

CITY OF INDEPENDENCE  
TUESDAY, November 8, 2016  
A G E N D A S

JOINT CITY COUNCIL/URBAN RENEWAL AGENCY WORK SESSION\*  
6:00 PM  
EVENT CENTER

*\*NOTE: THIS IS A JOINT WORK SESSION OF THE CITY COUNCIL & URA. THE GENERAL PUBLIC IS INVITED TO ATTEND AND VIEW THE MEETING; TYPICALLY, NO PUBLIC INPUT OR COMMENT WILL BE RECEIVED.*

**I. CALL TO ORDER (6:00 PM): Mayor John McArdle**

**II. PRE-COUNCIL/URA WORK SESSION:**

- A. Consideration of Disposition and Development Agreement (DDA), written information to be distributed at meeting, Independence Landing (*Staff/Consultants/Developer*)

**III. ADJOURN (7:30 PM, estimated)**

CITY COUNCIL MEETING  
7:30 P.M.

(Subject to completion of preceding City Council / URA Work Session)

COUNCIL CHAMBERS

- I. CALL TO ORDER: 7:30 PM – the meeting may start later than 7:30 PM; it will convene immediately following the preceding City Council/URA Work Session, but no sooner than 7:30 PM.**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- A. October 11, 2016 ..... 1-7
- B. October 25, 2016 ..... 8

**IV. VISITOR/PUBLIC COMMENT**

**V. REPORTS**

- A. MAYOR
  - 1. Appointment: Historic Preservation Commission..... 9-10
- B. City Manager/Staff
  - 1. City Manager Clyne
  - 2. Finance Director Butsch: 1Q 2016-2017 Financial Report .....11-18

**VI. UNFINISHED BUSINESS**

**EXECUTIVE SESSION, PER ORS 192.660 (2)(e) for the purpose of negotiating real property transactions**

**VII. NEW BUSINESS**

- A. Consideration of DDA, written information to be distributed at meeting (*Staff: Clyne/Connelly*)
- B. Intergovernmental Agreement: Independence/Monmouth Joint Willamette Wellfield Pilot Testing (*Staff: Clyne/Danko*) .....19-26

- C. OLCC Hearings:
  - 1. Change of Ownership: Pink House Café.....27-32
  - 2. Change of Ownership: A-1 Market ..... 33-38

**VIII. COUNCIL ANNOUNCEMENTS**

**IX. GENERAL INFORMATION**

- A. Management Team Notes
  - 1. 09-28-16 ..... 39-40
  - 2. 10-26-16 ..... 41-42
- B. Departmental Reports
  - 1. IPD, 3Q 2016..... 43-48
- C. Miscellaneous Correspondence
  - 1. League of Oregon Cities ..... 49
  - 2. Oregon IFA ..... 50
- D. Pending Agenda Calendar ..... 51

**X. ADJOURNMENT OF CITY COUNCIL MEETING**

**INDEPENDENCE URBAN RENEWAL AGENCY MEETING  
IMMEDIATELY FOLLOWING CLOSE OF PRECEDING CITY COUNCIL MEETING**

- 1. CALL TO ORDER: John McArdle, Chair
- 2. BUSINESS:
  - a. Consideration of Disposition and Development Agreement, Independence Landing, written information to be distributed at meeting (*Staff: Clyne/Connelly*)
- 3. ADJOURNMENT

**INDEPENDENCE CITY COUNCIL**  
555 South Main Street  
Tuesday, October 11, 2016

**I. CALL TO ORDER: Mayor John McArdle.** The meeting was called to order at 7:30 p.m. by Mayor John McArdle.

**II. ROLL CALL**

Council Present: Diana Lindskog Nancy Lodge  
Marilyn Morton Tom Takacs

Council Absent: Jerry Hoffman Forrest Peck  
(excused) (excused)

City Staff Present: David Clyne, City Manager  
Karin Johnson, City Recorder  
Michael Danko, Community Development Director  
Shawn Irvine, Economic Development Director  
Jason Kistler, Information Services  
Robert Mason, Chief of Police  
Lauren Sommers, City Attorney

**III. APPROVAL OF MINUTES.** The minutes of the September 13, 2016 Regular Meeting, September 27, 2016 Regular Meeting and August 9, 2016 Work Session were submitted in the agenda packet. An updated version of the 09-13-16 minutes were distributed via email and a hard copy provided at the meeting.

Morton noted that 8/9 minutes asked for Independence Landing costs to be added to website; she saw it is done, and thanked the city manager for seeing it posted.

**ACTION:**

Councilor Morton moved to approve the minutes of the September 13, 2016 Regular Session, September 27, 2016 Regular Session and the August 9, 2016 Work Session as submitted; Councilor Takacs seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs

NAYS: None

ABSTENTIONS: None

**IV. VISITORS/PUBLIC COMMENTS.**

- A. Buzz Brazeau, Central School Bond. He stated he is here to inform council and audience about the bond which will be on the general election ballot. An information sheet was provided to councilors and audience (Attachment #1).
- B. Jerry Price, Independence. He stated he lives in the area of the proposed marijuana grow, and that he has heard there is great rush to establish one here. Concerned about infrastructure and police in place. He asked if there are rules in place, and asks council to take the citizen resolution seriously.
- C. Bruce Patton, Independence. He stated the resolution is not about marijuana; it is about new industry with special issues. Issues not well covered in development code, not covered in state marijuana law. Inaction by the city

will result in serious consequences. Need to place any facility on hold until rules are in place. Went over glare, noise, odor rules and that we also need to consider enforcement process. He read from the attorney memo in packet; he stated council needs courage to stop, fix before doing any action.

- D. Harry Bladow, Independence. Thanked staff for putting information in River City Briefs regarding utility information. He asked about the franchise fee; what is it used for, it adds to the basic cost. He related his water/sewer costs in the desert, and wondered why they are so much less there. Implores council to consider seriously the concerns of the citizens. The city attorney has provided guidance; as the attorney is paid by the city, he wondered if they were objective. A number of citizens have checked into background of the marijuana applicants; the city should look into this more. As regards to Independence Landing, asked what is the latest and has the loan been approved? Mayor John McArdle noted it is part of the staff report. Bladow stated he didn't understand why the city is paying for development. Who pays for loan – taxpayers? Do we have a developer? Shouldn't use city funds to do development, it should be private.
- E. Arletta Teal. She stated she has done a lot of research. She knows how to grow marijuana and look for a place to put it. You would look for a community that has little police enforcement, plenty of water and a bunch of old people. She stated she is much against the plant.

## V. REPORTS/PRESENTATIONS

### A. Mayor McArdle.

- 1. He reported that he was a presenter at the LOC conference and took in a presentation by Shawn Irvine there – he did good work.
- 2. The Mayor reported on the 3<sup>rd</sup> Bridge Project, regarding an additional bridge in Salem. He was approached by Salem & other cities in the region; some are in the process of making land use decisions about a 3<sup>rd</sup> bridge. He would like council approval to send letter that a 3<sup>rd</sup> bridge is important for us, especially for economic development. Councilor Takacs asked if they have discussed funding; Mayor said not yet, that land use process must come first. Councilor Takacs noted that he and Clyne went to a talk 2 years ago; all were very interested in topic. Not sure about funding at the time. Brief discussion; council consensus to offer letter, with qualifier about funding. Mayor John McArdle asked staff to assist.

### B. City Manager/City Staff:

- 1. City Manager Clyne reported:
  - a. There is a new name at the old city hall; HeartLight Station. The property is listed for sale.
  - b. Independence Landing: we have received approval from SPWF for a 2.6 million loan at 2.8%; interest only for the first five years. Amount based on estimates of new development estimates to pay loan. Received \$250,000 in accompanying grant funds. We may not need all funds, if a favorable construction market.
  - c. Congratulations to the City Recorder – at the recent Recorder's conference, she received a scholarship to pay for attendance at the international conference in Montreal next May.
  - d. We have the opportunity to participate in the "Beyond Diversity" program, thanks to Corvallis School District.

- e. Working on number of franchise agreements; nothing to report as of yet.
  - f. Next meeting of the industrial zone group is 10/19. Another meeting will be in November. COG is facilitating these meetings.
  - g. Development:
    - 1. 16<sup>th</sup> St mini storage SDR has been approved. This will be 280 units behind the hardware store.
    - 2. B St condos are in SDR, doing prep work on site. This is behind Moothart's Market.
    - 3. A 36 lot subdivision on Gun Club Road is in process.
    - 4. Storm drain work on 3<sup>rd</sup> & H is beginning.
    - 5. Doing annual main line replacement in SW Independence.
    - 6. Polk water filtration expansion underway; is now attached to Polk Main project and functional.
  - h. Branding RFP is out, expecting a good response.
  - i. New business coming, at former Royal Thai. It will be a Hawaiian/Filipino fusion restaurant.
  - j. Received lots of positive feedback regarding our 2 tours for the LOC conference in our city.
  - k. Regional Tourism meeting will be at Left Coast Cellars tomorrow; ill intro Emily Gluckin there.
  - l. Shawn Irvine is involved in Ford Family re: grant shaping program.
  - m. Imani Hall, our new RARE intern, will be at IDA meeting on Thursday. Councilor Lodge reported she had coffee with him; very impressed. He will be a great representative for our community.
  - n. Erubiel Valladares is here tonight. He has been jumping in feet first; Clyne has received a multi page work plan from him. Dia de los Muertos, Latino Mixer are 2 upcoming events. Councilor Lodge asked if roundtables will continue. Clyne stated we are assessing the success and timing of those.
- C. City Attorney Presentation: Marijuana update. City Attorney Sommers addressed the council, summarizing the information as contained in the agenda packet.
- 1. Update on marijuana regulations. At 9/13 meeting, staff was directed to begin collecting information, legislative concept. Went over regulations. Working w/MWVCOG to develop maps w/buffers, not yet available. Background checks to be required as part of business license ordinance. OLCC has final control over licenses. Danko is looking at air filtration systems. Went over items to be included in marijuana business license ordinance. Anticipate council to receive 2 ordinances; a business license ordinance and a land use ordinance. Councilor Morton noted other 2 items of interest; enforcement and noise control. Sommers stated noise control will be a part of the nuisance code; staff can take look at current regulations as part of this review. Discussion. Councilor Morton asked about the 400' buffer. Sommers explained that 100' could possibly preclude siting anywhere. Councilor Morton stated she would like to have it for reference. Discussion of buffer sizes. Consensus to have buffer maps of 400' and 250' in addition to the 100'. Not sure of time frame to produce maps. Councilor Morton

asked if council will have options at end of this for making a decision. Mayor John McArdle noted that staff is asking council if they are going in the right direction. Councilor Takacs asked if there could be a council worksession to look at this in detail. Clyne – yes. Staff and council will want to see mapping prior to creating the land use ordinance, will schedule a work session.

