

Board of Directors
Regular Meeting Agenda
Tuesday, January 24, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President



- | | |
|--|-----------|
| I. Additions/deletions from the agenda (ACTION) | Schoppert |
| II. Actual or potential conflicts of interest | Schoppert |
| III. Consent agenda (ACTION) | Schoppert |
| i. Minutes from December 20, 2016 meeting | |
| ii. Invoice Pauly, Rogers and Co., PC | |
| IV. Open forum for the general public | Schoppert |
| V. Audit report | |
| VI. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Schoppert |
| iii. December 2017 financial statements | Fox |
| iv. Director's report | Fox |
| VII. Previous business | |
| VIII. New business | |
| i. West Oak Street Lid Assessment bill | Fox |
| ii. Garden maintenance bid (ACTION) | Fox |
| iii. Alcohol in the meeting room discussion | Fox |
| iv. Library Board Elections discussion | Fox |
| IX. Agenda items for next meeting | Schoppert |
| i. Library Director Rachael Fox six month evaluation | |
| X. Adjournment | Schoppert |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7.00 to 9.00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

502 State Street
Hood River - OR 97031

541 386 2535

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Board of Directors
Regular Meeting Agenda, Supplementary
Tuesday, January 24, 2017, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared by Library Director Rachael Fox



I. Additions/deletions from the agenda (ACTION)

Schoppert

II. Actual or potential conflicts of interest

Schoppert

III. Consent agenda (ACTION)

Schoppert

i. Minutes from December 20, 2016 meeting

Attachments:

- III.i. Minutes of December 20, 2016 meeting

ii. Invoice Pauly, Rogers and Co., PC

Invoice from our auditing firm Pauly, Rogers and Co., PC for the audit year 2015-16.

Attachments:

- III.ii. Invoice Pauly, Rogers and Co., PC

IV. Open forum for the general public

Schoppert

V. Audit report

The audit report has been postponed to the February 21, 2017 Library District Board meeting.

VI. Reports

i. Friends update

Fox

- Hood River County Reads has selected *Ordinary Grace* by William Kent Kruger. On the surface, *Ordinary Grace* is the story of the murder of a beautiful young woman, a beloved daughter and sister. At heart, it's the story of what that tragedy does to a boy, his family, and ultimately the fabric of the small town in which he lives. Told from Frank's perspective forty years after that fateful summer, it is a moving account of a boy standing at the door of his young manhood, trying to understand a world that seems to be falling apart around him. It is an unforgettable novel about discovering the terrible price of wisdom and the enduring grace of God.
- Hood River County Reads also selected another book called *Mockingbird*, a young adult novel by American author Kathryn Erskine, about a girl with Asperger's syndrome coping with the loss of her brother. It won the 2010 U.S. National Book Award for Young People's Literature.
- The events for Hood River County Reads will include a program with Lynda Dallman and Bill Weiler, a music/drama at Stave and Stone on Thursday April 20 and at the Hood River Library on Saturday, April 22. There will also be a writing workshop with the author and an event for seniors.

ii. Foundation update

Schoppert

- The Grand Opening celebration party will be held Saturday, January 21, 6:00pm. The celebration will include a musical performance by Mo Phillips, refreshments by Fresh Start and juice from Columbia Gorge Organics. There will be over 800 apples from

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Kiyokawa Family Orchards for patrons to take home with them. There will also be games and prizes donated by many businesses in the Gorge. Children's Librarian Jana Hannigan and Children's Assistant Yeli Boots have worked hard to create a wonderful evening of fun, celebration and thanks to everyone who made the children's remodel possible. The Library Foundation will invite members and Feast of Words donors to the event at 5:30pm for a tour of the renovated space.

- The Feast of Words committee is looking for a caterer, auctioneer, and music. They are busy out in the community requesting donations.

iii. December 2017 financial statements

Fox

Due to the inclement weather, the accounting firm was not able to complete the financial statements by the time the meeting packet was distributed.

iv. Director's report

Fox

Administration

- Our lawyer Jeff Baker has recently been asked by the incoming Klickitat/Skamania County Superior Court Judge to serve as a court commissioner in Klickitat County. He has accepted this appointment and started his new position at the first of the year. Combining this position with his current role as a district court judge made him a full-time judicial officer in Washington. Consequently, he withdrew from his firm at the end of last year and stop practicing law. The Library District file will be maintained at their office, and they have several very qualified attorneys able to assist us with in the future. Baker has recommended Ruben Cleaveland who has been working with their firm for the past two years. In the immediate future, Ruben will handle the oversight of our file. Ruben currently serves as legal counsel for several Oregon cities and special districts and he is well-versed in all aspects of governmental law. Baker has great confidence in Ruben and believes he will do a tremendous job in maintaining the level of client service that he has endeavored to provide to the District.

