

AGENDA
VENETA ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, August 12, 2020 – 2:00 P.M.

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

PURSUANT TO GOVERNOR BROWN'S EXECUTIVE ORDER NO. 20-07, ALL CITY OF VENETA PUBLIC MEETINGS WILL BE LIMITED TO NO MORE THAN 10 PEOPLE ATTENDING, INCLUDING STAFF AND ELECTED/APPOINTED OFFICIALS.

PURSUANT TO GOVERNOR BROWN'S EXECUTIVE ORDER NO. 20-16, CITY OF VENETA PUBLIC MEETINGS CAN BE ACCESSED VIA TELECONFERENCE. TO LISTEN TO THIS MEETING, CALL 1- 978-990-5248, ENTER ACCESS CODE 8848223

2:00 I. **CALL TO ORDER**

2:05 II. **PUBLIC COMMENT** (Speakers will be limited to 3 minutes each.)

2:10 III. **ADMINISTRATIVE**

- a. Approval of Minutes for June 10, 2020
- b. 5-Year Strategic Plan Action Priorities Update
- c. Local development news: Baxter Plumbing, Highway 126 Expansion (verbal)

2:15 IV. **VENETAWORKS UPDATES**

- a. Shopfernridge.com Online Regional Marketplace (verbal)
- b. Downtown Veneta Retail Pop-Up Market
- c. Oregon RAIN – Mentor Meet-ups (verbal)

2:35 V. **FERMENTATION INCENTIVE PACKAGE UPDATE** (verbal)

2:45 VI. **MIDDLE MILE FIBER UPDATE**

3:00 VII. **2021-2026 STRATEGIC PLANNING PROCESS**

3:15 VIII. **OTHER**

- a. New RARE Participant: Bradleigh Jenkins starts in late-September
- b. EDC Term Expirations on September 14, 2020:
 - i. Gina Haley-Morrell, Tulsi Elizabeth Strickland, Dalen Corbett

3:25 IX. **NEXT MEETING**

- a. September 9, 2020 at 2:00 p.m. (Second Wednesday of Every **EVEN(?)** Month)
- b. Topics: Begin Strategic Planning process

3:30 X. **ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations, such as sign language or foreign language interpreters, should make such requests by contacting the City Recorder at 541-935-2191(voice) or by e-mail at: dhenneman@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. Esta reunión se grabará digitalmente. La ubicación es accesible para sillas de ruedas (WCA). Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: dhenneman@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

To access Veneta Economic Development Committee meeting materials please go to
<http://www.venetaoregon.gov/meetings>

MINUTES
VENETA ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, June 10, 2020 – 2:00 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

Committee Members Present:

Herb Vloedman (Chair, Fern Ridge Self-Storage), Len Goodwin (Vice Chair), Thomas Cotter (Council Appointee, Council President), Jason Alansky (Veneta – Fern Ridge Chamber President), Dalen Corbett (KEZI), Gina Haley-Morrell (Veneta – Fern Ridge Chamber), John Tribolet (Grateful Graffix), Tulsi Elizabeth Strickland (In Your Heart Song Coaching & Training) via telephone

Matt Michel, City Administrator and non-voting member

Absent: Ryan Frome (Veneta Vet. Hosp.)

Staff: None

Visitors: Jenna Cusimano (Lane County Economic & Community Development Management Analyst)

I. CALL TO ORDER

Chair Herb Vloedman called the June 10th Economic Development Committee (EDC) meeting to order at 2:00 p.m.

II. PUBLIC COMMENT

None.

III. ADMINISTRATIVE

a. Approval of March 11, 2020 Minutes.

- Gina Haley-Morrell made a motion to accept the minutes; seconded by John Tribolet; passed unanimously.

b. 5-Year Strategic Plan Action Priorities Update

- Matt Michel explained that the green colored tasks are either active or ongoing. Changes since the last EDC meeting are noted by “6-10 Update:”

IV. RDI / EWING MARION KAUFFMAN RURAL OPPORTUNITY INITIATIVE GRANT

a. Update and Grantor Expectations

- Michel presented the 3-page memo to RDI proposing a revision to the original grant-funded actions.

b. VenetaWorks

i. Oregon RAIN – Mentor Meet-ups online

- Michel reported that attendance at Mentor meetings has been consistent, even when the Meet-ups moved online starting in March.

ii. Online Marketplace with Oregon RAIN & Foundry Collective

- Michel presented a proposal to create an online MainStreet marketplace for local entrepreneurs and businesses. Foundry Collective will create and maintain the site, and handle vendor logistics for 6 months under the grant. The site will

operate similar to Foundry Collective's other effort at sparkmercantile.com for a Harney County artisan collective. Discussion occurred. Funding will be through the RDI grant for 6-months.