2. Recommendation on citizen resolution regarding marijuana. At the 9/27 meeting, city council was presented with a proposed resolution regarding marijuana. The city attorney's office has reviewed it, and is recommending council decline to adopt the resolution.

Councilor Takacs asked if the city could place a moratorium on new applications until land use regulations are adopted. Sommers stated it is too late for a ban on the November ballot. If a ban ordinance was adopted, the city could not collect any state or local taxes. City could rely on home rule authority, but it has not been a favorable option for other cities at this point.

Mayor John McArdle asked about a temporary moratorium. Sommers stated any moratorium would need to go to voters at the next general election in November 2018.

Councilor Morton asked if there could be a temporary ban without going to voters. Sommers reported that state law has a specific process, which requires going to voters. Councilor Morton asked if council could request to staff not to accept applications for 60 days while land use regulations are being developed. Sommers stated there is no way to stop land use.

Councilor Takacs asked if there was just the one application. Danko reported there are two; one requires SDR and the other is only a building permit. 2 others pending, have not yet submitted their applications.

Recess declared at 8:37 pm

Reconvened at 8:48 p.m., with Mayor & councilors back at their places at the dais.

Mayor announced reordering of the agenda.

## **IX. GENERAL INFORMATION.**

Councilor Morton asking to present a report from MINET.

Councilor Morton was excused from the dais, and presented information at the floor from MINET. She reported she has been appointed community liaison for MINET, and is asking for information about future growth from cities. (Written report is added as attachment #2). Clyne stated that Independence Landing will provide growth; he will get our engineer in contact with MINET. He also noted a standing invitation to the MINET GM to monthly staff meetings.

## **VI. UNFINISHED BUSINESS. None**

**VII. NEW BUSINESS**

A. Banking Relationships. Finance Director Butsch addressed council, summarizing the information as contained in the staff report. The city currently banks with Umpqua Bank, the only bank within the city. It has gotten expensive, and they have reduced their hours; collaborative community efforts have been unsuccessful. These have been corporate decisions, not local staff. She would like to see a banking relationship that is involved locally. Seeking to open the search to other area banks and qualified credit unions.

General discussion; consensus for staff to move forward.

ACTION:

Councilor Takacs moved to direct staff to prepare and submit an RFP for Banking Relationship to State eligible banks and credit unions and to review and select from the proposals received; Councilor Morton seconded. Mayor John McArdle noted that sometimes this kind of action gets headquarters folks to take notice. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

B. Council Bill #2016-10, Amends Independence Development Code, Adding Subchapter 34, Downtown Riverfront Zone. Economic Development Director Irvine addressed council, summarizing the information as contained in the agenda packet. At the September 27<sup>th</sup> meeting, council directed staff to prepare an ordinance implementing the approved code changes.

ACTION 1:

Councilor Lodge moved to read the proposed Ordinance, Council Bill #2016-10 in full as the text is contained in the Council packet, for the first time; Councilor Lindskog seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson read the title of the proposed ordinance.

ACTION 2:

Councilor Lindskog moved to read the proposed Ordinance, Council Bill #2016-10 for the second time by title only; Councilor Morton seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson read the title of the proposed ordinance.

ACTION 2:

Councilor Takacs moved to adopt the proposed Ordinance, Council Bill #2016-10; Councilor Lodge seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson reported the council bill passed, and will be assigned ordinance number 1550.

C. Council Bill #2016-11, An Ordinance Amending the Independence Comprehensive Plan Diagram and Zoning Map. Economic Development Director Irvine addressed council, summarizing the information as contained in the agenda packet. At the September 27<sup>th</sup> meeting, council directed staff to prepare an ordinance implementing the zone change.

Councilor Morton asked if this includes the downtown parking solution; Irvine stated it is not contained here, it will be as part of final subdivision approval.

ACTION 1:

Councilor Morton moved to read the proposed Ordinance, Council Bill #2016-11 in full as the text is contained in the Council packet, for the first time; seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson read the title of the proposed ordinance.

ACTION 2:

Councilor Lindskog moved to read the proposed Ordinance, Council Bill #2016-11 for the second time by title only; Councilor Lodge seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson read the title of the proposed ordinance.

ACTION 2:

Councilor Lodge move to adopt the proposed Ordinance, Council Bill #2016-11; Councilor Lindskog seconded. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs  
NAYS: None  
ABSTENTIONS: None

City Recorder Johnson reported the council bill passed, and will be assigned ordinance number 1551.

Mayor announced an additional item under Exec Session: Reviewing records exempt from public inspection.

**EXECUTIVE SESSION: PER ORS 192.660 (2)(e) to confer with city's designated real property negotiator.**

**PER ORS 192.660 (2)(f) to review records that are exempt by law from public inspection.**

Mayor McArdle read the following:

The Independence City Council will now meet in Executive Session for the purpose of negotiating real property transactions. The executive session is held pursuant to ORS 192.660(2)(e), and to review records that are exempt by law from public inspection, pursuant to 192.660(2)(f), which allows the Council to meet in executive session.

Representatives of the news media and designated staff shall be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

At this time, the Council will adjourn to the conference room for the duration of the executive session. Once the executive session has adjourned, we will return to open session in the Council Chambers.

**No action is anticipated to be taken after the Executive Session.**

**VIII. COUNCIL ANNOUNCEMENTS.**

- A. Councilor Morton suggested that this council work with Monmouth council for another joint meeting either in January or May, with a 5<sup>th</sup> Tuesday month.

Regular session recessed at 9:07 p.m.

Regular session reconvened at 10:01 p.m.

**X. ADJOURN.** There being no further business to come before council, Lodge moved to adjourn. Motion passed 4-0-0:

AYES: Lindskog, Lodge, Morton, Takacs

NAYS: None

ABSTENTIONS: None

Meeting adjourned 10:02 p.m.

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MAYOR JOHN McARDLE

ATTEST:

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Karin Johnson, MMC, City Recorder

**INDEPENDENCE CITY COUNCIL**  
**REGULAR MEETING**  
Tuesday, October 25, 2016

**I. CALL TO ORDER:** The meeting was called to order at 7:30 a.m. by Mayor John McArdle.

**II. ROLL CALL:**

Council Present: Mayor McArdle, Nancy Lodge, Diana Lindskog, Forrest Peck, Tom Takacs

Staff Present: David Clyne, Karin Johnson, Gloria Butsch, Shawn Irvine, Jason Kistler, City Attorney Carrie Connelly

Others Present: Steve Ward, Westech Engineering; Bill Reid, PNW Economics

**III. ANNOUNCEMENTS.** None.

**IV. Executive Session: PER ORS 192.660 (2)(e)** for the purpose of conferring with the City's real estate negotiator. Mayor McArdle read the following:

The Independence City Council will now meet in Executive Session for the purpose of negotiating real property transactions. The executive session is held pursuant to ORS 192.660(2)(e), which allows the Council to meet in executive session.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

No action from executive session.

**V. ADJOURNMENT.** Mayor McArdle declared the meeting adjourned at 9:17 a.m.

\_\_\_\_\_  
MAYOR JOHN McARDLE

ATTEST:

\_\_\_\_\_  
Karin Johnson, MMC, City Recorder



# CITY OF INDEPENDENCE MEMORANDUM

TO: City Council  
FROM: Mayor John McArdle  
MEETING DATE: November 8, 2016  
SUBJECT: Commission Appointment

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Information Only

Action Requested

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**Statement of Issue:**

Appointment to Historic Preservation Commission.

**Background/Discussion:**

HISTORIC PRESERVATION COMMISSION

Position #4, Expires 12-31-17

Position #4 is vacant, and an application has been received for the position. Economic Development Director Shawn Irvine and Historic Preservation Commission Chair Michael Cairns recommend the Mayor's appointment of Rebecca Berry to the Commission.

Ms. Berry is an active member of the community, and has served on both the Library Board and Museum Commission. She is the owner of a home built in 1893 and is familiar with the special needs of historic homes and regulations within the Historic District.

**Options:**

1. Confirm appointment of Rebecca Berry to fill the remaining term of Position #4, Historic Preservation Commission.
2. Select another person for the board.
3. Leave the position open.

**Staff Recommendation:**

Option #1.

***Memo prepared by: Karin Johnson, MMC,  
City Recorder***



# CITY OF INDEPENDENCE COMMITTEE APPOINTMENT APPLICATION

The City of Independence solicits applications from individuals who have an interest in public service for appointment to periodic vacancies in City Boards, Commissions and Committees. If you have such an interest, please provide the following information:

NAME: REBECCA BERRY DATE: 10-6-16

ADDRESS: 587 D ST IND.

TELEPHONE: DAY: 503-838-1302 EVENING: SAME

EMAIL ADDRESS: \_\_\_\_\_

I am interested in appointment to (feel free to indicate interest in more than one):

- Budget Committee
- Planning Commission\*
- Heritage Museum Board
- Traffic Safety Committee
- Library Board
- Parks & Rec Committee
- Housing Advisory & Appeals Board
- Tourism & Event Commission
- Western Days Commission
- Historic Preservation Commission\*
- Other: (please specify) \_\_\_\_\_

Please briefly state why you are interested in serving on the boards you have selected (Use reverse side if additional space is needed):

*in 1893. I understand the work needed to conform to city laws. I own a home built*

Do you have previous experience serving on city committees or commissions? (Prior service is not a requirement for appointment). If you do, please describe the experience and your length of service:

*Yes. Library Board was a great experience. Heritage Board I had to drop out after a year. Wish I could have been a better appointee.*

Any additional information you would like to add:

*better appointee.*

*Rebecca L Berry*  
Applicant Signature

**Volunteer service on commissions, committees and boards does require effort and time from members. Your interest and participation can help your community, and is greatly appreciated. Appointments made to boards, commissions and committees are made by the Mayor, with the confirmation of the City Council.**  
**\*Attendance at city-funded training is required for appointees to the Planning Commission and Historic Preservation Commission.**

**November 8, 2016**

**To: Mayor and City Council**

**From: Gloria Butsch**

**RE: 1st Quarter 2016-17 Financial Report**

Included in this report is a summary version of the Budget to Actual Reports for the General Fund and the three Utility Funds. Also, there is the Cost of Services report for the General Fund and the Results of Operations for the Utility Funds; these reports are designed to provide you with the information about the cost of providing services.

**Summary –**

We are one quarter of the way through the year and for the most part the budget comparisons show that we are at approximately 25% of budget for revenues and expenditures.

Note that beginning fund balances in the reports are an estimate until completion of the audit.

If we look at the General Fund at the department level, expenditures for the Pool are over 50%. This is due to the timing of operations for the pool. Expenditures are primarily from June through August.

In the Sewer Fund, please note that the estimated beginning fund balance is significantly lower than budget projection. This is because we had anticipated the possibility of receiving capital project financing ahead of the June 30 year-end from USDA. That did not occur, and staff is still working on financing for the sewer projects.