Facilities

- In the past WINGS provided our snow removal service. After the first snow fall, I was informed they no longer offer work program. Our maintenance person, Michael Love-Peterson tried to keep up with the heavy snowfall this winter but was unable to do so with lack of proper equipment and inability to hire additional help. Due to the gap in trying to find a new service, ice built up on Oak Street. I hired a small team and they were able to remove half of the ice but could not complete the project with the equipment they own. I hired Lanes Excavating and they brought in machinery to get the sidewalk completely cleared. Since then I have hired Josh Lane, who clears for the City of Hood River, to clear after small storms and Paul Jones owner of Wyeast Timber Services to do major clean up with a large crew after big storms.
- Our automatic doors at the Hood River branch in library lane have not been working properly for an extended period of time. In addition, one of the automatic functions on the front doors is not working. I received a recommendation of a local company, Hire Electric in the Dalles, who can hopefully repair the doors. The company from Portland we used in the past is no longer servicing the Gorge. Hire Electric will visit the library on Tuesday, January 17, weather permitting.
- Two architects from the firm FFA Architecture and Interiors, Inc. will come to the Hood River Library in January, to meet with Assistant Director Arwen Ungar and I to discuss the next step for Parkdale and Cascade Locks Libraries.
- The Bruce and Mary Stevenson Foundation has donated \$26,000 from 2011-2016 to the Library Foundation. They have plans to donate \$5K again for Feast of Words 2017. In

gratitude for their generosity over the years, the Atrium on the upper level of the library will be named after them. This room houses our magazine collection, sitting area, teen area and all our public computers. The Library Foundation has informed the family and will order a plaque for the area.

- The final touches are being done on the children's library remodel. Mark Nilsson has been painting and aims to be finished by the Grand Opening. Ben Bonham's beautiful new signs in the shape of fruit ladders have been installed.

Personnel

- Public Service Clerk Sarah Ryan is expecting a baby! Since Sarah works under 20 hours per week, she does not qualify for Family Medical Leave Act. She will take a leave of absence for three months following the birth of her child around the first of June. Sarah currently works around 12 hours per week

Services

- The District is a member of the Libraries of Eastern Oregon (LEO). Member libraries of LEO share a group subscription to several of our subscription database. LEO decided to cancel it's group subscription to Ancestry.com and Heritage Quest due to rising costs and the inability of smaller libraries to afford the databases. The LEO group subscription cost the District \$1,375. An individual subscription will cost the District \$1003.25 for Heritage Quest and \$1351.25 for Ancestry.com for a total \$2,354.50. We have had several patrons ask for us to renew Ancestry.com. I reviewed the statistics from 2015-16. Ancestry.com had 2,611 searches and 1,450 item views, while Heritage Quest had 357 searches and 294 views. At this time, we will only renew Ancestry.com.

Statistics

- Due to inclement weather closures, I was unable to gather all the data from staff for the report. I will provide a full report at the next Board meeting.

VII. Previous business

VIII.New business

i. West Oak Street Lid Assessment bill

Fox

Last month I was informed by Hood River County they have been paying for the partial sidewalk replacement from the West Oak Local Improvement District (LID), which was completed in 2009. They asked the District to make the three remaining payments of \$539.60 each year since we now own the property. The 2016 payment has already been submitted.

Attachments:

- VIII.i. West Oak LID assessment
- VIII.ii. Map of the Oak Street LID

ii. Garden maintenance bids (ACTION)

Fox

Attachments:

- VIII.ii.a. Informal Bid Request Grounds Maintenance for Georgina Smith Memorial Gardens
- VIII.ii.b. 2017 season quote from Walker's Landscape Maintenance
- VIII.ii.c. 2016 Landscape Maintenance costing, 2017 adjusted rate

Walker's Landscape and Maintenance has been taking care of our grounds since 2015. The last contract we signed expired December 31, 2016. Since the contract is more than 10K and less than 150K (per the Oregon Attorney General's model contracting rules, which the District adopted), I sought

out three informal bids. I contacted the following firms

- FLI Landscaping
- Garden Gates Landscaping & Design
- Torres Lawn Services
- Walker's Landscape and Maintenance

Walker's Landscape and Maintenance is the only firm that submitted a quote. The owner Wade Walker has lowered the cost from \$14,820 per year to \$13,440. In 2015, Wade's expenses were \$1500 more than his bid to the District. In his estimate for 2016 he wanted to ensure his costs were covered but they ended up under budget at \$13,440.

For comparison, the Library Foundation previously paid Steve Alford Landscaping solely to take care of the plant beds (no turf areas, pathways, etc.). In 2008, the Foundation paid Alford \$936/month for that work alone. The District paid Hood River County in 2015 \$360 per month for the turf areas. Walker has added basic irrigation maintenance into the bid, something for which we've previously had to contract separately.

I have every trust in Wade Walker's integrity, and I believe that if he has found ways to save us money without sacrificing quality.

It is good practice to go through the bidding process every three to five years. Based upon the advice of our lawyer, I recommend we sign a two year contract with Walker's Landscape Maintenance with an option to renew. I can have a contract ready for review at the next board meeting. In the meantime, Walker's said they can charge us on a time and materials basis.

I would like to explore with the Library Foundation the possibility of finding more permanent ways to support the Gardens' upkeep. This could include annual giving programs aimed at the Gardens. I would welcome ideas from the Board on sustainable ways to pay for upkeep of the Gardens as well.

iii. Alcohol in the meeting room discussion

Fox

Attachments:

- VIII.iii. Meeting and study rooms policy

I have received two requests in the past three months to allow groups to consume alcohol in our public meeting room. In the past, we have not allowed users to consume alcohol and I informed both groups of our policy.

