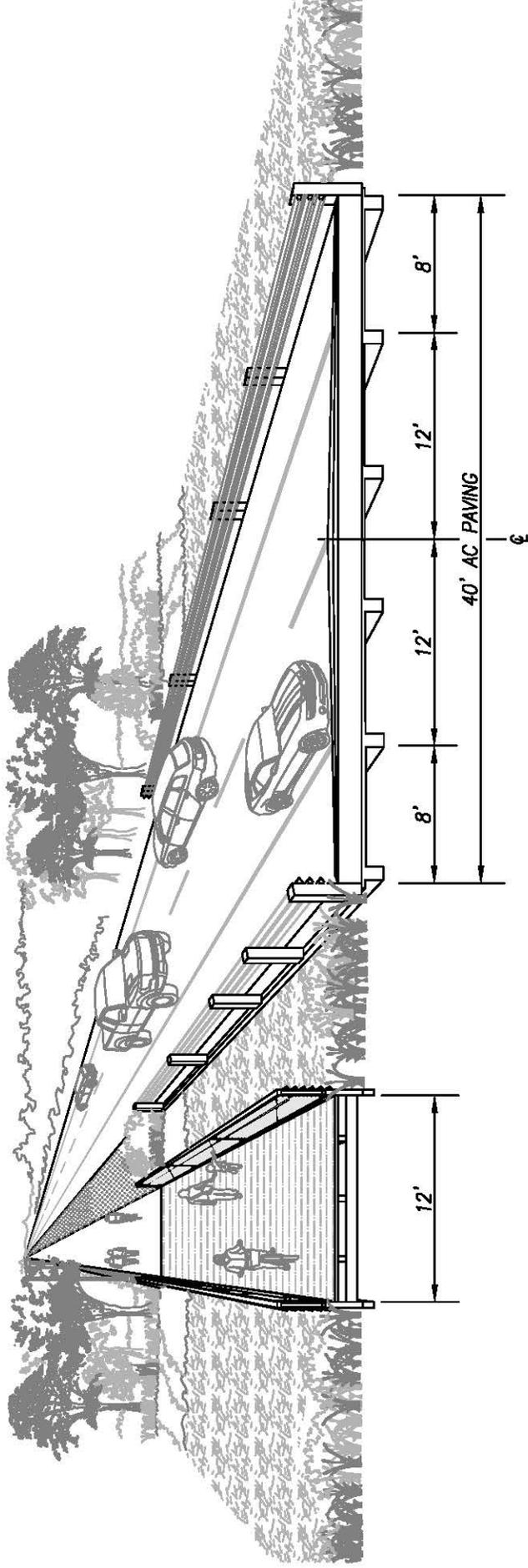
VENETA-ELMIRA MULTI-USE PATH
 TERRITORIAL HIGHWAY TYPICAL SECTION - WITH PATH

FIGURE 3

FEBRUARY 6, 2015

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

PROJECT NO: 14-006e



SCALE: NOT TO SCALE

VENETA-ELMIRA MULTI-USE PATH

TERRITORIAL HIGHWAY TYPICAL SECTION - WITH PATH AND BRIDGE

FIGURE 4

FEBRUARY 6, 2015

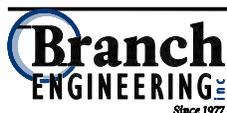
310 5th Street, Springfield OR 97477 | p: 541.746.0637 | www.branchengineering.com