In addition to the quarterly financial reports, there is also attached a Water Projects Sources and Uses report. This report shows the proceeds received from the Water Bond issue, all of the Water Capital Improvement Projects that were financed with the bonds, the project budgets for each and expenditures as of Sept 30<sup>th</sup>.

The project expenditure report for independence Landing has been updated and posted to the city website.

The auditors are here the week of Nov 7 – 10. Anticipated completion is mid-December, with presentation to Council at the first meeting in January.

City of Independence

Enterprise Funds - Results of Operations as of September 30, 2016

	<u>Sewer Fund</u>	<u>Water Fund</u>	<u>Storm Drain Fund</u>
<b><u>Revenues</u></b>			
Charges for Services	469,647	677,778	121,068
<b><u>Expenditures</u></b>			
Salaries, Taxes & Benefits	73,565	83,336	30,532
Operating Materials & Services	<u>36,752</u>	<u>131,856</u>	<u>13,509</u>
	110,317	215,192	44,041
<b><u>Operating Transfers to General Fund</u></b>			
Franchise Fees	32,595	45,665	8,475
Administrative Overhead	<u>188,983</u>	<u>238,278</u>	<u>45,351</u>
	221,578	283,943	53,826
<b>Operating Revenue over Costs of Services</b>	\$ 137,752	\$ 178,643	\$ 23,201

City of Independence  
Budget Variance Report

FY 2017 1st Quarter ended June 30, 2017

Category/Department	GENERAL FUND			
	YTD Actual	Budget	Remaining	% Variance
<b><u>Revenues (Resouces)</u></b>				
Beginning Fund Balance *	831,706	739,641	(92,065)	112.4%
Taxes and Assessments	28,925	1,847,000	1,818,075	1.6%
Charges for Services	27,762	115,000	87,238	24.1%
Rents	8,163	22,960	14,797	35.6%
Licenses and Permits	32,836	66,950	34,114	49.0%
Intergovernmental	97,817	322,086	224,269	30.4%
Operating Grants	7,350	114,880	107,530	6.4%
Capital Grants	4,900	4,900	-	100.0%
Fines and Forfeitures	33,816	206,000	172,184	16.4%
Franchise Fees	127,126	625,000	497,874	20.3%
Interest Earnings	3,192	13,650	10,458	23.4%
Miscellaneous	12,990	66,100	53,110	19.7%
Interfund Loan Payments	-	89,523	89,523	0.0%
Transfers In	96,209	2,469,731	2,373,522	3.9%
<b>Total</b>	<b>1,312,792</b>	<b>6,703,421</b>	<b>5,390,629</b>	<b>19.6%</b>
<b><u>Expenditures</u></b>				
Administration	249,700	1,018,000	768,300	24.5%
Municipal Court	23,292	122,550	99,258	19.0%
Information Technology	47,483	205,410	157,927	23.1%
Police	681,524	2,649,641	1,968,117	25.7%
Library	91,869	485,750	393,881	18.9%
Museum	19,586	86,200	66,614	22.7%
Parks	38,704	198,075	159,371	19.5%
Pool	29,805	52,225	22,420	57.1%
Building Inspection	45,568	156,710	111,142	29.1%
Economic Development	59,260	231,980	172,720	25.5%
Community Development	54,857	238,680	183,823	23.0%
Non-Dept/Debt Service	-	460,000	460,000	0.0%
Non-Dept/Transfers	-	200,000	200,000	0.0%
Contingency	-	598,200	598,200	0.0%
<b>Total</b>	<b>1,341,648</b>	<b>6,703,421</b>	<b>5,361,773</b>	<b>20.0%</b>
<b>YTD Resouces over Expenditure</b>	<b><u>\$ (28,856)</u></b>			

\* Actual Beginning Fund Balance is per audit.

City of Independence  
Budget Variance Report

FY 2017 1st Quarter ended June 30, 2017

Category/Department	SEWER FUND			
	YTD Actual	Budget	Remaining	% Variance
<b><u>Revenues (Resouces)</u></b>				
Beginning Fund Balance *	2,081,334	6,816,842	4,735,508	30.5%
Charges for Services	469,647	1,848,070	1,378,423	25.4%
Miscellaneous	-	-	-	
Interfund Loan Repay	-	4,108	4,108	0.0%
<b>Total</b>	<b>2,550,981</b>	<b>8,669,020</b>	<b>6,118,039</b>	<b>29.4%</b>
<b><u>Expenditures</u></b>				
Personnel Services	73,565	290,800	217,235	25.3%
Materials & Services	36,752	190,100	153,348	19.3%
Capital Outlay	200	5,953,363	5,953,163	0.0%
Debt Service	1,542	200,213	198,671	0.8%
Transfers	32,595	930,297	897,702	3.5%
Contingency & Reserve	-	1,104,247	1,104,247	0.0%
<b>Total</b>	<b>144,654</b>	<b>8,669,020</b>	<b>8,524,366</b>	<b>1.7%</b>
<b>YTD Revenue over Expenditure</b>	<b><u>\$ 2,406,327</u></b>			

\* Actual Beginning Fund Balance is per audit.

City of Independence  
Budget Variance Report

FY 2017 1st Quarter ended June 30, 2017

Category/Department	WATER FUND				
	YTD Actual	Budget	Remaining	% Variance	
<b><u>Revenues (Resouces)</u></b>					
Beginning Fund Balance	*	748,854	1,241,288	492,434	60.3%
Charges for Services		677,778	2,378,913	1,701,135	28.5%
Miscellaneous		567	40,000	39,433	1.4%
Interfund Loan/Repayment		-	37,700	37,700	0.0%
Loan Proceeds		<u>1,399,278</u>	<u>-</u>	<u>(1,399,278)</u>	<u>#DIV/0!</u>
<b>Total</b>		<b>2,826,477</b>	<b>3,697,901</b>	<b>871,424</b>	<b>76.4%</b>
<b><u>Expenditures</u></b>					
Personnel Services		83,336	319,300	235,964	26.1%
Materials & Services		131,856	342,040	210,184	38.5%
Capital Outlay		200	425,300	425,100	0.0%
Debt Service		1,542	451,168	449,626	0.3%
Transfers		45,665	1,492,574	1,446,909	3.1%
Contingency & Reserve		<u>-</u>	<u>667,519</u>	<u>667,519</u>	<u>0.0%</u>
<b>Total</b>		<b>262,599</b>	<b>3,697,901</b>	<b>3,435,302</b>	<b>7.1%</b>
<b>YTD Resources over Expenditure</b>		<b><u>\$ 2,563,878</u></b>			

\* Actual Beginning Fund Balance is per audit.

City of Independence  
 Budget Variance Report

FY 2017 1st Quarter ended June 30, 2017

Category/Department	STORM DRAIN FUND			
	YTD Actual	Budget	Remaining	% Variance
<b><u>Revenues (Resources)</u></b>				
Beginning Fund Balance *	24,253	59,043	34,790	41.1%
Charges for Services	121,068	449,570	328,502	26.9%
Miscellaneous		-	-	0.0%
Interfund Loan	-	100,000	100,000	0.0%
<b>Total</b>	<b>145,321</b>	<b>608,613</b>	<b>463,292</b>	<b>23.9%</b>
<b><u>Expenditures</u></b>				
Personnel Services	30,532	119,700	89,168	25.5%
Materials & Services	13,509	111,110	97,601	12.2%
Capital Outlay	200	114,000	113,800	0.2%
Debt Service	1,542	25,064	23,522	6.2%
Transfers	8,475	228,376	219,901	3.7%
Contingency & Reserve	-	10,363	10,363	0.0%
<b>Total</b>	<b>54,258</b>	<b>608,613</b>	<b>554,355</b>	<b>8.9%</b>
<b>YTD Resources over Expenditure</b>	<b><u>\$ 91,063</u></b>			

\* Actual Beginning Fund Balance is per audit.

## City of Independence

### General Fund - Cost of Services

<u>Salaries, Taxes &amp; Benefits</u>	<u>As of September 30, 2016</u>	<u>Budget</u>
Administration	177,208	564,900
Municipal Court	18,920	98,200
Information Technology	27,734	109,800
Police	538,232	2,132,300
Library	72,265	342,450
Museum	14,881	58,750
Parks	-	-
Pool	-	-
Building Inspection	34,304	138,890
Economic Development	38,259	129,450
Community Development	43,231	192,850
	<hr/>	<hr/>
	\$ 965,034	3,767,590
<u>Operating Materials &amp; Services</u>		
Administration	72,492	453,100
Municipal Court	4,372	24,350
Information Technology	19,749	95,610
Police	143,292	517,341
Library	19,604	143,300
Museum	4,705	27,450
Parks	38,704	198,075
Pool	29,805	52,225
Building Inspection	11,264	17,820
Economic Development	21,001	102,530
Community Development	11,626	45,830
	<hr/>	<hr/>
	\$ 376,614	1,677,631
<b>Total Cost of General Services</b>	<b>\$ 1,341,648</b>	

Sources and Uses - Water Capital Improvement Projects

		<u>Projects:</u>	#1	#2	#3	#4	#5	#6	#7	Loan
			<u>Marsh &amp; F</u>	<u>8" Transmission Line</u>	<u>Filtration</u>	<u>Standy Generator</u>	<u>Pipeline</u>	<u>Engineer Study</u>	<u>10" Intertie</u>	<u>Expended</u>
Series 2016A Tax Exempt	1,185,000.00									
Series 2016B Taxable	150,000.00									
Bond Premium	<u>64,277.85</u>	Budget	250,000.00	238,500.00	262,900.00	30,200.00	250,000.00	30,000.00	186,740.00	
	1,399,277.85									
<u>Cost of Issuance</u>		Expenditures Reimb from Proceeds	141,565.50 *	240,180.61	23,640.00					
Underwriter Discount	15,000.00	(Expenses Prior to April 16, 2016)	62,463.89		9/28 92,691.50					
Financial Advisor	20,333.75	Engineering	44,290.00		8/24 46,296.00					
Bond Counsel	18,000.00	Project Expenditures								
Rating Agency	8,550.00	Paid from Proceeds								
Bond Insurance	6,271.12									
Paying Agent	1,700.00									
MDAC (Oregon)	<u>800.00</u>									
	70,654.87									
Proceed for Projects	1,328,622.98									
Series A	1,187,057.48									
Series B	141,565.50									
			248,319.39	240,180.61	162,627.50					
									Remaining	<b>651,127.50</b>
										677,495.48

\* From Taxable Series B

# CITY OF INDEPENDENCE MEMORANDUM

TO: Mayor and Council  
FROM: David Clyne, City Manager  
DATE: November 8, 2016  
SUBJECT: Willamette River Well Field Intergovernmental Agreement

Informational only

Action Requested

---

**Statement of Issue:** Consideration of entering into Willamette River Well Field Intergovernmental Agreement with the City of Monmouth for the next phase of water supply development for the two cities.