- Questions raised included: Will payments to vendors be timely? Shopify is the platform and Foundry Collective will be responsible. Will there be additional costs for search engine optimization and online ads? Shopify does some of this. There is money in the advertising budget for local advertising and online promotion. Branding the website for Veneta will need to be done.
 - The cost to vendors for participating in the Online MainStreet marketplace is to be determined. Guidance included: Offering tiered subscription on a 90-day basis. Cost could be based on the number of products listed or volume of sales. Offer a month-to-month participation with a discount for longer term 3- or 6-month participation.
 - Consensus that there would be interest by vendors not wanting to deal with the logistics and website management side of the business. Michel thanked the EDC for their input on details to be worked out with Foundry Collective and the participating vendors.
 - KEZI has a local business web platform that generates traffic and is available for free.
 - Michel shared a summary sheet of Oregon RAIN's Summer RAINmaker Accelerator program. This will include follow-up one-on-one meetings with Veneta's Oregon RAIN Venture Catalyst, Raj Vable. Local entrepreneurs participating in the event will be made aware of the online MainStreet marketplace and the Retail Pop-Up events as business development opportunities.
- iii. Summer Retail Pop-Up planning
- Michel proposed hosting a Retail Pop-Up event in late July or early August using the Veneta Downtown Farmers Market as an example of COVID-19 appropriate measures. Discussion occurred on type of structures for the vendors including last year's PODS or small sheds/barns for this year. Price will largely dictate availability, and either leasing or buying smaller sheds. Question of storage will need answered if purchased.

V. PROGRAM UPDATES

- a. Fermentation Incentive Package Response
- Michel discussed the Fermentation Incentive Package Tiered process. The current Brewpub Team has met Tier 1 & 2 goals and are refining their business plan. The next and last deadline is June 17th for Tier 3 submission. Discussion occurred. The City must prudently manage the land and building on W. Broadway where the Brewpub Team wants to be while appropriately incentivizing the Team to help Veneta achieve its economic development goal of revitalizing downtown.
- b. Middle Mile Fiber
- Michel discussed the latest activity in negotiations with Zayo for the fiber route. Zayo asked to negotiate Veneta's route as part of a larger negotiation with LCOG with no cost to Veneta. Waiting to hear from LCOG if Zayo deal is done. A 1¾ mile of ROW is still needed to complete the route. Hunter Communications has that contract. Remaining issue will be how to light the fiber to achieve a Fiber-to-the-Premise (FTTP) goal. Discussion occurred on options with ISPs or City-Owned utility.

VI. R.A.R.E. PARTICIPANT PROJECT REVIEW

- a. Discuss tentative workplan for September 2020 through June 2021
 - Michel presented the 2-page proposed workplan with 5 tasks, 3 of which are economic development related. Discussion occurred on the scope of VHAB and FTTP projects. The VHAB project would focus on sustaining the effort beyond the current individuals. The FTTP project will require learning the technical jargon and focus on gathering marketing data that ISPs and others will need to pencil out the business case for deployment.

VII. EDC NEWSLETTER

- a. Topics
 - i. Letter from Chair
 - ii. Spotlight – New management Analyst
 - iii. VenetaWorks activities
 - iv. COVID-19 Business Assistance Programs
- Should be upbeat in tone. Additional topics that were suggested: Fermentation update, OR 126 Study reminder, VenetaWorks activities, Small Business Emergency loan availability. Include statistics as a regular feature: building activity, housing activity, etc.
- Jenna Cusimano shared new information about State matching grant money and the prospect for additional funds. The application process will use the State's forms that are discouraging. Discussion occurred. Applying for the initial round of emergency business support was very frustrating.

VIII. OTHER

- a. New Management Analyst – Jana Weaver (Start June 18th)
 - Michel gave Weaver's background and shared how the role will include greater economic development focus, including supervising the RARE Participant
- b. Options for Strategic Planning Process
 - Michel presented examples of past Veneta economic development planning consultants and asked for guidance. The University of Oregon's Community Planning Workshop (CPW) effort on the prior 5-year plan was very good. Contact CPW to see what they offer.

IX. NEXT MEETING

- a. August 12, 2020 at 2:00 p.m. and the Second Wednesday of Every Other Month
- b. Topics:
 - i. Online Marketplace operation
 - ii. Pop-Up Retail operation

X. ADJOURN

Chair Vloedman adjourned the meeting at 3:42 p.m.