Our policy currently states, No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

Since I was under the assumption users would need to acquire a license, I called Oregon Liquor Control Commission (OLCC) to confirm. A liquor license is not needed if there is no cash bar or there is no fee or admittance charge or cash changing hands at the event.

I contacted our lawyer and insurance carrier to determine if patrons would need insurance. It was recommended to require proof of host liquor liability coverage and require an OLCC licensed person to serve alcohol so they can be in charge of cutting people off. Our current policy, would allow us to make these type of requirements. I would like to discuss allowing patrons who use our meeting room for events to consume alcohol under these conditions.

iv. Elections discussion

Fox

There are three board vacancies to fill, each with a four year term. Persons wanting to file for candidacy for board positions may begin filing February 4, 2017 and the last day to file for candidacy is March 16, 2017 5:00pm.

IX. Agenda items for next meeting

Schoppert

- i.** Library Director Rachael Fox six month evaluation

X. Adjournment

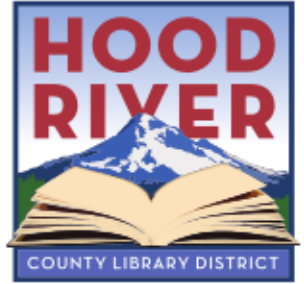
Schoppert

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Minutes
Tuesday, December 20, 2016, 7.00p
Jeanne Marie Gaulke Community Meeting Room
502 State St, Hood River
Sara Snyder President
Notes prepared Library Director Rachael Fox



Present: Rachael Fox (Staff), John Schoppert, Karen Bureker, Alexis Vivoda, Sara Snyder, Jean Sheppard

- I. Additions/deletions from the agenda (ACTION)** Snyder
President Snyder called the meeting to order at 7.00p. Vaivoda moved to approve the agenda as presented. Schoppert seconded. The motion carried unanimously.
- II. Actual or potential conflicts of interest** Snyder
None stated.
- III. Consent agenda (ACTION)** Snyder
i. Minutes from November 29, 2016 meeting
ii. 2017 property and liability bill
iii. Addition Personnel Policy
iv. Revision Personnel Policy
Vaivoda moved to approve the consent agenda as presented. Bureker seconded. The motion carried unanimously.
- IV. Open forum for the general public** Snyder
No public present.
- V. Reports**
i. Friends update Fox
There was nothing additional to report aside from the written notes.
ii. Foundation update Schoppert
There was nothing additional to report aside from the written notes.
iii. November financial statements Fox
Fox recommended correcting the mistake involving the Sage Library System Fund. The Board agreed. Fox will investigate the correct steps to transfer the funds.
iv. Director's report Fox
There was nothing to add to the written report.
- VI. Previous business** Fox
- VII. New business**
Library Director Rachael Fox six month informal evaluation will occur during the February 21, 2017 Board meeting. Fox will discuss each of the Library District Strategic Goals for 2016-2021 and the progress made and plans to complete the goals. District Board members are encouraged to bring questions to the meeting. This will be an open session.
- VIII. Agenda items for next meeting** Snyder
i. Audit (Communication to the Governing Board)
- IX. Adjournment** Snyder
The meeting adjourned at 7:17pm.

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Hood River County Library District
502 State St.
Hood River, OR 97031

Mission Statement: Pauly, Rogers and Co., P.C., provides high quality, timely and cost effective auditing and consulting services to meet our clients' needs with an emphasis on improving their performance and accountability.

DESCRIPTION	CONTRACT PRICE	PRIOR BILLS	AMOUNT DUE
June 30, 2016 Audit			7,900.00
		Payments/Credits	\$0.00
		Balance Due	\$7,900.00

PLEASE MAKE CHECKS PAYABLE TO:
PAULY, ROGERS AND CO., P.C.

ORDINANCE NO. 1976

(An ordinance levying assessments for the West Oak Street Local Improvement District for improvements consisting of sidewalks and access to adjacent properties; and repealing Ordinance 1974)

WHEREAS, on December 17, 2007, the City Engineer presented his report on the proposed West Oak Street Local Improvement District pursuant to HRMC Section 13.16.020 and the Council approved the report pursuant to HRMC 13.16.030 and Resolution 2007-25.

WHEREAS, the actual cost of the local improvements is ascertained to be \$1,801,472.00, and the amounts to be assessed to, and borne by, the specially benefitted property, and to be borne by the City or others, have been determined in accordance with applicable provisions of HRMC Chapter 13.16, as set forth in Exhibit A attached hereto and incorporated herein by reference.