**Background/Discussion:** The City of Independence has been negotiating on and off a replacement IGA for the 2005 MOU between Monmouth and Independence for several years. Recently, we made a break-through in the discussions leading to the development of the attached draft Agreement.

The agreement provides for the equal sharing of the cost of testing a pilot treatment plant with the ultimate goal of developing shared facilities up to and including shared treatment of our separate water supplies.

Acquiring water rights and distributing treated water to our respective systems will remain each individual city's own responsibility.

While this does not legally commit the City beyond the actual pilot treatment of our water supply, it clearly lays the expectation that we will continue to collaborate as practical through ultimate project completion.

To be clear, this project will certainly help with the full utilization of **existing** City water rights, but does nothing to provide for possible interruption of those flows due unknowable climate conditions. The need to further diversify and improve on our water rights portfolio to assure water security into the future has not been changed.

You are being asked to authorize staff to execute the agreement as presented.

**Fiscal Impact:** No initial outlays beyond that which is already in the budget for the current fiscal year.

**Options:**

1. Approve IGA as presented
2. Defer action on IGA to a future Council meeting

3. Defer action on IGA with direction to staff for modification
4. Deny approval for IGA

**Recommendations/Suggested Motion:** Staff urges approval of the IGA as presented and suggests the following motion, "I move to approve the Willamette River Well Field Intergovernmental Agreement with the City of Monmouth and authorize the City Manager to execute it on behalf of the City of Independence."

**Attachments:** Proposed IGA

**Memo Prepared By:** David Clyne, City Manager

WILLAMETTE RIVER WELL FIELD

INTERGOVERNMENTAL AGREEMENT

This agreement is made and entered into pursuant to ORS Chapter 190, by and between the City of Monmouth, Oregon (Monmouth) and the City of Independence, Oregon (Independence).

RECITALS

A. The parties to this agreement are the parties to that certain Memorandum of Understanding dated July 12, 2005 (MOU), a copy of which is attached hereto as Exhibit 1, and by reference incorporated herein.

B. Pursuant to the MOU, the parties have equally and jointly participated in the design, construction and development of three eight-inch diameter water intake wells, with a Year 2011 combined potential capacity of 1200 gallons per minute, and in which the combination of the wells have resulted in a single shallow well field on real property located in and owned by Independence, which well field is known as the Willamette River Well Field (Well Field).

C. A map of the Well Field is attached hereto as Exhibit 2, and by reference incorporated herein. The entire parcel is referred to generally herein as the "Well Field." That improved portion of the Well Field between and including Well No. 1 and Well No. 3, including all pipe, stubs, valves and appurtenances is referred to in this agreement as the "Shared Facilities." The "Shared Facilities" also include the eight-inch discharge pipe, the control panel, electric service and the security fence as shown on Exhibit 2.

D. By this agreement, the parties desire to memorialize their joint commitment to negotiate the full development and operations of the Well Field for the equal and beneficial use by both parties. Each party is responsible to obtain their equal share of water right associated with their respective equal share of water drawn from the fully developed Well Field.

E. By this agreement, the parties will undertake testing of the Shared Facilities' proposed filtration equipment, water quality, and production capacity via a pilot program providing for regulatory review and approval of the proposed filtration equipment.

## AGREEMENT

Now, therefore, in consideration of the foregoing and the mutual covenants and obligations set forth herein, it is hereby agreed as follows:

1. Testing Costs. The parties will mutually agree to the pilot testing program's process, timing and scope of work. Each party agrees to pay one-half of the costs incurred while undertaking the pilot test program for the Shared Facilities' proposed filtration equipment, water quality and production testing, including but not limited to all associated permits, licenses, testing, regulatory compliance, and premiums for insurance covering the Well Field and the Shared Facilities during the period of the testing program. Except in the case of an emergency, neither party will undertake or incur any expense associated with the testing of the Shared Facilities without the prior consent of the other party.

2. Payments. Independence will pay each incurred cost or bill as it becomes due, and will invoice Monmouth for its share in accordance with Section 1, above. The invoice will be itemized, and accompanied by copies of invoices, receipts or statements showing actual costs incurred. Monmouth will remit payment of its share of all incurred costs within 30 days of receipt of Independence's invoice.

3. Neither party will commit, permit or suffer any act that causes or threatens any damage to or loss of capacity or contamination of the Well Field or the Shared Facilities or that jeopardizes the Well Field or the Shared Facilities ongoing future use as a Well Field as contemplated in this agreement and the underlying 2005 MOU between the parties.

4. Upon receipt of state approval that the Shared Facilities meet all applicable water quality and production capacity requirements and regulations, the parties will mutually agree to terms governing future usage, expansion, improvement, or development of the Well Field or the Shared Facilities. Unless otherwise agreed to, such usage and costs will be shared equally by the parties. This section shall not apply to the improvement or development of the parties' individual pipes extended to the parties' own water distribution systems, which will be paid for individually by the respective owning party.

5. Upon execution of the terms referenced in paragraph 4 above, Independence will grant Monmouth an easement for access to, over and upon the Well Field, including the Shared Facilities, generally, and for laying, repairing, maintaining, and replacing facilities extending from the Shared Facilities to Monmouth's water distribution system. Monmouth agrees to bear

the cost of any survey required to describe such easement and the cost of preparing and recording such easement.

6. Each party will defend, indemnify and hold the other, its officers, employees and agents, harmless from and against all claims, liabilities, demands, damages or actions, of whatever form or nature, including property damage, bodily injury or death, as well as attorney fees incurred in defense thereof, arising out of or relating in any way to the indemnifying party's (and its employees' and agents') use and occupancy of the Well Field and any breach by the indemnifying party of any of its obligations under the terms of this agreement.

7. Any amendment to this agreement will be effective only if made in writing and signed by both parties.

8. The waiver by either party of a breach in performance of any obligation under this agreement by the other party will not constitute a waiver of any future breach of the same or any other obligation.

Dated \_\_\_\_\_, 20\_\_

CITY OF INDEPENDENCE, OREGON    CITY OF MONMOUTH, OREGON

By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is executed this 12<sup>th</sup> day of July, 2005, between the City of Independence, hereinafter "**INDEPENDENCE**", and the City of Monmouth, hereinafter "**MONMOUTH**" to memorialize mutually agreed upon actions that will be taken cooperatively regarding both city's Water Utility.

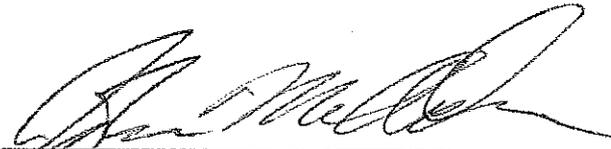
1. It is agreed and understood that:
  - a. The City of Monmouth desires to update the City of Monmouth Water System Master Plan of February, 2000.
  - b. The City of Independence desires to update the City of Independence Water System Master Plan of 1997.
  - c. Both cities have executed two related Intergovernmental Agreements each titled, "Independence - Monmouth Water Systems Emergency Inter-Tie" on November 5, 1986 for the purpose of providing water service, during time of emergency from the City of Independence system to the City of Monmouth or from the City of Monmouth system to the City of Independence.
  - d. The two cities desire to closely coordinate the updating of their Water System Master Plans to the mutual benefit of each city.
  - e. The two cities will engage a professional consultant, who shall be the same consultant for both update processes, to produce the updated Water System Master Plans.
  - f. The two cities will coordinate the scopes of work for the professional consultant such that each update will address any mutual economies of scale or efficiencies of operation that may be beneficial to both cities.
  - g. The scopes of work for the professional consultant will specifically contain coordinated direction to investigate and advise on the treatment of water and the acquisition of water rights from the Willamette River by each or both city(ies).
  - h. Each city will apply for Willamette River surface water rights of sufficient quantity to provide for each city's water system needs for the next 75 years without other augmentation from other sources, and will proceed to perfect such water rights.

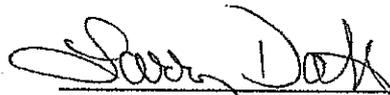
i. Each city will continue to proactively work for the individual benefit of the water system and cooperatively work for the mutual benefit of both water systems in future design, operation and capital improvement.

j. Either city will provide sufficient (deemed to be six months) notice of a desire to dissolve this Memorandum of Understanding or to modify it.