Economic Development Committee Action Prioritization Update

Color Key:

Green – Staff workplans

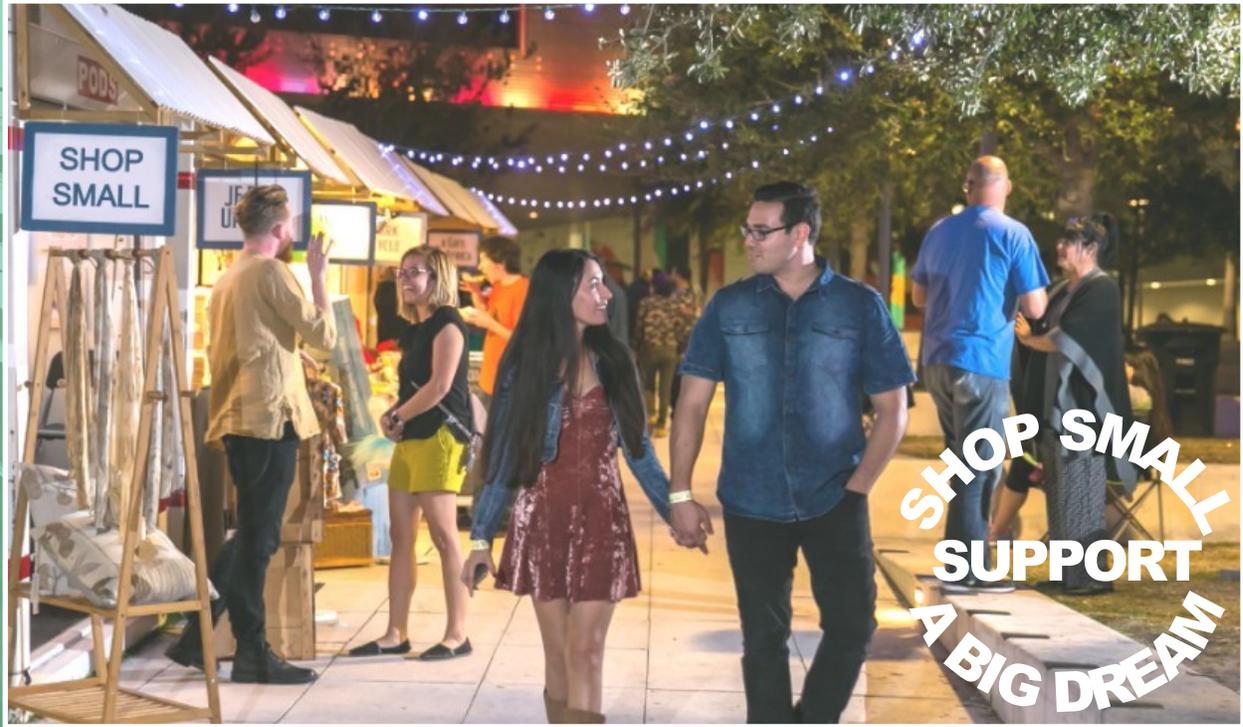
As of August 12, 2020

Mar '20 Rank	Mar '19 Rank	Oct '17 Rank	Oct '16 Rank	Apr '16 Rank	Action	Description	Current Status	Notes
A	A	1	1	5	2.1.2	Develop an outreach program to better understand and meet the needs of local businesses (launching of subcommittees).		COMPLETED Veneta Business Connect (BRE), VenetaWorks (RAIN workshops), Chamber events, Asset Mapping with County. Consider for 2021-2025 EDC plan
A	A	2	5	1	4.1.2	Pursue the expansion and installation of a fiber optics line to, and throughout , Veneta to bring the City more fully into the communication age. (May include recommending code changes to require CAT 5 wiring). Fiber-to-the-Home (FTTH) plans?	Active	City Administrator with Telecomm Subcommittee pursuing build options overhead and underground. 8-12 Update: Zayo/LCOG/Veneta deal signed leasing 6.6 miles 10 fiber-strands for 44 years. 1.75 miles remain to connect to WIX. Consider FTTH for 2021-2025 EDC plan.
A	A	7	9	2	1.2.1 2.3.1	Collaborate with regional economic development agencies/groups and other communities to recruit industry and businesses to the area.	Active	Fermentation Incentive; City Administrator and Management Analyst focus area. OEDA training. 8-12 Update: Brewpub finalizing reconstruction numbers and preparing pitch to investors; lease terms from City need developed
A	A	8	7	-	4.3.1	The City should continue making beautification improvements at key locations or along corridors that are not only appealing to residents and visitors, but signals to prospective businesses that the community invests in public aesthetics.	No action	PW re-designed area at Luther Lane & Territorial
A	A	15	4	3	4.1.3 4.2.1	Continue to advocate for ODOT to fund and construct the preferred alternative consistent with the adopted HWY 126 Fern Ridge Corridor Plan. Continue to make improvements along Highway 126.	Ongoing	Lane ACT (Council, Comm. Dev. Director) & City Admin. local advocacy 8-12 Update: Phase 2 (current project): NEPA Study and Proof of Concept Phase: Confirm public preference for recommended alternative in the Corridor Study, refine conceptual design and complete environmental studies to meet NEPA. Open House online only, aiming for it to be available September 8–25.