WHEREAS, the City Council has established the method of calculating local improvement assessments in HRMC Chapter 13.16;

WHEREAS, on May 11, 2009, the City Engineer presented the proposed assessment to the City Council for approval and the City Council approved the proposed assessment and directed the City Engineer to notify the benefitted property owners in accordance with HRMC 13.16.090;

WHEREAS, it has been determined that the notices may not have been provided in accordance with HRMC 13.16.090;

WHEREAS, the City Council finds that it is in the best interest of the City and property owners to be assessed to repeal Ordinance 1974 and cause a second notice of the proposed assessment for the West Oak Local Improvement District to be provided in accordance with HRMC 13.36.090;

WHEREAS, the second notice of the proposed assessment for the West Oak Street Local Improvement District was provided, as required by HRMC 13.16.090, allowing the owner of each property to file a written objection to the assessment on or before September 9, 2009;

WHEREAS, on September 14, 2009, the City Council considered the written objections to the proposed assessments, and determined the amount of the final assessment to charged against each property owner in the district;

NOW, THEREFORE, THE CITY OF HOOD RIVER ORDAINS AS FOLLOWS:

Section 1. The City Engineer's reports are made a part of the Council's record in these proceedings, attached as Exhibit B and incorporated by reference.

Section 2. The actual assessable cost of the local improvements consisting of sidewalk and driveway improvements is \$97,817.10 which is hereby assessed against the parcels of property described in Exhibit A, in the amounts set opposite, respectively.

Section 3. The City Council assesses each parcel of property within the described local improvement district as set forth on the assessment roll attached as Exhibit A.

Section 4. The City Council determines that each parcel of property described in Exhibit A is specially benefited to the extent of the assessment set forth. The City Engineer shall give notice of the final assessments to the owners of the assessed parcels in accordance with HRMC 13.16.140. Assessments that remain unpaid after the twenty day period are declared to be liens upon the respective lots, parts of lots or parcels of land against which said several amounts are assessed, and may be paid, with interest on the unpaid principal amount commencing twenty days after the date of the notice, unless application is made to pay in installments in accordance with HRMC 13.16.140.

Section 5. The City Recorder is directed to enter in the docket of City Liens a statement in connection with each unpaid assessment containing the following:

- 5.1 A description of each parcel of property specially benefited by the local improvements;
- 5.2 The name of the owner or reputed owner thereof, or that the name of the owner is unknown; and
- 5.3 The sum assessed upon said property, the amount and date from which interest accrues, and the date of entering the same in the docket of City Liens.

Section 6. Upon enactment of this ordinance, the City Engineer shall send notice of the final assessments by first class mail to the owners of the assessed parcels containing the information required by HRMC Section 13.16.140 according to the terms set forth in Section 4 of this ordinance.

Section 7. Assessments paid in installments are subject to the following terms and conditions:

- Length: 10 years
- Payments: Annual payments, due by December 1 of each year, with the first installment due on December 1, 2009.
- Interest rate: 6.75%
- Penalty fee: \$100 per year, plus accrued unpaid interest, if payment is not received or postmarked by December 1 of the year in which the payment is due.

Section 8. Any assessment remaining unpaid may be foreclosed as provided by law. The proceeds from the payment or foreclosure of assessments levied by this ordinance shall be deposited to the city funds which advanced the cost of construction, engineering and related expenses or which

are used to retire any indebtedness incurred by the City for these improvements.

Section 9. Ordinance 1974 is repealed in its entirety.

Read for the first time: Sept 28, 2009.


Read for the second time and passed: Oct 13, 2009, to become effective 30 days hence.

Signed 10-14-09, 2009.



Arthur Babitz, Mayor

ATTEST:



Jennifer McKenzie, City Recorder

MAP NO.	TL NO.	OWNER/ADDRESS	SIDEWALK (SQ. FT.)	DRIVEWAY (SQ. FT.)	SPECIAL ASSESSMENT	ASSESSED VALUE	PROPOSED ASSESSMENT
03N10E25CD	10000	RUNYAN, PAULA 413 & 415 OAK	500	0		LAND \$48,100.00 IMP. \$185,840.00 TOTAL \$233,940.00 TAXES \$3,345.37 DELINQUENT NOT DELINQUENT X TOTAL \$3,054.44	SIDEWALK DRIVEWAY SPECIAL \$2,500.00 SUB TOTAL ENG/ADMIN \$554.44 TOTAL \$3,054.44
03N10E25CD	10200	HR COUNTY LIBRARY PARK	670	0	\$0.00	LAND IMP. EXEMPT TOTAL \$0.00	SIDEWALK DRIVEWAY SPECIAL \$3,350.00
03N10E25CD	10600	FARWIG, JEANNE MARIE 212.4TH ST	1152	210	\$0.00	TAXES DELINQUENT NOT DELINQUENT LAND \$88,030.00 IMP. \$141,580.00 TOTAL \$229,610.00 TAXES \$2,921.73 DELINQUENT NOT DELINQUENT X TOTAL \$9,603.15	SUB TOTAL ENG/ADMIN \$3,350.00 TOTAL \$742.94 TOTAL \$4,092.94 SIDEWALK DRIVEWAY SPECIAL \$5,760.00 TOTAL \$2,100.00 SUB TOTAL ENG/ADMIN \$7,860.00 TOTAL \$1,743.15 TOTAL \$9,603.15
03N10E25CD	11700	PERRON, BRADFORD W.S. 304 OAK	310	0	\$0.00	LAND \$43,000.00 IMP. \$359,381.00 TOTAL \$402,381.00 TAXES \$5,894.17 DELINQUENT NOT DELINQUENT X TOTAL \$1,893.75	SIDEWALK DRIVEWAY SPECIAL \$1,550.00 SUB TOTAL ENG/ADMIN \$1,550.00 TOTAL \$343.75 TOTAL \$1,893.75
03N10E25CD	11800	KROHN, LEWIS B 316 OAK	652	0	\$0.00	LAND \$49,650.00 IMP. \$209,310.00 TOTAL \$258,960.00 TAXES \$3,732.39 DELINQUENT NOT DELINQUENT X TOTAL \$3,982.98	SIDEWALK DRIVEWAY SPECIAL \$3,260.00 SUB TOTAL ENG/ADMIN \$3,260.00 TOTAL \$722.98 TOTAL \$3,982.98
03N10E25CD	11900	CHEATHAM PROPERTIES LLC 315 OAK	2544	260	\$9,900.00	Access Hatch Reconst. LAND \$69,019.00 IMP. \$452,367.00 TOTAL \$521,386.00 TAXES \$7,514.13 DELINQUENT X 3659.33 NOT DELINQUENT LAND \$45,630.00 IMP. \$514,770.00 TOTAL \$560,400.00 TAXES \$8,208.85 DELINQUENT NOT DELINQUENT X TOTAL \$3,420.97	SIDEWALK DRIVEWAY SPECIAL \$12,720.00 TOTAL \$2,600.00 TOTAL \$9,900.00 SUB TOTAL ENG/ADMIN \$25,220.00 TOTAL \$5,593.15 TOTAL \$30,813.15 SIDEWALK DRIVEWAY SPECIAL \$2,800.00 SUB TOTAL ENG/ADMIN \$2,800.00 TOTAL \$620.97 TOTAL \$3,420.97