For the City of Independence

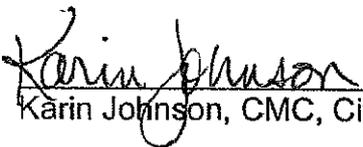
For the City of Monmouth

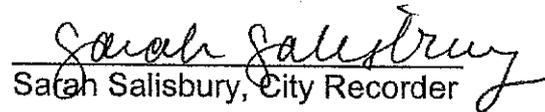
  
\_\_\_\_\_  
Mayor John McArdle

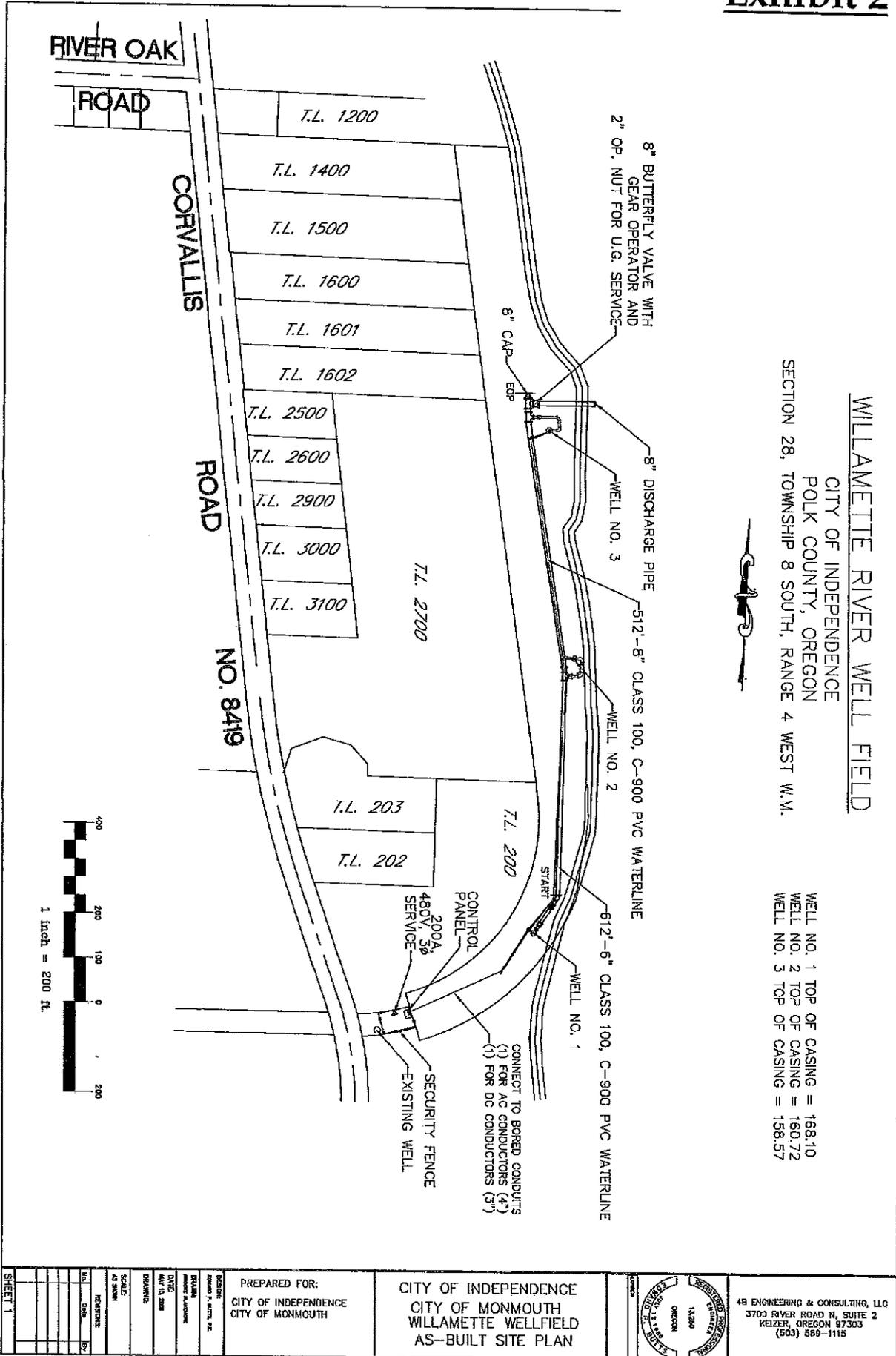
  
\_\_\_\_\_  
Mayor Larry Dalton

Attest:

Attest:

  
\_\_\_\_\_  
Karin Johnson, CMC, City Recorder

  
\_\_\_\_\_  
Sarah Salisbury, City Recorder



PREPARED FOR:  
 CITY OF INDEPENDENCE  
 CITY OF MONMOUTH

CITY OF INDEPENDENCE  
 CITY OF MONMOUTH  
 WILLAMETTE WELLFIELD  
 AS-BUILT SITE PLAN



4B ENGINEERING & CONSULTING, LLC  
 3700 RIVER ROAD N, SUITE 2  
 KEIZER, OREGON 97333  
 (503) 589-1115

DATE	NOV 15, 2008
DESIGNED BY	BY
CHECKED BY	BY
SCALE	AS SHOWN
NOTES	
SHEET 1	

**CITY OF INDEPENDENCE, OREGON**  
***MEMORANDUM***

**TO:** Honorable Mayor and City Council  
**FROM:** David Clyne, City Manager  
**SUBJECT:** Change of Ownership OLCC Application – Pink House Cafe  
**DATE:** November 3, 2016

**Action Requested { X }**                      **Information Only { }**

**Statement of Issue:**

The Pink House Café, located at 242 D Street, has recently been sold to Maria Soto and Jorge Hernandez, doing business as Pink House Café. Maria and Jorge made an application with the Oregon Liquor Control Commission for a change of ownership of the current liquor license, which allows for Limited On-Premises Sales. This would permit the licensee to sell wine, malt beverages and ciders for on-site consumption.

**Background:**

In 1992 our City adopted resolution 881, which establishes criteria for screening liquor license applications. The police department was assigned the task to do initial reviews of each liquor license application. The police department then completes a staff report on those findings for the City Council review.

**Analysis:**

Maria has worked at the Pink House Café since 2009, and is relying on her working knowledge of the business as well as the assistance of her manager and daughter, Brenda, who has also worked at the location since 2014 to ensure the successful operation of the business.

The money to purchase this business was generated through personal loans to Maria and Jorge from Family members as well as the previous owners carrying a contract on the remaining balance. Maria and Jorge have also signed a three year lease to operate the business in its current location.

Maria and Jorge intend to operate the business in a similar manner as the previous owners had, and there should be little to no changes in the business model or general operations.

A background check was completed for Maria and Jorge and I found no disqualifying information and no incidents where police action was taken in regard to alcohol.

**Fiscal Impact:**

As of this date I am not aware of the status of the City or OLCC fees.

**Options:**

1. Council may recommend approval for this establishment pending the payment of all city fees.
2. Council may recommend denying the license for this establishment if reasonable grounds can be established.
3. Council may impose an option of its own choosing.

**Recommended Motion:**

Option # 1. I move to recommend approval of the above liquor license request upon payment of all fees.

**Attachments:**

Liquor license application for Limited On-Premises Sales, Change of Ownership.

**Memo Prepared by:**

Sergeant Justin Hedlund #46248



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

### LICENSE TYPES

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

### ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

### 90-DAY AUTHORITY

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

### APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

### CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### OLCC USE ONLY

Application Rec'd by: mt

Date: 9/28/16

90-day authority:  Yes  No

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

① María C. Soto ③ \_\_\_\_\_

② Jorge D. Hernandez ④ \_\_\_\_\_

2. Trade Name (dba): Pink house cafe

3. Business Location: 242 D. St Independence Polk OR, 97351  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 242 D. St Independence OR 97351  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-837-0900  
(phone) (fax)

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

7. If yes to whom: The Pink House Cafe, Inc Type of License: Limited on-premises sales

8. Former Business Name: Pink house Cafe

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

10. What is the local governing body where your business is located? Independence / Polk  
(name of city or county)

11. Contact person for this application: Brenda Soto 503-917-1195  
(name) (phone number(s))

341 D. St. Independence brendaforley2012@gmail.com  
(address) (fax number) (email address)

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

Applicant(s) Signature(s) and Date:

① María Soto Date 9/16/16 ③ \_\_\_\_\_

② Jorge Hdez Date 9/16/16 ④ \_\_\_\_\_

RECEIVED  
OREGON LIQUOR CONTROL COMMISSION  
SEP 27 2016  
SALEM REGIONAL OFFICE



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Marial C. Soto Phone: 503-593-9008

Trade Name (dba): The Pink House Cafe

Business Location Address: 242 D. St.

City: Independence ZIP Code: 97351

## DAYS AND HOURS OF OPERATION

### Business Hours:

Sunday	<u>7am</u>	to	<u>7pm</u>
Monday	<del>_____</del>	to	<del>_____</del>
Tuesday	<del>_____</del>	to	<del>_____</del>
Wednesday	<u>7am</u>	to	<u>9pm</u>
Thursday	<del>_____</del>	to	<del>_____</del>
Friday	<del>_____</del>	to	<del>_____</del>
Saturday	<del>_____</del>	to	<del>_____</del>

### Outdoor Area Hours:

Sunday	<u>Same hours</u>	to	<u>_____</u>
Monday	<del>_____</del>	to	<del>_____</del>
Tuesday	<del>_____</del>	to	<del>_____</del>
Wednesday	<del>_____</del>	to	<del>_____</del>
Thursday	<del>_____</del>	to	<del>_____</del>
Friday	<del>_____</del>	to	<del>_____</del>
Saturday	<del>_____</del>	to	<del>_____</del>

The outdoor area is used for:

Food service Hours: 7am to 9pm  
 Alcohol service Hours: 7am to 9pm  
 Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

## ENTERTAINMENT

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____           |

## DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

## SEATING COUNT

Restaurant: 38 Outdoor: 34  
Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
Banquet: \_\_\_\_\_ Total Seating: 72

### OLCC USE ONLY

Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Applicant Signature: Marial Soto Date: 10-3-16

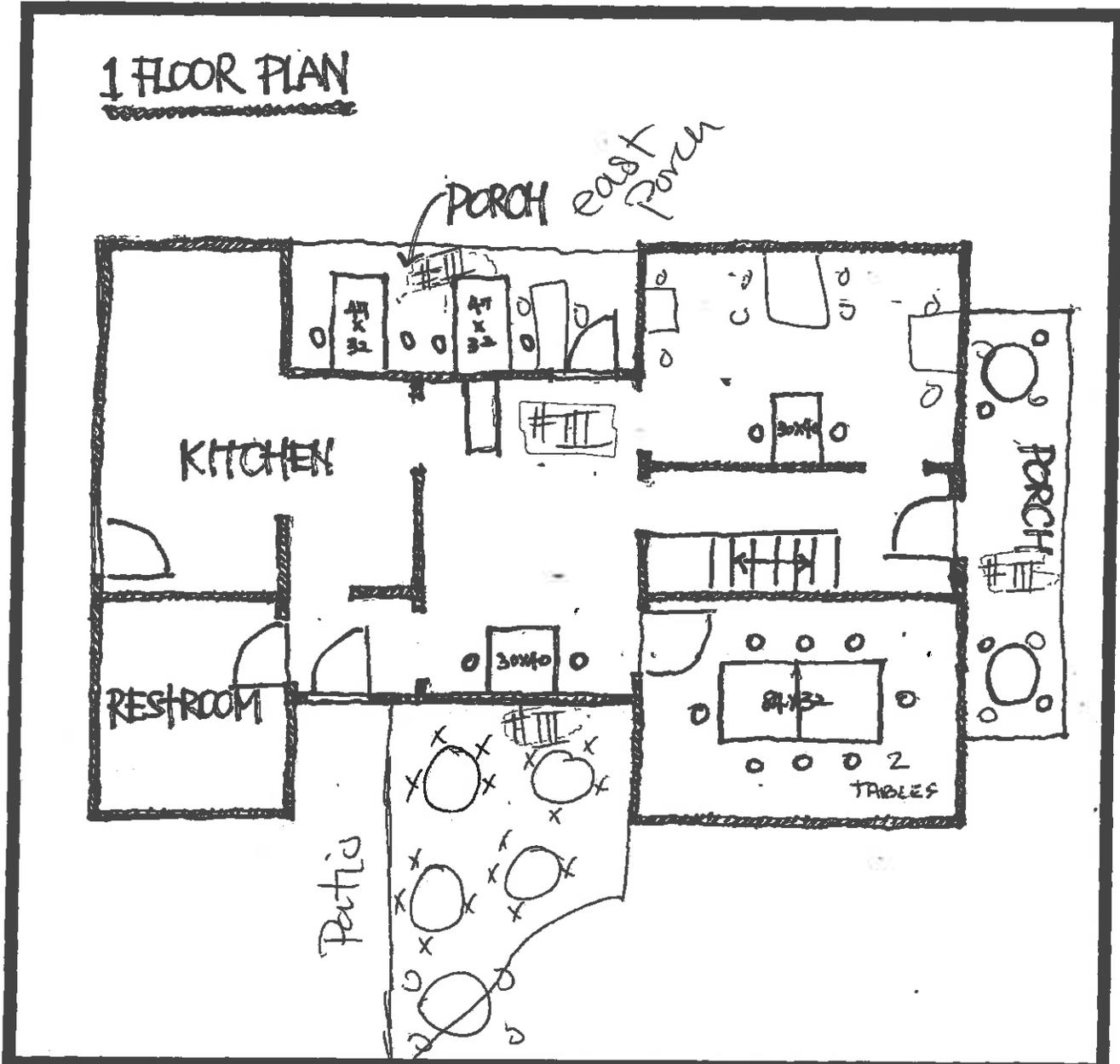
1-800-452-OLCC (6522)

www.oregon.gov/olcc



# OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- Your floor plan must be submitted on this form.
- Use a separate Floor Plan Form for each level or floor of the building.
- Applicants must provide a sketch that shows the specific area of the premises (e.g. dining area, bar, lounge, kitchen and restrooms). Full On-Premises (commercial establishments) applicants must also show dining tables. See example on back.