A	C	4	12	9	2.1.3	Work with regional tourism associations and wine industry to increase tourism activity in the area	No Action	Chamber Visitor Center lead
A	C	18	18	18	4.2.4	Incorporate local art into downtown streetscape improvements.	No Action	Public Art Ordinance
A	C	19	19	19	1.1.1	Allocate economic development funds to support the hiring of a RARE placement or Economic Development Intern.	COMPLETED 8-12 Update: RARE Participant selected: Bradleigh Jenkins. Onboard in late September	
A	-	-	-	-		Sister City program to enhance cultural activities	No action	Consider for 2021-2025 EDC plan
C	A	3	3	-	3.2.1	Conduct and implement a market analysis to evaluate and address the inadequacy of retail services within the downtown area.	COMPLETED Downtown Veneta Retail Market and Development Strategy, 2017-2019: (1) Site info and marketing, (2) code enf. & URA amend. for re-dev grants, (3) Marketing & networking & events, (4) Veneta Business Connect & VenetaWorks	
C	A	5	8	7	3.1.1 4.2.2	Collaborate with Oregon Department of Transportation (ODOT) to increase consistent and attractive wayfinding signage and direct traffic off of Highway 126 into downtown Veneta and to Veneta businesses.	No Action	ODOT is limiting factor. 8-12 Update: Consider for 2021-2015 EDC plan. Signage along Highway 126 for the Downtown Veneta business district will add value to downtown businesses.
C	A	6	13	10	4.2.3	Continue to monitor commercial “problem properties” through code enforcement and nuisance ordinances	Ongoing	Vacant Property Registration program. Code enforcement maintains relationships with property owners.
C	A	11	17	16	2.1.1	Create a business registry database that inventories all current businesses located in Veneta.	COMPLETED	
C	A	12	6	-	2.2.1	Develop a quarterly newsletter highlighting City of Veneta’s economic development initiatives. Newsletter, EDC website, & VenetaWorks website	Active	Spring 2020 Edition needed 8-12 Update: Fall 2020 Edition needed
C	A	14	11	8	3.1.2	Continue to upgrade existing downtown infrastructure.	Ongoing	URA projects 8-12 Update: Brooker Lane 15-space parking lot; 4 th Street curb improvements; W. Broadway Attic building in play with brewpub
C	A	17	15	14	4.1.1	Focus improvements on pedestrian and streetscape infrastructure as needed.	Ongoing	URA and Public Works projects, including Safe Schools grant 8-12 Update: 4 th Street curb improvements; E. Hunter Safe Routes grants submitted
C	A	20	20	20	1.1.2	Amend Veneta Comprehensive Land Use Plan and Zoning Code.	COMPLETED	

C	C	9	16	15	1.2.2	Provide regular updates to real estate agencies on availability of developable sites.	No Action	
C	C	10	10	4	1.1.4	Develop criteria used to determine how the City of Veneta prioritizes projects and allocates funding and other support for incentivizing economic development.	COMPLETED Redevelopment Toolkit, Business Assistance Program, Economic Incentives Guide, Fermentation Incentive	
C	C	13	2	6	1.1.5	Collaborate with Lane Workforce Partnership to demonstrate the City's commitment to supporting workforce development in the community.	Ongoing	VenetaWorks monitoring Food & Beverage Sector program, Eugene's Table
C	C	16	14	11	2.2.2	Develop a program to identify and document sites that are "shovel-ready" and can accommodate development.	Active	GIS-based inventory map in progress for website 8-12 Update: New GIS-based Developable Lands Maps - Commercial and Industrial Zones available on Planning webpage
C	C	21	21	21	1.1.3	City leadership and staff support and assistance with implementation of the strategic plan.	COMPLETED	
		22	22		1.1.6	Establish an Economic Development Committee	COMPLETED	

Downtown Veneta Pop-Up Retail District



Join us on 3rd St. in Veneta

August 15th - September 19th

Wednesdays 5pm - 8pm

Saturdays 10am - 2pm

This shopping experience includes local vendors,
food and beverage providers.

Please practice safe social distancing and wear a mask
while supporting your community.
Questions? jweaver@ci.veneta.or.us



From: [Richard D Duncan](#)
To: [Matthew Michel](#)
Cc: [Jacob CALLISTER \(LCOG\)](#); [Jana Weaver](#); [Kelly Reis \(kelly.e.reis@state.or.us\)](mailto:kelly.e.reis@state.or.us); [Ken Loffink](#); [Kevin Yamashiro](#)
Subject: RE: Veneta - Zayo Cantrell Area ROW Permit
Date: Tuesday, August 4, 2020 1:38:32 PM

Matt/Jana/Kevin/Jacob,

This email will confirm that, subject to the terms of the proposed Asset Exchange IRU Agreement executed on July 29th and 30th, 2020 between Zayo Group, LLC, Lane Transit District, and Lane Council of Governments, and more specifically to the grant of fiber to the City of Veneta referenced in Page 3, paragraph g, of Exhibit A-2 thereof, the Oregon Department of Fish and Wildlife (ODFW) has no further objection to the underground fiber conduit to be built by Zayo along Cantrell Road adjacent to property (on the North side of Cantrell Road) owned by ODFW.