Date: December 14, 2007
To: Honorable Mayor and City Council
From: David H. Bick PE, City Engineer
Subject: Preliminary Engineer's Report: Local Improvement District
Hood River Urban Renewal Agency Project #409
Oak Street Improvements - 3rd Street to 5th Street

QUESTION AT HAND:

SHALL THE CITY COUNCIL FORM THE LOCAL IMPROVEMENT DISTRICT (LID) TO ASSESS CHARGES AGAINST THE BENEFITED PROPERTIES FOR STREET IMPROVEMENTS TO BE CONSTRUCTED ON OAK STREET, 4TH STREET AND FIFTH STREET AS PART OF THE "OAK STREET IMPROVEMENTS - 3RD STREET TO 5TH STREET" URBAN RENEWAL PROJECT?

INTRODUCTION:

The Hood River Urban Renewal Agency authorized the design and will advertise for bids for improvements to Oak Street from 3rd Street to 5th Street, including improvements to 4th Street from Oak Street to State Street and construction of ADA access ramps at the north side of the intersection of State Street and 3rd Street. The Urban Renewal Agency, in accordance with Hood River Municipal Code (HRMC) 13.16.010 Initiation, initiated the formation of the LID by directing the City Engineer to submit this report to the City Council.

The planned Project improvements will include: replacement of all sanitary and storm sewers and water lines and reconnection of all services; demolition and reconstruction of all sidewalks, curbs and gutters, and streets; replacement of retaining walls and guard rails; and undergrounding of overhead utilities. The estimated construction cost of the project is \$1,500,000.00. Estimated engineering and construction inspection costs are \$240,000.00. The estimated design life of the improvements is 50 to 75 years with normal maintenance.

Improvements included in the LID are: sidewalks and driveways, and any other work specific to a particular property requested by the property owner prior to or during the course of the construction. Other work includes filling or retaining under walk basements. The estimated construction cost of the LID improvements is \$100,903.28.

This report, which is prepared in accordance with HRMC 13.16.020 Report, contains the requirements numbered one through six under that section.

In accordance with HRMC 13.16.030, the City Council is requested, by motion, to approve the report, to modify the report and approve it, or to abandon the proposed local improvement district. Approval shall be by resolution declaring the Council's intent to form a local improvement district. Following approval, notice shall be sent to the affected property owners and a public hearing will be held for information purposes to discuss costs and scope of the project.

"HRMC 13.16.020 Report" states: The city engineer shall make a written report for the proposed local improvement project, which shall contain the following (six required items):

REQUIREMENT NUMBER ONE:

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

A City of Hood River map (Exhibit A) is attached showing the location of the parcel within the city limits. A copy of the assessor's plat (Exhibit B) is attached shaded to show the parcels that will be assessed to pay for the improvements constructed under this proposed Local Improvement District.

An overall plan (Exhibit C) showing the Oak Street Improvements Urban Renewal Project is also attached. The plan shows the area of the improvements, which extend west on Oak Street from the west side of the intersection at 3rd Street to the west side of the intersection at 5th Street then south on 4th Street to State Street. At 4th and 5th Streets, the work will extend north from Oak Street to tie in to the work that was completed as part of the Cascade Avenue Urban Renewal Project in 1992.

Some work will be done on State Street to under-ground power lines extending north from the south side of State Street, including the removal of three power poles and the construction of an underground transformer with vault. Construction of ADA ramps at the north side of the intersection of 3rd Street and State Avenue is also included in this project.

REQUIREMENT NUMBER TWO:

An estimate of the probable cost of the improvement, including any legal, administrative and engineering costs attributable to it.