PROJECT NO: 14-006e

Preliminary Veneta-Elmira Multi-Use Path Project Cost Estimate					
Item	Unit	Quant	Unit \$	Amount	
Phase 1					
Temporary Features and Appurtenances					
1	Mobilization, Bonds and Insurance	LS	1	\$99,053.00	\$99,053.00
2	Traffic Control and Protection	LS	1	\$15,000.00	\$15,000.00
3	Erosion Control	LS	1	\$10,000.00	\$10,000.00
4	Clearing and Grubbing	LS	1	\$15,000.00	\$15,000.00
5	Restoration, Cleanup and Landscaping	LS	1	\$150,000.00	\$150,000.00
Subtotal Temporary Features and Appurtenances Section:				\$289,053.00	
Street/Roadway/Earth Work					
6	General Excavation	CYD	100	\$20.00	\$2,000.00
7	Embankment Fill	CYD	5,400	\$20.00	\$108,000.00
8	1-1/2" Aggregate Base Rock, 6" Depth	TON	1,500	\$20.00	\$30,000.00
9	3" Level 2, 1/2"dense HMA Path	TON	550	\$80.00	\$44,000.00
10	Sidewalk	SF	600	\$7.50	\$4,500.00
11	Extra For Temporary 4' Asphalt Walk 4' (connection to bridges)	SF	120	\$10.00	\$1,200.00
12	Extra for Curb Ramps Including ADA Panels	EA	2	\$1,500.00	\$3,000.00
13	Concrete Curb	LF	100	\$20.00	\$2,000.00
14	Subgrade Geotextile	SQYD	8,600	\$1.50	\$12,900.00
15	Wetland Mitigation	AC	2.4	\$54,000.00	\$129,600.00
Subtotal Roadway Section:				\$337,200.00	
Bridge					
16	Excavation and Backfill for Bridge Abutments	CYD	60	\$35.00	\$2,100.00
17	Reinforced Concrete Bridge Abutments	CYD	3	\$650.00	\$1,950.00
18	Furnish Pile Driving Equipment	LS	1	\$15,000.00	\$15,000.00
19	Furnish PP 12-3/4" x 0.375" Steel Piles	FT	40	\$110.00	\$4,400.00
20	Drive PP 12-3/4" x 0.375 Steel Piles	EA	2	\$300.00	\$600.00
21	Furnish and Install Reinforced Pile Tips	EA	2	\$50.00	\$100.00
22	Prefabricated Bridge Deck	SF	720	\$150.00	\$108,000.00
23	Bollards	EA	2	\$500.00	\$1,000.00
Subtotal Bridge Section:				\$133,150.00	
Phase 1 Project Totals					
Subtotal Construction Cost:				\$759,403.00	
Project Contingency (15% Constraiion Subtotal):				\$113,910.45	
Design and Permitting (15% Construction Subtotal):				\$113,910.45	
<i>Estimated Phase 1 Constructed Cost:</i>				\$987,223.90	
Phase 2					
Temporary Features and Appurtenances					
1	Mobilization	LS	1	\$146,408.00	\$146,408.00
2	Traffic Control and Protection	LS	1	\$7,500.00	\$7,500.00
3	Erosion Control	LS	1	\$2,500.00	\$2,500.00
5	Restoration, Cleanup and Landscaping	LS	1	\$5,000.00	\$5,000.00
Subtotal Temporary Features and Appurtenances Section:				\$161,408.00	
Street/Roadway/Earth Work					
6	Removal of Temporary Walks	SF	120	\$5.00	\$600.00
Subtotal Roadway Section:				\$600.00	
Bridge					
7	Excavation and Backfill for Bridge Abutments	CYD	300	\$35.00	\$10,500.00
8	Reinforced Concrete Bridge Abutments	CYD	13	\$650.00	\$8,450.00
9	Furnish Pile Driving Equipment	LS	1	\$15,000.00	\$15,000.00
10	Furnish PP 12-3/4" x 0.375" Steel Piles	FT	200	\$110.00	\$22,000.00
11	Drive PP 12-3/4" x 0.375 Steel Piles	EA	10	\$300.00	\$3,000.00
12	Furnish and Install Reinforced Pile Tips	EA	10	\$50.00	\$500.00
13	Prefabricated Bridge Deck	SF	6,000	\$150.00	\$900,000.00
14	Bollards	EA	2	\$500.00	\$1,000.00
Subtotal Bridge Section:				\$960,450.00	
Phase 2 Project Totals					
Subtotal Construction Cost:				\$1,122,458.00	
Project Contingency (15% Constraiion Subtotal):				\$168,368.70	
Design and Permitting (15% Construction Subtotal):				\$168,368.70	
<i>Estimated Phase 2 Constructed Cost:</i>				\$1,459,195.40	
Total Project Cost (Phase 1 & Phase 2)					
<i>Estimated Total Constructed Cost : Phase 1 & Phase 2:</i>				\$2,446,419.30	

*Estimate does not include potential right-of-way acquisition costs.

FIGURE 5



VENETA-ELMIRA MULTI-USE PATHWAY

PRELIMINARY COST ESTIMATE

FEBRUARY 6, 2015