It is understood that this grant of fiber to the City of Veneta eliminates the need for Veneta to place an overhead line on the South side of the same road, and ODFW will no longer support any such overhead line.

Please contact me if you need further information or approval in a different format.

Thank you,
Dick Duncan

Richard D. Duncan
Realty Section
Oregon Department of Fish and Wildlife
4034 Fairview Industrial Drive SE
Salem, OR 97302

503-984-9111 (cell)
503-947-6240 (office)

From: Matthew Michel <mmichel@ci.veneta.or.us>
Sent: Friday, July 31, 2020 12:01 PM
To: Richard Duncan (Richard.D.Duncan@state.or.us) <Richard.D.Duncan@state.or.us>
Cc: Jana Weaver <jweaver@ci.veneta.or.us>; Kevin Yamashiro <kevin.yamashiro@zayo.com>; Jacob CALLISTER (LCOG) <jcallister@lcog.org>
Subject: Veneta - Zayo Cantrell Area ROW Permit

Good morning Dick,

As I shared with you by phone just now, Zayo and the City of Veneta, in cooperation with Lane

Council of Governments, Lane Transit District, and the University of Oregon, have partnered on an underground fiber route solution for right-of-way adjacent to ODF&W lands at Cantrell Road west of Eugene using Zayo's proposed underground route. The attached executed agreement with two exhibits are the agreement in its entirety. The language specifically referencing the Zayo route in the Cantrell Road area is in Exhibit A-2, page 3 at section (g).

Briefly, under the agreement the City will lease at no cost 10 fiber strands from Zayo for an initial period of 24 years, with two 10-year automatic renewals under same terms. The City will splice to Zayo's fiber at the corner of Cantrell and K.R. Nielsen Roads from the City's future fiber route originating around the corner at the BPA West Lane substation on K.R. Nielsen Road. As you can see from the agreement and exhibits, other terms apply but aren't directly relevant to the ODF&W segment of the fiber route.

With this agreement, the City no longer needs its permit with Lane County for an overhead fiber route on Cantrell adjacent to ODF&W land, instead leasing Zayo's underground fiber at that location. The City will rely on Zayo's County permit.

If ODF&W is satisfied with Zayo's proposed underground route along its property adjacent to Cantrell Road, the City supports ODF&W notifying Lane County that ODF&W has no objections to the County issuing the permit to Zayo.

Thank you for your understanding and encouragement. If you have any questions, please don't hesitate to call or email.

Take care,

Matt

Matt Michel, City Administrator
City of Veneta
PO Box 458
Veneta, OR 97487
541-935-2018 ~ Direct
mmichel@ci.veneta.or.us



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EXHIBIT A-2
ASSET EXCHANGE FORM

(AEF #2: Lane Council of Governments (Exchange Party) request from Zayo)

This Asset Exchange Form (AEF) shall be processed in accordance with the Asset Exchange Agreement by and between Zayo and Exchange Party.

ASSET REQUEST (completed by the Licensee):	
Requesting Party:	Lane Council of Governments
Date:	
Contact Person:	Jacob Callister
Phone:	541-682-4114
EMAIL:	jcallister@lcog.org
Conduit Request	
Specifications:	N/A
A Location:	N/A
Z Location:	N/A
Number of Conduit:	N/A
Size of Conduit:	N/A
Access Points:	N/A
Fiber Request	
Specifications (fiber type, requirements, etc.):	As set forth in Exhibit A-2
A Location:	As set forth in Exhibit A-2
Z Location:	As set forth in Exhibit A-2
Fiber Count:	As set forth in Exhibit A-2
Is Fiber within above Conduit?:	Yes
Splice Points:	As set forth in Exhibit A-2
Term	
	24-year term, with two automatic renewals of 10 years each, under the same terms, unless notice of non-renewal is provided at least 180 days prior to the end of the term.
ASSET REQUEST CONFIRMATION (completed by the Licensee):	
Date:	
Signature:	

ASSET USE AUTHORIZATION (LICENSE) (completed by the Licensor):	
Party:	Zayo
Date:	
Contact Person:	Joseph Kleinsasser
Phone:	541-979-8039
EMAIL:	Joseph.kleinsasser@zayo.com
<input type="checkbox"/> License Granted <input type="checkbox"/> License Denied (check one)	
If Granted, Approximate Availability Date: As set forth in Exhibit B-1	
(Licensor to attach a drawing to this AEF of the License, including access and splice points.)	

Licensor Signature:	
Printed Name:	
Title:	
Date:	
NOTICE OF ASSET AVAILABILITY (completed by the Licensor):	
Date of Asset Availability:	
Licensor Signature:	
Printed Name:	
Title:	
Date:	
Corresponding AEF: #1	

Exhibit A-2

Asset Exchange Form

Licensed Assets Zayo is providing to Exchange Party (Exchange Party as Licensee/receiving Party):

a. 4 Fibers (4.14 route miles P2P):

A LOC: Latitude 44° 6'7.84"N Longitude 123° 7'50.13"W

Z LOC: Latitude 44° 3'26.73"N Longitude 123° 7'22.02"W

(Santa Clara Transit Center (SCTC) Intersection of River Rd and Green Ln heading South on River Rd until Fibers meet with W 2nd Ave and Garfield St.)