PROJECT COSTS:

Total Project Cost:	\$ 1,500,000.00
Total Engineering Cost (incl. Const Inspection):	\$ 240,000.00
Engineering Cost as Percentage of Project Cost:	13.79%

PROJECT COSTS SUBJECT TO ASSESSMENT:

Sidewalk Unit Cost	\$ 5.50/SF	(w/ Eng. \$ 6.26/SF)
Driveway Unit Cost	\$ 7.00/SF	(w/ Eng. \$ 7.97/SF)
SIDEWALK AREAS ASSESSED: 14,030 SF @ \$5.50 =		\$ 77,165.00
DRIVEWAY AREAS ASSESSED: 930 SF @ \$7.00 =		\$ 6,510.00
<u>SPECIAL ASSESSMENTS:</u>		<u>\$ 5,000.00</u>
TOTAL OF CONSTRUCTION COSTS:		\$ 88,675.00
<u>ENGINEERING AT 13.79% OF CONSTRUCTION COST</u>		<u>\$ 12,228.28</u>
TOTAL OF ALL ASSESSMENTS:		\$100,903.28

REQUIREMENT NUMBER THREE:

An estimate of the unit cost of the improvement to the specially benefited properties.

The costs of sidewalk and driveway improvements and the special assessments for each property are shown in the attached spreadsheet, Exhibit D.

REQUIREMENT NUMBER FOUR:

A recommendation as to the method of assessment to be used to arrive at a fair apportionment of the whole or any portion of the cost of the improvement to the properties specially benefited.

The portion of the work of the project that will be assessed to the benefited properties includes the area of the sidewalks, including corner radii, and driveways fronting the property, based on the unit cost per square foot of the improvement plus the engineering cost assessed on a percentage basis.

The full cost, including engineering, of extra work performed at the property owner's request is also assessed. The cost of currently known extra work and the resulting special assessments are identified in the attached spreadsheet, Exhibit D.

REQUIREMENTS NUMBER FIVE AND SIX:

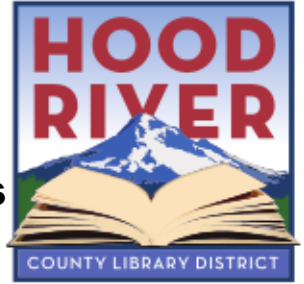
(5) The description and assessed value of each lot, parcel of land, or portion thereof, to be specially benefited by the improvement, with the names of the record owners and, when available, the names of any contract purchasers.

According to the Tax Rolls of Hood River County on December 13, 2007 the property descriptions and owners and the assessed value for each property are tabulated as shown in Exhibit D.

(6) A statement of outstanding assessments against the property to be assessed.

Staff at the County assessor's office said that the outstanding assessments at this time of year are misleading due to partial payments that may have been made toward property taxes, so Item 6 information is not included. That information will be included in the final assessment presentation upon completion of the construction.

Informal Bid Grounds Maintenance for Georgiana Smith Memorial Gardens



Hood River County Library District seeks informal bids to perform regular maintenance on the Georgiana Smith Memorial Gardens from March 1, 2017 through February 28, 2018. The expected level of maintenance is high to continue the quality of these grounds.

Maintenance duties shall include the following:

- Weekly (or as-needed) grounds maintenance of turf and non-turf areas of the Hood River Library and Georgiana Smith Memorial Gardens from February through December. This includes all beds (except the two south beds maintained by the Master Gardeners), grassy areas, borders in the garden areas, trees, Oak, State, and Sixth Street sidewalks, library pathways, and utility driveway and parking spaces.
- Weeding of all planting areas (except the two south beds maintained by the Master Gardeners), dead-heading of roses and perennials, pruning and trimming of shrubs and trees shorter than 15', raking of beds, placement of garbage in proper receptacles, and sweeping of patios, paths, sidewalks, and steps.
- Mowing of turf areas, removing leaves and other debris, edging near pathways, and general maintenance of the turf areas' appearance.
- Dumping of plant debris, with fees included as part of the contract cost.
- Preparing of plantings for the winter including pruning, dead-heading, and covering.
- Not included are maintenance of the two south beds noted above, outdoor furniture maintenance, garbage removal, or pruning of trees over 15'.
- Other services desired that will be billed separately, not included as part of the contract bid:
 - Installation of new plantings.
 - Over-seeding of grassy areas.
 - Irrigation system repair and maintenance.
 - Rodent control.
 - Removal of stumps and other large plants.
 - Fine bark mulch 1 to 2 inches in depth to be applied with fertilizer incorporated into the planting areas in the spring.
 - Pressure washing of pathways.
 - Broadleaf weed control.

This bid covers only existing beds and borders. Any future beds or borders are not included in this agreement and would be billed separately.

Bidders need to provide proof of liability insurance. The bidder will need to sign a contract with one and two year renewal clause options.

Bids are due by Wednesday January 11, by 10.00a. Please email bids to

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

rachael@hoodriverlibrary.org mail or deliver to the Hood River County Library District, 502 State St, Hood River, OR 97031.