Sofia, Maria & Hernandez, Jorge  
Applicant Name

Pink House Cafe  
Trade Name (dba):

Independence 97351  
City and ZIP Code

.....OLCC USE ONLY.....  
MINOR POSTING ASSIGNMENTS

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

1-800-452-OLCC (6522)  
www.oregon.gov/olcc

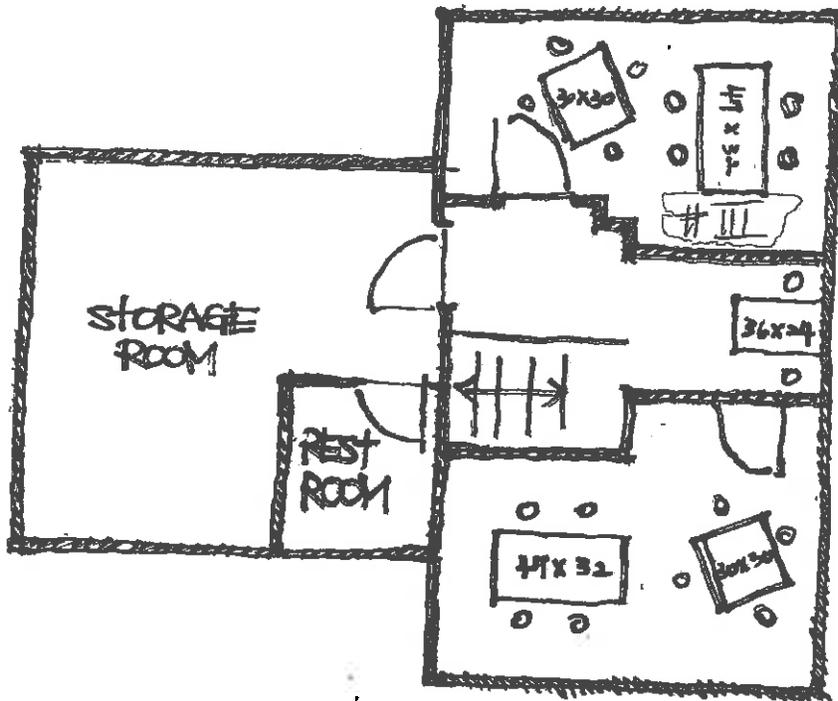
(rev. 12/07)



# OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- Applicants must provide a sketch that shows the specific area of the premises (e.g. dining area, bar, lounge, kitchen and restrooms). Full On-Premises (commercial establishments) applicants must also show dining tables. See example on back.

## 2 FLOOR PLAN



Soto, Maria & Hernandez, Jorge  
Applicant Name

Pink House Cafe  
Trade Name (dba)

Independence, 97351  
City and ZIP Code

.....OLCC USE ONLY.....  
MINOR POSTING ASSIGNMENT

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

1-800-452-OLCC (6522)  
www.oregon.gov/olcc

(rev 12/07)

**CITY OF INDEPENDENCE, OREGON**  
**MEMORANDUM**

**TO:** Honorable Mayor and City Council  
**FROM:** David Clyne, City Manager  
**SUBJECT:** Change of Ownership OLCC Application – A1 Market  
**DATE:** November 2, 2016

**Action Requested { X }**                      **Information Only { }**

**Statement of Issue:**

The A1 Market, located at 295 Deann Dr, has recently been sold to Mohinder Kumar, doing business as Global Management Inc. Mohinder is the sole shareholder of Global Management Inc. Global Management has made an application with the Oregon Liquor Control Commission for a change of ownership of the current liquor license, which allows for Off-Premises Sales. This would permit the licensee to continue to sell wine, malt beverages and ciders.

**Background:**

In 1992 our City adopted resolution 881, which establishes criteria for screening liquor license applications. The police department was assigned the task to do initial reviews of each liquor license application. The police department then completes a staff report on those findings for the City Council review.

**Analysis:**

Mohinder as previously stated is the sole shareholder of Global Management Inc and is purchasing this business with his own funds gained through savings and the sale of his previous convenience store establishment.

Mohinder previously owned and operated two previous convenience store locations in Salem and Dallas, Oregon between June of 2013 and October of 2016. During that time I was unable to locate any alcohol related incidents.

Mohinder plans to operate the A1 Market in a similar manner to how it has been previously operated and there should be little to no changes in the business model or general operations.

A background check was completed for Mohinder and his current and previous companies. I found no disqualifying information and no incidents where police action was taken in regard to alcohol.

**Fiscal Impact:**

As of this date the City fees have been paid, but I am unsure of the status of the OLCC fees.

**Options:**

1. Council may recommend approval for this establishment pending the payment of all city fees.
2. Council may recommend denying the license for this establishment if reasonable grounds can be established.
3. Council may impose an option of its own choosing.

**Recommended Motion:**

Option # 1. I move to recommend approval of the above liquor license request upon payment of all fees.

**Attachments:**

Liquor license application for Off-Premises Sales, Change of Ownership.

**Memo Prepared by:**

Sergeant Justin Hedlund #46248





# OREGON LIQUOR CONTROL COMMISSION CORPORATION QUESTIONNAIRE

Please Print or Type

Corporation Name: Global Management Inc. Year Incorporated: 2018

Trade Name (dba): A1 Market

Business Location Address: 295 Deann Dr

City: Independence ZIP Code: 97315

### List Corporate Officers:

<u>Mohinder Kumar</u>	<u>President</u>
(name)	(title)
<u>Mohinder Kumar</u>	<u>Secretary</u>
_____	_____
_____	_____

### List Board of Directors:

<u>Mohinder Kumar</u>
(name) <u>Mohinder kumar</u>
_____
_____

### List Stockholders: (Note: If any stockholder is another legal entity, that entity may also need to complete another Corporation Questionnaire. See Liquor License Application Guide for more information.)

<u>Stockholders:</u>	<u>Number of Shares Held:</u>	<u>Number of Stock Shares:</u>
<u>Mohinder Kumar</u>	<u>100</u>	Issued: <u>100</u>
_____	_____	Unissued: <u>0</u>
_____	_____	Total Shares Authorized to Issue: <u>100</u>
_____	_____	

Server Education Designee: \_\_\_\_\_ DOB: \_\_\_\_\_

(See Liquor License Application Guide for more information)

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

Officer's Signature: Mohinder Kumar PRESIDENT Date: 10/10/18  
(name) (title)

1 800 450 0100 (T5500)



# OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: MOHINDER KUMAR Phone: 503-409-6195

Trade Name (dba): A I MARKET

Business Location Address: 295 DEANN DR

City: INDEPENDENCE OR ZIP Code: 97351

### DAYS AND HOURS OF OPERATION

#### Business Hours:

Sunday	<u>6.00</u> to <u>12.00</u>
Monday	<u>5.00</u> to <u>12.00</u>
Tuesday	<u>5.10</u> to <u>12.00</u>
Wednesday	<u>5.10</u> to <u>12.00</u>
Thursday	<u>5.00</u> to <u>12.00</u>
Friday	<u>5.00</u> to <u>12.00</u>
Saturday	<u>6.00</u> to <u>12.00</u>

#### Outdoor Area Hours: N/A

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

The outdoor area is used for: N/A

- Food service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_
- Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

\_\_\_\_\_  
(Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

### ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

### DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

Sunday	_____ to _____
Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____

### SEATING COUNT

Restaurant: \_\_\_\_\_ Outdoor: N/A

Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_

Banquet: \_\_\_\_\_ Total Seating: \_\_\_\_\_

#### OLCC USE ONLY

Investigator Verified Seating: Y (M) \_\_\_\_\_ (N)

Investigator Initials: UC

Date: 10/18/16

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

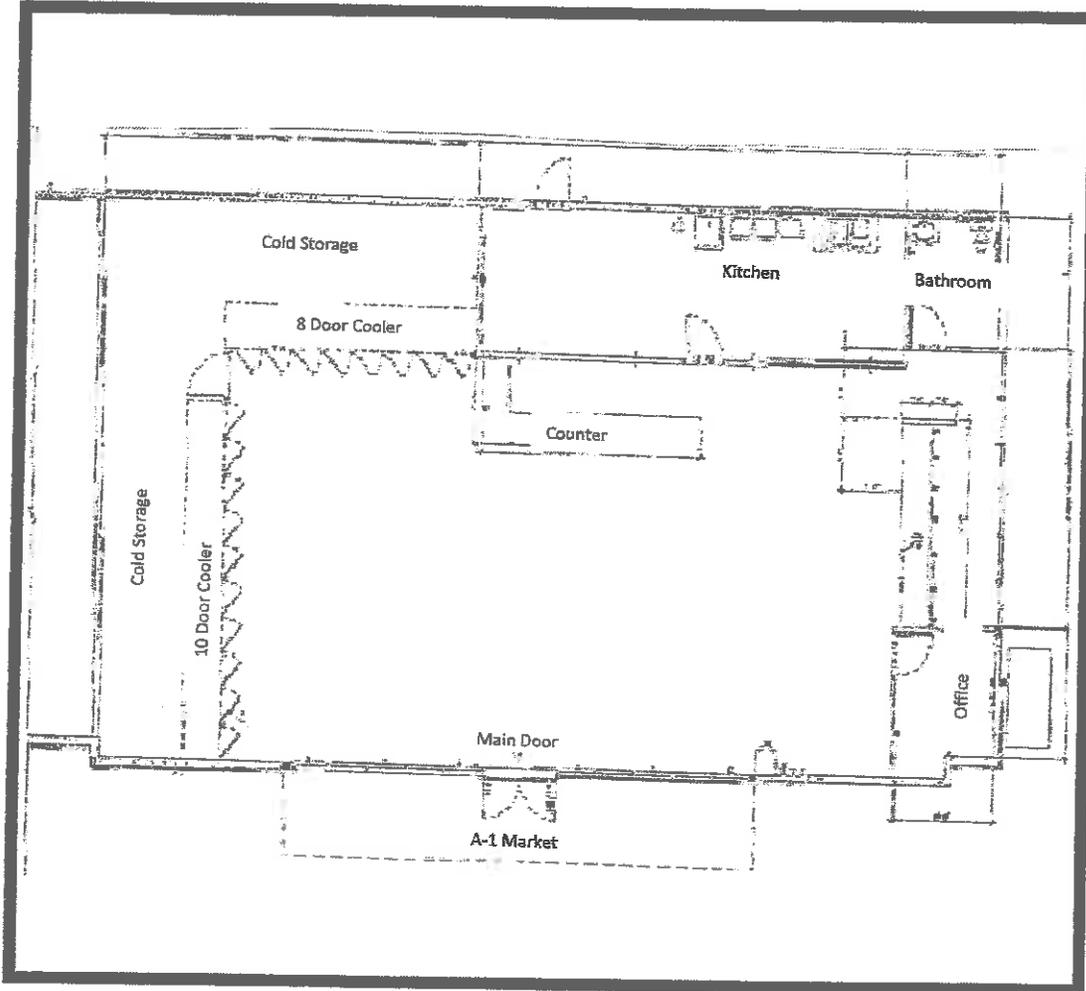
Applicant Signature: Mohinder Kumar Date: 10/10/16