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (a), provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

b. Licensed Assets Zayo is providing to Exchange Party 4 Fiber P2P (approximately 2 miles):

A LOC: A _LTD_ E 14th Ave at Henderson Ave – Latitude: 44° 2'39.48"N Longitude: 123° 2'19.41"W

Z LOC: Z_Franklin at Oregon Hall – Latitude: 44° 2'48.69"N Longitude: 123° 4'16.11"W (LTD P2P Franklin (OR Hall) to Henderson)

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (b), provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

c. Licensed Assets Zayo is providing to Exchange Party: 4 Fibers P2P (approximately 1 mile):

A LOC: A _LTD_ E 14th Ave at Henderson Ave – Latitude: 44° 2'39.48"N Longitude: 123° 2'19.41"W

Z LOC: B_LTD_A St at Pioneer Parkway – Latitude: 44° 2'44.14"N Longitude: 123° 1'19.85"W (LTD P2P Henderson at 14th to A St at Pioneer Parkway)

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (c), provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

d. Zayo is providing to Exchange Party 4 Fiber P2P Eugene (approximately 21 miles):

A LOC: Z_Franklin at Oregon Hall – Latitude: 44° 2'48.69"N Longitude: 123° 4'16.11"W

Z LOC: 859 Willamette St. #200 Eugene, OR 97401

(Starting at Z_Franklin at Oregon Hall – Latitude: 44° 2'48.69"N Longitude: 123° 4'16.11"W heading East to Springfield, after bridge crossing it heads North then West creating a ring around Eugene ending at 859 Willamette St. #200 Eugene, OR 97401).

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (d) provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

e. Zayo is providing to Exchange Party 10 Fiber P2P (approximately 1 mile):

A LOC: 859 Willamette St. #200 Eugene, OR 97401 (WIX)

Z LOC: 2 Franklin at E 11th Ave (Computer Center Splice) – Latitude: 44° 2'50.83"N Longitude: 123° 4'27.60"W

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (e) provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

f. Zayo is providing to Exchange Party 4 Fiber ring around Eugene (approximately 22 miles)

A LOC: 859 Willamette St. #200 Eugene, OR 97401

Z LOC: E_Booth Kelly Rd at S 42nd St – Latitude: 44° 2'21.37"N Longitude: 122°57'42.91"W

A LOC: E_Booth Kelly Rd at S 42nd St – Latitude: 44° 2'21.37"N Longitude: 122°57'42.91"W

Z LOC: 859 Willamette St. #200 Eugene, OR 97401

(WIX (859 Willamette St. #200 Eugene, OR 97401) heading East to Springfield, after bridge crossing it heads North then West creating a ring around Eugene ending at 859 Willamette St. #200 Eugene, OR 97401.)

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (f) provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

For the (a) through (f) Licensed Assets, Zayo will provide seven Fiber access points:

A_LTD_E 14th Ave at Henderson Ave – Latitude: 44° 2'39.48"N Longitude: 123° 2'19.41"W – Zayo to place new riser cable down LTD riser to LTD vault

B_LTD_A St at Pioneer Parkway – Latitude: 44° 2'44.14"N Longitude: 123° 1'19.85"W – Zayo to place a new fiber tail to LTD

E_Booth Kelly Rd at S 42nd St – Latitude: 44° 2'21.37"N Longitude: 122°57'42.91"W – Zayo to place new lateral to existing Zayo vault.

R_River Rd at Green Ln – Latitude: 44° 6'7.84"N Longitude: 123° 7'50.13"W – Zayo to place new riser cable down LTD riser to LTD vault

S_W 2nd Ave at Garfield St_facing south toward 6th – Latitude: 44° 3'26.73"N Longitude: 123° 7'22.02"W – Zayo to place new riser cable down LTD riser to LTD vault

Z_Franklin at Oregon Hall – Latitude: 44° 2'48.69"N Longitude: 123° 4'16.11"W - Zayo to splice (4) fibers for U of O; Zayo to splice (4) fibers for LTD

2_Franklin at E 11th Ave (Computer Center Splice) – Latitude: 44° 2'50.83"N Longitude: 123° 4'27.60"W

g. Zayo is providing to Exchange Party – 10 fiber P2P – approximately 6 miles

A LOC: 44° 3'14.92"N 123°21'8.47"W (SW Corner of Territorial Hwy & Highway 126)

Z LOC: 44° 2'29.86"N 123°15'2.05"W (NW corner of Cantrell Rd @Ken Neilsen Rd)