TOTAL BID PRICE: \$_____

Bidder Name:_____

Bidder Signature:_____

Company Name:_____

Date:_____

Questions? Call or email Library Director Rachael Fox at 541-387-7062 or rachael@hoodriverlibrary.org



Walker's Landscape Maintenance

Wade Walker
541-980-2813
P.O. Box 1821
The Dalles, OR 97058
wdwalks@gmail.com
www.WLM.cu.cc
OR Lic. #9321

Commercial and Residential Properties

Licensed - Bonded - Insured

Hood River Library
Georgiana Smith Memorial Garden
502 State Street
Hood River, OR 97031

1-9-2017

This is a proposal for maintaining the landscape garden of the Hood River Library, Georgiana Smith Memorial Garden. This is a twelve month landscape maintenance service agreement commencing on _____ and ending _____. This maintenance agreement is given as a set annual dollar amount within the proposed work. This proposal includes all of the following services as listed below that will be performed over the twelve month time period.

Frequency of visits: Work visits will be performed weekly during the growing season, as needed, during the off season to maintain a well-kept appearance throughout the year.

General Garden Care: We will work to maintain good communication with volunteers from the community. We will oversee to the overall maintenance care of the garden through regular inspections then provide recommendations for the best care of the garden.

Mowing: Mowing of all lawn panels mowing will be performed weekly throughout the growing season and 'as needed' in the off season to maintain a well-kept appearance.

Edging: Edging will be performed 'as needed' to keep the lawns looking well-kept, this may be weekly, or bi-weekly.

Lawn Fertilizing: Fertilizing of lawns 'as needed' within the season to maintain color (Fertilizer included).

Irrigation Maintenance: Regular maintenance of the irrigation system through monitoring water coverage, sprinkler and clock adjustments for seasonal changes, i.e. rainfall and evaporation rate. We work at keeping the water cost down by balancing usage and plant need, to encourage proper growth and yet help to prevent plant disease.

Irrigation start-up and winterization: Oversee to the start-up and winterization of the irrigation system to ensure proper operation and sprinkler coverage. The startup service is performed at a time and material rate of \$47.00 per hour plus the cost of the materials. If any Major irrigation repairs, or modifications are needed we will first report this to the property management for approval before we proceed with repairs. Irrigation winterization is billed at a set rate once the size of the irrigation system is determined; the estimated cost would be \$125.00.

Pruning: Pruning of shrubs and ground covers, as needed, to maintain a clean look; our preferred approach to pruning is to encourage the natural shape of a plant.

Tree Pruning: Basic care of all established trees which includes safety related needs such as keeping limbs up off walkways and removal of broken, or dangerous limbs. Tree pruning is considered as extra work and is billed at a time and materials rate of \$42.00 per hour, or can be performed at a set price. We specialize in ornamental tree pruning and are able to prune trees that are fifteen feet in height, or smaller; we refer out large tree pruning to an Arborist.

Rose and Perennial Care: Dead heading select varieties, as needed, fertilizer applications, as needed, through-out the growing season to encourage flower growth; pruning to remove dead wood and to train plant structure.

Plant Fertilizer: Fertilizing small trees, shrubs and ground covers, as needed, in late winter and throughout the growing season according to each plants specific need.



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Weed Control: Treating for weeds in all bed areas, walkway cracks, roadside curbs and parking lots. We use a combined approach of both manual removal and pre/post emergent herbicide treatments to attain a "Nearly weed-free" landscape. We are careful with the use and types of chemicals we apply, feel free to express any thoughts or concerns.

Flower bed care: Grooming of flower bed areas to smooth out displaced bark and unwanted debris.

Debris and Litter Removal: Lawn clippings, pruning's, and leaves hauled to a dumpsite, litter removal off lawns, flowerbeds and along street curbs; as a courtesy we also remove animal droppings (Debris cost included).

Fall Clean-up: Fall and winter leaf control on turf, in flower bed areas and parking lots. We will also cut back spent annuals, perennials and grasses for a clean look through winter.

Drains: Basic cleaning of walkway drains to assure translocation of run-off water.

Blowing/Sweeping: Clean-up of vegetative debris in all driveway and parking areas, sidewalks, patios, entries, curb edges and parameter sidewalks 'as needed' to maintain a clean appearance; special attention to overall curb appeal. There may be an occasional missed area if people are present.

Insect/Disease Monitoring: Regular inspection for insects and disease on trees, ornamental shrubs and turf and any concerns will be reported to the project manager. Special needs insecticide applications are performed upon request of the management, applications are billed at a time and materials rate of \$48.00 per hour plus the cost of materials. WLM is fully licensed and able to perform pesticide applications up to 35ft in height.

Frequency of visits: Work visits will be performed weekly during the growing season 'as needed' during the off season to maintain a well-kept look throughout the year.

Safety: We give special attention to the security of pedestrians and resident's in work proximity as well as for vehicles and building windows; we also try to arrange site visits when the least amount of people and cars are present.

Annual Rate: \$13440.00

Monthly Rate: \$ 1120.00

I accept the terms of this contract and approve 'Walker's Landscape Maintenance' to perform this work.