1-800-452-OLCC (6522)



# OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Applicant Name MOHINDER KUMAR

Trade Name (dba) A 1 MARKET

City and ZIP Code INDEPENDENCE

.....OLCC USE ONLY.....	
MINOR POSTING ASSIGNMENT(S)	
N/A	
Date: <u>10/18/14</u>	Initials: <u>MT</u>

1-800-452-OLCC (6522)

97351

Management Team Meeting  
Wednesday, September 28, 2016

Present: Shawn, Mike, Robin, Bob, Jason, Amanda, Karin, Erubiel, Gloria, David

Mike:

- Same report as last week, just a little farther along/

Courtney:

- Working on LOC tours
- Working on bingo & chamber stuff
- Working on social media stuff

Jason:

- Met with Polk County IT last week; discussed ways to collaborate. (Automated way to do offsite backups, etc.)
- Discussed email security.
- Met w/Aumsville, drafted an MOU re: their IT needs analysis.
- A few hiccups w/Caselle update, now fixed.
- Caselle online now seems to be stable, although slow to login.
- Replaced a few more workstations as part of the replacement plan.
- Have had a few complaints re: audio quality on council videos.
- Checking out 2FA on remote access.
- He & David met w/EVArc, a mobile electric/car charging station company.
- Still working on annual IT audit.
- Still working on social media.
- In and out tomorrow & Friday to attend LOC.

Karin:

- Had our first time ever request for American Sign Language for a council meeting. A firm in Salem is able to provide interpreters.
- Working on LOC hospitality suite.
- Working on legislation for next meeting:
  - Development Code & Zoning Change (w/Kay)
  - Business registration
  - Taxicab ordinance
- Working on agenda automation implementation.
- Attended OAMR conference in Ashland:
  - Shawn/Erubiel session was very well received
  - Received a scholarship to attend next year's international conference in Montreal.

Amanda:

- Working on payroll.
- Have littered the city hall with 'do' posters, to get people up from their desks.
- Working on open enrollment; starts on 3<sup>rd</sup>. packets will be out this week.

Gloria:

- Working on LOC tour for Thursday. Coming together nicely.
- Working on year end financials for audit. Working last 1-1/2 weeks on fixed assets. This is the first year doing it in Caselle; had been done in Excel until now. Able to get to it now that we have enough staffing.

Erubiel:

- Hispanic Heritage Month (September). Multiple events in various communities.
- Working on Dia de los Muertos (Nov. 2<sup>nd</sup>)
- Latino mixer Oct 27<sup>th</sup> - focused on education piece. Talking about disparity – the number of students are rising, teachers remaining flat. 4<sup>th</sup> mixer, first time in Independence.

Robin:

- Had nice meeting w/Mike, Jeff, Ken re: museum lift project. Heritage Society has really stepped up. Shawn suggested going to HPC re: grant.
- Job opening closes on the 7<sup>th</sup>. Hoping for good applicants.
- Started tagging for RFID.
- Much time this year will be taken with museum.
- Michelle is working on HEAL City grant application. 😊

Shawn:

- Still doing a lot with RARE staff.
- Preparing presentation for LOC and 2 tours. Tech tour at library and city hall; riverfront tour, 5 stations.
- Wrapping up grant reporting for CLG grant.
- Getting financing for Independence Landing nailed down.
- Zone Chg/ Devel Code/ Bid award all passed yesterday at council meeting.
- Working on DDA negotiations.
- Tuesday will be hosting a visit from Chuck Maron, head of a group from Minnesota. Revitalizing small towns, advocating strong towns; will be doing a walking tour of downtown. Brown bag lunch in event center after.

Management Team Meeting  
Wednesday, October 26, 2016

Present: Mike, Shawn, Jason, Karin, Erubiel, Robin, Courtney, Amanda, David

Mike:

- A sewer funding meeting w/funding agencies for larger project is tomorrow afternoon.
- Current projects:
  - Riverview pump station engineering
  - RWUP engineering
  - Chlorination system WWTP is constructed and operational.
  - Are at 30% design review for annual water pipeline replacement project; meeting tomorrow.
- Planning projects:
  - 36-lot Quail Crossing subdivision is in engineering plan review; first letters going out this week.
  - 16<sup>th</sup> St mini-storage SDR is approved, and is under construction. Precon meeting held, and is taking lots of time.
- 3<sup>rd</sup> & H Street - drainage improvements under construction.
- Independence Landing infrastructure is going to construction (water/sewer/storm/streets).
- Will be out on Friday.

Jason:

- Working on CJIS preaudit questionnaire. Audit will take place sometime after December 5<sup>th</sup>.
- New video system is slated to be upgraded Nov 8<sup>th</sup>. Make sure you have downloaded any footage you need prior to then.
- Work at Aumsville progresses slowly.
- Saw minimal impacts from big internet 'attack' on October 21<sup>st</sup>.
- Working on migrating to Microsoft Azure cloud backup.
- Looking at switching 2factor authentication for PD.
- Pending background checks, we will have an IT intern starting shortly.
- Doing lots of work station replacements.
- Completed annual safety inspections. Admin side fared well; needs evacuation sign on 3<sup>rd</sup> floor. Held fire drill and the event center doors worked as they should. In absence of Aaron, followed PD evacuation procedure.
- Continue to roll out Office upgrades.

Karin:

- Work is progressing nicely on agenda automation. Will have parallel agenda packets/noticing for the Nov 8<sup>th</sup> meeting.
- Working on getting newsletter to print today.
- Completed 2 kennel permits.
- A large tree is coming down on S. 4<sup>th</sup>; it is not on the landmark tree list and is on private property.
- An updated retention schedule was sent out this morning.
- She is updating ordinances and resolutions to the shared drive. She will send out an email when complete, but ordinances back to 2011 can be accessed now: Y:\City-Share\Documents\Ordinances. An index of all ordinances back to 2000 can also be found there; hyperlinks will be added.

Amanda:

- We currently have Aflac; looking at alternative for staff. Allstate has plan, will get information and copy of plan. Karin to get resolution.
- Worker's comp audit ongoing now.
- Doing payroll this week.

Courtney:

- Will get holiday trees the last week in November.
- The social media team working; a new draft policy is in review.
- Dia de los Muertos lunch & learn next week for staff. Public event later that day.
- Hop & Heritage wrap up meeting tonight at 6:30.
- Met w/Ken & Karin re: park construction and Relay for Life next year. Discussion of park, spring events.
- Need to figure out storage for event center. Discussion of art.
- Halloween is Monday!

Robin:

- Has signs for Halloween Downtown Trick or Treat. Karin volunteered to stay and hand out candy. The new sign/messaging trailer – she would like to have it up for the event. IDA has sandwich boards they will also put out. Kids will start at library, then head downtown.
- The Art Center is assisting w/Dia de los Muertos celebration.
- The Art Center is in process of hiring staff; they are looking at grant funds for this.
- Went to this morning's meeting; Shawn will report.
- Have applicants for Library II position; will be setting up interviews shortly.
- Library Board is looking at how increased hours would look.

Shawn:

- Lots going on w/Independence Landing; working on updating our website.
- The branding RFP is out; getting busy w/followup meetings. Should get several responses.
- Went to hazard mitigation planning meetings; Polk County is updating their plan, includes a portion with us.
- Working w/Michelle on several projects w/HPC. Also Cycle Oregon grant for heater for shower in bike campground.
- Doing a lot with tech meetings; Erubiel assisting.
- He & Robin were at a sustainability meeting re: after-school programs this morning. Discussion.

Erubiel:

- Working on Dia de los Muertos (11/2).
- Looking at creating community liaison summit.
- The Latino Mixer is this Thursday. All are welcome; interesting conversation re: education.
- Looking at CERT training in Spanish.
- Looking a SIT (Service Integration Team) in Spanish in Independence.

David:

- Making progress on franchises renewals and new franchise w/WAVE.
  - Reviewing telecom ordinance in December
  - Working w/Sprint, different type of franchise than others
  - Working w/Charter
- Marijuana discussion will be at 11/22 meeting.
- Independence Landing: lots is going on, meeting at 10 today. Yesterday was a preconstruction meeting, mobilizing next week, starting sewer line work. Work goes through June.
- Met w/council Tuesday morning, received approval to do DDA presentation at next meeting. Will have work session at 6:00 pm on 11/8, regular session after.
- Had offer on old city hall; counteroffered, but they withdrew.
- Looking at offers for lease occupant at old library.
- He is on the OCCMA board; will be gone next Thu/Fri for orientation.
- Attended a diversity program in Philomath (courtesy Corvallis SD). Would like to consider similar training here. Would like Amanda to check it out.
- Need to plan council orientation.
- Having more conversations re: MINET.

# INDEPENDENCE POLICE DEPARTMENT

## QUARTERLY COUNCIL REPORT

Months of: **July, August and September 2016**

Total Assigned Case Numbers:	1193
Total CAD Events:	3304
Total Custodies: (Includes Juvenile Referrals)	128
Total Citations:	193

### CUSTODIES THAT ARE FELONIES, CRIMES OF VIOLENCE, DRUGS, DUII OR WARRANTS:

070116	Richard Lee Hunt was arrested on a Warrant.
070216	Kendall Ray Hogg was arrested for DUII.
070316	Three juveniles were referred for Probation Violation.
070316	Francisco Arroyo was arrested on a Warrant.
070416	Damon A. Gomez was arrested on a Warrant.
070516	Wade Alan Taylor was arrested for DUII and Unlawful Possession of a Controlled Substance – Methamphetamine.
070516	Gabriel Robert Gillette was arrested for Public Indecency.
070716	Amanda Sue Walker was arrested for Forgery 2.
070716	Annalisa Marie Guajardo was arrested on a Parole Violation.
070916	James David Stedman II was arrested on a Warrant.
071016	Nicholasa Meza Martinez was arrested for DUII.
071216	Juan Manuel Leos Jr. was arrested on a Probation Violation and a Restraining Order Violation.
071316	Gregory Don Wheeler was arrested on a Parole Violation.
071416	Alex Lopez Jr. was arrested for Harassment and Strangulation.