Notwithstanding Section 8(b) of the Asset Exchange IRU Agreement, Veneta is authorized to use the fiber to support ISP services in Veneta, which encompasses local home and business internet services. In addition to the foregoing 10 Fiber P2P, Zayo will also permit Exchange Party splice points at the following Zayo-owned vaults. Exchange Party may exercise the right to access these Zayo-owned vaults for the purposes of this Article II subsection (g) at any time during the Term. Nothing herein shall give Exchange Party any rights to such Zayo-owned vaults:

44° 3'14.92"N 123°21'8.47"W (SW Corner of Territorial Hwy & Highway 126)

44° 3'7.00"N 123°21'6.29"W (SW corner of Territorial Hwy @Waldo Ln)

44° 2.229'N 123° 21.130'W (Territorial Hwy & Perkins Rd)

44° 2'29.86"N 123°15'2.05"W (NW corner of Cantrell Rd @Ken Neilsen Rd)

Exchange Party accepts the Estimated Delivery Date of March 30, 2021, for the Licensed Asset in (g) provided that nothing shall be construed as preventing Zayo from delivering such Licensed Asset prior to such date.

Exhibit A

Scope of Work: Veneta Community Economic Development and Investment Strategy

This scope of work outlines research and public engagement activities related to an update of Veneta’s 2015 Community Economic Development implementation Strategy (CEDS). This will be an update of the strategy that IPRE prepared in 2015. The Scope of Work describes how the University of Oregon Institute for Policy Research & Engagement (IPRE) will approach the project, outlines specific tasks, and a project schedule and budget.

OVERVIEW

In 2015, IPRE assisted the City of Veneta with developing a Goal 9 compliant Economic Opportunities Analysis (EOA) and associated implementation strategy. Specifically, the study identified an economic development vision and strategy, supported by a fact base about local and regional economic trends and data and an inventory of buildable employment lands. The EOA was intended as more than a technical document—it intended to help the City define its role in achieving community economic development aspirations through policies and implementation strategies.

EOAs typically focus more narrowly on land use planning; the 2015 project took a broader view. The EOA—while important—was not the central focus of the project. The project focused on a process to develop a cohesive economic development vision and supporting strategies (including, but not limited to, land use strategies) that considered the needs of the various stakeholder interests.

This was, in part, because the City had a lot of projects that touched on economic development. The Lane Council of Governments (LCOG) prepared an economic development strategy in 2003, and a subsequent implementation strategy in 2004. Veneta received grant funding in 2006 to prepare the Downtown Master Plan and associated Market Readiness Analysis and Report. The Strategies for Next Steps Implementation addresses how the City will facilitate redevelopment. The 2015 Economic Development Implementation Plan considered the various actions listed in the various reports and distilled them into a set of manageable priorities. One of the goals of the Implementation Plan was to make it realistic and achievable. In short, a plan is only as good as the city’s ability to execute the plan.

All the previous work provides a solid foundation upon which to build a new action plan. IPRE’s objective is to execute a facilitated process to develop a detailed implementation strategy that is not only supported by the various stakeholders, but which clearly articulates coordinated roles for each of those stakeholders.

Achieving that objective will require considerable interaction with the various groups. We propose a range of process steps to accomplish that interaction, the core of which will be a series of meetings with a local advisory committee. Those steps are complicated by current conditions and requirements for social distancing.

Finally, we will explore developing an investment strategy alongside the economic development strategy. Economic development builds from a series of investments (time, resources, money). These investments are implicit in most Community Economic Development Strategies (CEDs); making them explicit better articulates the City's priorities.

Framing

IPRE believes that meaningful and respectful community engagement is the backbone of any planning process. Community engagement requires the development of relationships and trust building, activities which take time and effort. We therefore recommend that clear expectations about how the community's input will be incorporated into the plan are defined at the beginning of the planning process and that community engagement is ongoing throughout the planning process. These measures will ensure that Veneta develops a trusting and respectful relationship with its community members, which in turn will lead to useful insights about community members' needs and desires around economic development. The tasks proposed in this work program are designed to promote respect and transparency throughout the planning process.

SCOPE OF WORK

The IPRE research team will work under the direction of Michael Howard and will include Robert Parker of the IPRE faculty and graduate students at the University of Oregon. The scope of work outlines the key task and deliverables IPRE will produce.

Task 1. Project Kick-Off

After the execution of a service agreement, IPRE will meet with City staff, and the existing Economic Development Committee (Task 2) to review the Scope of Services. The purpose of the meeting is to (1) clarify project goals and objectives, adjusting the project approach and schedule accordingly, (2) gather relevant data and documents, and (3) identify values around community engagement (Task 3). To this end IPRE will work closely with Veneta staff to refine the scope to meet the needs of Veneta's unique context.

After the kickoff meeting, IPRE will produce a refined work program and draft a community engagement memo outlining how community input will be used in the planning process. The memo serves to ensure transparency throughout the planning process, giving those living and working in Veneta a clear understanding of how their contributions to the planning process will be considered as the plan is updated.