Customer signature _____, Date _____

Contractor signature _____, Date _____

Statements will be mailed out on a monthly basis, payment due within thirty days from reception of the statement. This maintenance contract does not include a warranty; either party may cancel this contract upon a thirty day written notice without cause. Landscape work requested outside of this maintenance agreement will be done at a time and materials rate, or by an agreed set dollar amount; our labor rate is \$32.00 per man hour.

Walker's Landscape Maintenance is licensed with the State Landscape Contractors Board which is located at: 2111 FRONT ST. NE., SUITE 2-101, SALEM, OR. 97301, PH: (503) 967-6291.



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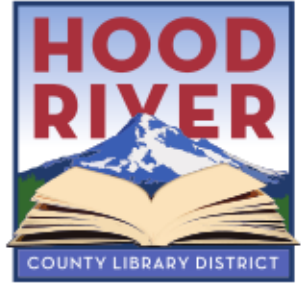
Hood River Library
Georgiana Smith Memorial Garden
502 State Street
Hood River, OR 97031 HR Library Maint Costing 2016-2017

1-9-2017

2016 Landscape Maintenance Costing, 2017 adjusted rate:

2016 Landscape Maintenance Annual rate	\$14,820.00
2016 Landscape Maintenance actual cost	\$13,111.00
Add two additional estimated mowing's and Additional estimated parking cost.	\$ 324.00
2017 Landscape Maintenance new adjusted annual rate.	\$13,440.00

Meeting and Study Rooms Policy



Meeting room space is provided in the Jeanne Marie Gaulke Community Meeting Room and study rooms of the Hood River Library in order to promote the Hood River County Library District's mission to provide access to the power of information and imagination.

Purpose and Scope of the Meeting Room

Meeting room space is reserved primarily for District, Friends of the Library, and Library Foundation activities. Nonprofit, civic, and community organizations or government entities may use meeting room space without charge for non-commercial uses such as meetings, lectures, or similar activities whenever a conflict does not exist with District or affiliate group activities. Such events must be open to the general public to be eligible for free use of the Meeting Room.

Organizations or individuals may use the Meeting Room for commercial activities or private events - which include selling products or services, fundraising, events where a fee is charged, private parties, or depositions - for \$20 per hour, billable in hour increments. The maximum daily cost for using the Meeting Room shall be \$160. Businesses and commercial organizations may use the Meeting Room without charge for educational and informational purposes or for staff meetings and trainings at the discretion of the Library Director.

Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by users of the space. Events will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any event except those sponsored by the District or affiliate groups.

Rules on using the Meeting Room

The Jeanne Marie Gaulke Community Meeting Room is considered a limited public forum and thus is open to all legal content and viewpoints, with the restrictions noted in this policy. Space is available to the public on a first-come, first-served basis and may be reserved up to six months in advance. In order to allow maximum access to the room, regular weekly bookings are discouraged. Groups wishing to use the Meeting Room are required to complete a meeting room use form if using the room when the library is normally closed or if conducting an event that requires the District be paid a fee. Event organizers are responsible for abiding by the terms of this policy, other District policies, any accompanying rules of use, and local, state, and federal laws. Violation of these terms may result in denial of future access to the space per the Library Use Restrictions Policy.

An event organizer wishing to book the room must be a responsible adult over age seventeen. This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When an event includes people younger than age eighteen, the following number of adults are required for each age group of children, per Oregon regulations regarding

502 State Street
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childcare:

- Ages 0-2: 1 adult per 4 children
- Age 2: 1 adult per 5 children
- Ages 3-4: 1 adult per 10 children
- Ages 5-17: 1 adult per 15 children

People attending events must make their own provisions for childcare and supervision. Children under the age of ten must not be left unattended in the library.

Users are responsible for setting up chairs or tables. Furniture may not be moved from one room to another without staff approval. All furniture and equipment must be returned to their original locations.

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Library Director or designee. Activities which the Library Director determines would adversely impact the facility or furnishings will not be allowed.

Meeting Room users may put up directional signs slightly before and during the event to direct people to it. However, library staff may remove the signs if they interfere with regular District operations or imply District sponsorship. Such signs must be removed promptly after the event is finished.

The District does not assume liability for personal injuries, nor does it assume liability for damage or theft of personal property which occur as a result of the actions of the organizers or participants in events scheduled in District facilities.

No alcohol is permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.

Unauthorized reproduction or public display of any material in the Meeting Room is prohibited if it is not covered by a public performance license for the District or the event organizer or for which a written waiver of the applicable rights has not first been obtained.

The Meeting Room is open for use at any time. However, certain after-hours usage may require additional approval by the Library Director or designee. When not scheduled, anyone may use the Meeting Room on a first-come, first-served basis, but priority is given to groups over individuals.

Maximum room capacity is 49 people, including organizers/presenters. Meeting organizers are responsible for crowd control. Meetings must be confined to the Jeanne Marie Gaulke Community Meeting Room. Programs must not interfere with District operations.

Use of Study Rooms

The District provides the Kimber and Parker rooms in the Hood River Library as study rooms for public use. They can be used on a first-come, first-served; the District does not take reservations for study rooms. Daily use is limited to two hours. A maximum of five people may use a room at one time.

Exceptions to these policies and rules are at the discretion of the Library Director.

Approved by the Board of Directors: July 12, 2011

Last amended: February 17, 2015