071616 Paul Thomas Dodele was arrested for Unlawful Possession of a Controlled Substance – Methamphetamine and DWS.

071616 A juvenile was referred for Possession of Less than an Ounce of Marijuana – Under 21.

072116 Kendall Ray Hogg was arrested on 2 FTA Warrants out of Independence Municipal Court.

072216 Exie Dee Farm was arrested for DUII, Reckless Driving and Refusal to give a Breath Test.

072416 Jose Luis Flores Romero was arrested for DUII, Elude and MIP.

072516 Ernesto Zavala Jr. was arrested on a Probation Violation.

072716 James David Stedman III was arrested on a Warrant.

072916 Earl Edward Jones was arrested for Identity Theft and an FTA Warrant out of Independence Municipal Court.

072916 Juan Manuel Leos Jr. was arrested on a Probation Violation.

080316 Lori Nichole Berquist was arrested on a Warrant.

080316 Matthew Bryant Berquist was arrested for Unlawful Possession of a Controlled Substance – Methamphetamines.

080416 Ernesto Rene Delgado Jr. was arrested on a Warrant.

080616 Donna Celeste Dubbe was arrested on a Parole Violation.

080616 Adam Kellum Nicholas was arrested on a Probation Violation and Resisting Arrest.

080816 Mark William Nienhouse was arrested for Theft 1 and Felon in Possession of a Weapon.

081116 Gregory Don Wheeler was arrested for Child Neglect 2.

081316 Marcos M. DeJesus Ramirez was arrested for DUII.

081416 Andreu Ruben Mendez was arrested for DUII, Failure to Display Drivers License and Refusal to give a Breath Test.

081416 Adan Reyes Santiago was cited for Failure to Appear at Independence Municipal Court.

081516 Frederick Wayne Campbell was arrested on a Parole Violation.

081516 Kenneth Mark Pointer was arrested for DUII and Refusal to give a Breath Test.

081516 Jaime Alvarez-Galindo was arrested on a Warrant and False Information to a Police Officer.

081616 Michael Keith Foutch was arrested on a Warrant.

081716 Brian James Fouse was arrested for Unlawful Possession of a Controlled Substance – Methamphetamines.

082016 Ronald Len Selby was arrested on a Probation Violation.

082016 Michael Alan Kurz was arrested for DUII.

082116 Kendall Ray Hogg was arrested on 3 Warrants (2 for FTA at Independence Municipal Court.)

082116 Jose Luis Coronado Jr. was arrested for Assault 4.

082216 Kendall Ray Hogg was arrested on 2 Warrants for FTA at Independence Municipal Court.

082316 Gregoria Antonia Richard was arrested on a Probation Violation.

082616 A juvenile was referred for 6 counts of Sex Abuse 1 , Rape 1 (Under 12) and Sodomy 1 (Under 12.)

090416 Lee Van Lindley was arrested for DUII.

090616 Teresa M Persons Hill was arrested for DUII and Refusal to Submit to Breath Test.

090916 Amanda Lynn Scott was arrested for DUII, Unlawful Possession of a Controlled Substance – Meth and Unlawful Possession of Controlled Substance Schedule 2 – Prohibited Acts Generally.

091116 Justin Joseph Rochefort was arrested for DUII and Refusal to Submit to Breath Test.

- 091116 Travis D. Edwards was cited for Possession of Less than an Ounce of Marijuana – Under 21 years old.
- 091316 Marshall Ross Wollam was arrested for DUII.
- 091716 Angela Kay Melton was arrested on a Warrant.
- 091816 Jesse Alan Gray was arrested for Trespass 2 and Unlawful Possession of a Controlled Substance – Methamphetamines.
- 091816 Amy Lee Bothum was arrested on a Warrant and a Probation Violation.
- 092016 A juvenile was referred on a Probation Violation.
- 092116 A juvenile was referred for Possession of Less than an Ounce of Marijuana – Under 21 years old.
- 092416 Salvador Guido Ledesma was arrested on a Warrant.

Of the 128 custody's, 20 were alcohol related, 9 were drug related, 19 were juvenile referrals, 8 were crimes against persons and 11 were crimes against property.

ORDINANCE ENFORCEMENT:

Cases Cleared:	39
Citations Issued:	1

**AN EXAMPLE OF DRUGS, WEAPONS AND OTHER ITEMS SEIZED THIS QUARTER:**





TRAINING

080116/  
080316

Sgt. Banuelos attended School Resource Officer training.

081216 Sgt. Banuelos, Sgt. Hedlund, Ofc. Rumsey, Ofc. Lopez, Ofc. Thissell, Det. Scharf and Det. Cole attended in-service Defensive Tactics training.

081616 Sgt. Gilbert, Sgt. Hedlund, Ofc. Roy, Ofc. Unverferth, Ofc. Barlow and Ofc. Glock attended in-service Defensive Tactics training.

083016/  
090116 Rec. Tech. Blanchard attended OSP CJIS annual training.

090916 Sgt. Banuelos, Sgt. Hedlund, Ofc. Roy, Ofc. Oliveros, Ofc. Rumsey, Ofc. Thissell, Det. Cole and Ofc. Glock attended in-service Firearms training.

091916 Chief Mason, Sgt. Gilbert, Ofc. Unverferth, Ofc. Lopez, Ofc. Hedrick, Ofc. Barlow and Det. Scharf attended in-service Firearms training.

091916/  
092216 Ofc. Manager Barnett attended the Northwest CJIS and Security Summit.

092716/  
092916 Sgt. Banuelos and Det. Scharf attended Homicide Investigations Training.

092816/  
092916 Chief Mason attended the DPSST Chief's Conference.

092816/  
100116 Sgt. Gilbert attended a CERT Manager Course.



1201 Court Street NE, Suite 200 • Salem, Oregon 97301  
(503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863  
[www.orcities.org](http://www.orcities.org)

John McArdle  
Mayor  
City of Independence  
PO Box 7  
Independence, OR 97351

October 11, 2016

Dear Mayor McArdle,

On behalf of the League of Oregon Cities, I want to thank you and the Independence city staff for participating in our 2016 League of Oregon Cities Annual Conference in Salem this year. The city tours are a major element of the conference and provide an important learning and networking opportunity for attendees.

The Independence tours were excellent and contributed to another successful conference. I appreciate all the hard work that went into planning and sharing your city. The participants enjoyed your tours and benefited greatly from learning about the redevelopment of the Independence Riverfront as well as exploring how your city is utilizing technology to help solve community problems.

Sincerely,

Michael J. McCauley  
Executive Director

Cc: Shawn Irvine, Economic Development Director  
David Clyne, City Manager



October 13, 2016

Honorable John McArdle  
Mayor of Independence  
c/o Michael Danko, Public Works Director  
555 South Main Street / PO Box 7  
Independence, OR 97351

RE: Administrative Closeout for Community Development Block Grant, City of Independence – Recycled Water Use Plan, Project #P13022

Dear Mayor McArdle:

Thank you for your recent submission of the Project Completion Report for the above referenced project. We have determined that the project is complete, \$14,993 of unspent funds will be recaptured and the project will be administratively closed. The contract will remain open until the state receives and accepts the city's audit report for the fiscal year ending June 30, 2017. Once the appropriate state agency notifies our office that the audit has been accepted, we will notify you that the contract has been closed.

Should you have any questions or need further assistance, please do not hesitate to contact your Regional Coordinator, Michelle Bilberry, at (503) 986-0142 or [michelle.bilberry@oregon.gov](mailto:michelle.bilberry@oregon.gov)

Sincerely,

Robert Ault, Program Services Division Manager  
Infrastructure Finance Authority

cc: Karin Johnson, City Recorder  
Renata Wakeley, MWVCOG  
Fumi Schaadt & Becky Baxter, CDBG Program & Policy Coordinator  
File

PENDING CITY COUNCIL AGENDA ITEMS:

11/03/16

7:30 p.m.	7:30 a.m.
<b>NOV 8, 2016 + Work Session, 6:00 pm</b>	<b>NOV 22, 2016</b>
<ul style="list-style-type: none"> <li>» DDA (david/carrie)</li> <li>» OLCC Hearing - Pink House (hedlund)</li> <li>» OLCC Hearing - A-1 Market (hedlund)</li> <li>» 1Q 2016-17 Financial report (gloria)</li> <li>» IGA - wellfield (mike/david)</li> <li>» Executive Session (real estate)</li> <li>»</li> <li>»</li> <li>» minutes</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>	<ul style="list-style-type: none"> <li>» Marijuana(david)</li> <li>» CB: business registration (gloria)</li> <li>» Resolution: DEQ, IFA financing (gloria/mike) (URA)</li> <li>» Lodging Tax (david)</li> <li>» Comm Liaison Report (erubiel)</li> <li>» Exec Session (MINET) call don</li> <li>» Written Report: MINET GM</li> <li>» Liaison Reports: Parks &amp; Rec, <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> HPC, Western Days</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>
<b>DEC 13, 2016</b>	<b>DEC 27, 2016</b>
<ul style="list-style-type: none"> <li>» Astound Broadband franchise (david)</li> <li>» Utility Rates (david/gloria)</li> <li>» CB: amending taxicab ordinance (david/karin)</li> <li>» supplemental insurance resolution (gloria/amanda/karin)</li> <li>» Branding (shawn/david)</li> <li>»</li> <li>»</li> <li>»</li> <li>» minutes</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>	<ul style="list-style-type: none"> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>» Written Report: MINET GM</li> <li>» Liaison Reports: Library Board, Museum Board Traffic Safety and Hop Festival</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>
<b>JAN 10, 2017</b>	<b>JAN 24, 2017</b>
<ul style="list-style-type: none"> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>» minutes</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>	<ul style="list-style-type: none"> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>»</li> <li>» Written Report: MINET GM</li> <li>» Liaison Reports: WIMPEG, MINET, and Planning Commission</li> </ul> <p><b>+ Urban Renewal Agency, if needed</b></p>

**FUTURE TOPICS:**

- TRT ordinance update
- Recycled Water Reuse Plan
- Museum concept
- Worksession: CB: Traffic Assmt (bob)

**QUARTERLY WORK SESSIONS:**

- FEBRUARY**
- MAY**
- AUGUST**
- NOVEMBER**

- Library Board: Commissioner Lodge
- Museum Board: Councilor Lindskog
- Traffic Safety Commission: Councilor Takacs
- Hop & Heritage Festival Commission: Councilor Lodge
- Parks & Rec Committee: Councilor Hoffman
- Historic Preservation Commission: Councilor Takacs
- Western Days Commission: Councilor Peck
- WIMPEG: Councilor Lindskog
- MINET: Councilor Hoffman
- Planning Commission: Councilor Peck