Desired Outcome: Shared understanding between the IPRE team and Veneta about project tasks and schedule; clarity for the public about how their input will be used in the planning process

Schedule: Within the first month

Product(s): Meeting minutes

Meetings: 1 with staff

Task 2. Economic Development Committee

IPRE proposes to work with the established Economic Development Committee to obtain input, review drafts, and engage in meaningful dialog about economic development priorities. IPRE proposes four meetings with the Committee as outlined below:

Meeting 1. Kick-off, progress assessment, review mission & goals. The initial meeting will orient the committee to the project – IPRE will provide an overview of the work program, objectives, intended outcomes of the project, and draft a community engagement memo. We will also engage the Committee in a discussion about the previous plan: What worked? What challenges did the City confront? How should we think about economic development in the COVID era? We will conclude the meeting with a discussion of the mission and goals of the previous plan with the intent of identifying what is still relevant and what should be changed.

Meeting 2. Refine mission & goals; brainstorm strategies & actions. IPRE will present a revised mission statement and set of goals for review and comment by the Committee. We will engage the Committee in a discussion about the mission and goals. At least half of the meeting will be devoted to brainstorming strategies and actions.

Meeting 3: Finalize mission & goals; refine strategies & actions. We will request formal approval of the revised mission and goals at this meeting and then present a refined list of strategies and actions based on input from Meeting 2.

Meeting 4: Review draft CEDS. IPRE will provide a draft of the plan to the committee in advance of Meeting 4. We will present the plan to the committee and devote the entire meeting to discussing the draft CEDS, including implementation and plan review.

IPRE will be responsible for drafting agendas and preparing all meeting materials. The City will be responsible for notifications, invites, and meeting minutes. IPRE will prepare materials and deliver them to the committee at least a week in advance of each meeting. IPRE proposes to host the meetings using the Zoom platform.

Desired Outcomes: Identification of key issues and opportunities as perceived by the public

Schedule: Ongoing – monthly committee meetings

Product(s): Meeting minutes/draft strategy sections

Meetings: 4 with the Committee; additional coordinating calls with staff/committee chair as necessary

Task 3. Community Input

Meaningful community input is important in preparation of an economic develop strategy. Our assumption is that in-person public engagement will not be possible before the end of the year.

If it is possible to have in-person public engagement IPRE will coordinate with Veneta staff on an appropriate location, methods, and protocol. We propose the following method of informing and engaging the community:

- **Project website.** IPRE will work with the city to develop a project website that can house an overview of the planning process, provide regular status updates (including meeting agendas and minutes), and offer an online platform for community members to submit comments, questions, and feedback. The website will be jointly maintained by IPRE and Veneta staff throughout the planning process. Our assumption is that the Committee meetings will be accessible to the public and that time will be made at each meeting for public input/comment. Written input or testimony will also be encouraged.

Desired Outcomes: Transparency and accessibility around the CEDS and identification of, and feedback on, key issues and opportunities by the public

Schedule: Website developed July/August 2020, maintained through adoption of the CEDS

Product(s): Veneta CEDS Website (landed on existing City page or linked from that page)

Meetings: None, coordinating calls with staff/committee chair as necessary

Task 4. Economic Development Vision and Five-Year Implementation Strategy

This task will result in the preparation of the economic development vision. This discussion will be grounded in current conditions, community input, staff input, and Committee engagement. The economic development vision will be refined based previous efforts and on feedback from the Advisory Committee.

The economic development strategy will include policy recommendations, strategies, and implementing measures to address the mission and goals as expressed by staff and the committee. The purpose of the economic development strategy is to recommend actions that will help the City achieve the aspirations and goals articulated in the economic development vision.

The process steps described in Task 2 primarily relate to the development of the Task 4 products. We proposed a range of potential options; we will work with city staff to identify the steps the city feels will add the most value to the overall effort while being respectful of the city's budget constraints.

Desired Outcomes: Updated economic development visions and implementation strategy

Schedule: Late Fall 2020

Product(s): Summary of community input

Meetings: 1 community forum

Task 5. Draft and Final Products

This project will result in a revised/updated economic vision, strategies, and implementation measures. We propose to develop the vision as a stand-alone document with the potential for adoption by the Veneta City Council by resolution.

Desired Outcomes: The development of an economic vision, strategies, and implementation that is responsive to the needs of the businesses and residents of Veneta.

Schedule: Draft products by mid-November 2020; adoption hearings in early 2021

Product(s): Community Economic Development Strategy

Meetings: One presentation at a Planning Commission or City Council Worksession

BUDGET AND SCHEDULE

IPRE proposes to complete the tasks outline in the scope of work for a fixed fee of \$10,000.

IPRE is available to initiate work on this project in July 2020 and proposes to submit draft products in late 2020 consistent with the schedule associated with individual tasks. Note that adoption hearings may be scheduled in early 2021.