

IN THE BOARD OF THE HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY (HACSA) OF  
LANE COUNTY, OREGON

**PASSED**

ORDER

In Authorizing an Intergovernmental Agreement with the Lane Council Of Governments for a Senior Nutrition Program site at the Jacob's Lane Affordable Housing Development.

99-3-31-1H

WHEREAS, the Housing Authority and Community Services Agency (HACSA) wishes to assist the Lane Council of Governments (L-COG) in the provision of assistance to elderly residents of Lane County; and

WHEREAS, the Lane Council of Governments (L-COG) recognizes the need to provide assistance to elderly residents of Lane County so that such residents may obtain healthful, satisfying and nutritious food; and

WHEREAS, the Jacob's Lane Affordable Housing Development has suitable space for the operation of a Senior Meals Program;

WHEREAS, L-COG wishes to utilize such space; and

WHEREAS, pursuant to ORS 456.120, a public housing authority may make and execute contracts and other instruments necessary or convenient to the exercise of its powers of the authority.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

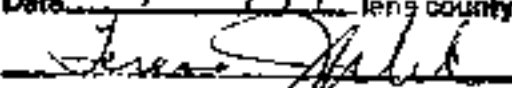
IT IS MOVED THAT HACSA, ACTING AS THE GENERAL PARTNER OF THE JACOB'S LANE LIMITED PARTNERSHIP, ENTER INTO THE INTERGOVERNMENTAL AGREEMENT (INCLUDED AS ATTACHMENT I AND HEREBY INCORPORATED BY THIS REFERENCE) WITH THE LANE COUNCIL OF GOVERNMENTS (ACTING BY AND THROUGH THE SENIOR MEALS PROGRAM) TO PROVIDE A SITE AT THE JACOB'S LANE AFFORDABLE HOUSING DEVELOPMENT FOR THE OPERATION OF A SENIOR MEALS PROGRAM AND THAT THE EXECUTIVE DIRECTOR IS AUTHORIZED TO EXECUTE THE AGREEMENT TO THIS EFFECT.

DATED this 31st day of March 1999.

  
Chair, HACSA Board of Commissioners

APPROVED AS TO FORM

Date 3/22/99 Lane County

  
OFFICE OF LEGAL COUNSEL

ATTACHMENT "A"

Intergovernmental Agreement

(Jacob's Lane)

## FACILITY USE AGREEMENT

**THIS AGREEMENT is entered into by and between the LANE COUNCIL OF GOVERNMENTS, acting by and through the SENIOR MEALS PROGRAM, hereinafter referred to as LCOG, and the HOUSING AUTHORITY AND COMMUNITY SERVICES AGENCY OF LANE COUNTY (HACSA), a public body organized and existing under the laws of the State of Oregon and acting as the general partnership of the JACOB'S LANE LIMITED PARTNERSHIP.**

**WHEREAS, LCOG recognizes the need to provide assistance to elderly residents of Lane County so that such residents may obtain healthful, satisfying and nutritious food; and**

**WHEREAS, HACSA, as the General Partner of the Jacob's Lane Limited Partnership, wishes to assist LCOG in the provision of such assistance to elderly residents of Lane County by providing a site in the affordable housing development known as Jacob's Lane;**

**NOW, THEREFORE, said parties do mutually agree as follows:**

### I.

1. LCOG agrees to provide hot nutritious meals five times (5) weekly, excluding designated program holidays to qualified persons at the facility (Attachment "A") contained in the Jacob's Lane Affordable Housing Development.
2. LCOG agrees to provide staff and supervision to ensure care of designated site during use by LCOG.
3. LCOG agrees to observe all health and sanitation codes in its food preparation and service will carry out interior cleaning, janitorial services, floor cleaning and waxing, stove cleaning, refrigerator defrosting, and any and all other activities necessary to maintain and operate its program in a clean and sanitary manner.
4. LCOG agrees to carry liability insurance for any damage arising out of its conduct during operation of program in designated site.
5. LCOG agrees to carry out minor interior maintenance for the facility and HACSA equipment, up to \$100 per occurrence, such as replacing interior light bulbs.
6. LCOG agrees that it will be responsible for utilities, including (but not limited to) electricity, garbage, and gas specifically involved with the operation of the Senior Meals Program.
7. LCOG will supply the dish washer, freezer, steam table, dining room furniture, table ware, kitchen small wares and program equipment needed for use in the Program. (Attachment B)

II.

1. HACSA agrees to provide a facility for the distribution of hot meals at the location depicted in Attachment "A", located in the Jacob's Lane Affordable Housing Development.
2. HACSA agrees to maintain the exterior of the site in a safe condition, free from any hazard which could result in physical or property damage to its occupants.
3. HACSA agrees to pay water and sewer utility charges.

III.

1. LCOG and HACSA agree that this AGREEMENT shall be in effect from the date of occupancy (estimated to be March 1, 1999) until which time either party requests termination or amendment. In the event of such cancellation or termination, either party will provide thirty (30) days written notification.
2. This AGREEMENT may be changed from time to time upon the execution of amendments to the Agreement approved by all parties hereto.
3. Each of the parties hereto agrees to indemnify each other and hold each other harmless from any claims, liability or damages arising out of any error, omission, or act of negligence arising from, or in any way connected, with this agreement.


IN WITNESS WHEREOF, the parties hereto caused this AGREEMENT to be signed on their behalf by their authorized representative on the date and year set below their respective signatures.

HOUSING AUTHORITY AND COMMUNITY,  
SERVICES AGENCY OF LANE COUNTY  
JACOB'S LANE LIMITED PARTNERSHIP

\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

LANE COUNCIL OF GOVERNMENTS

  
\_\_\_\_\_  
EXEC. DIRECTOR

Dated: 2-9-99



LETTERMAN

SENIOR MEALS PROGRAM  
SITE EQUIPMENT AND SMALL WARES INVENTORY

s:\nutrition\site stuff\inve  
DATE: 6-30-98

SITE: Northwest Neighbors (at Jacobs Lane)

List all items that belong to the Senior Meals Program. Do not include consumable supplies.

ITEM DESCRIPTION & I.D. #	QUANTITY
DISHWASHER	1
COFFEE POT (35 CUP)	2
COFFEE POT (100 CUP)	1
8" PLATES	84
DESSERT DISHES (SMALL BOWLS)(60 cream)(11 green)(35 white)	126
DESSERT PLATES (32 cream)	32
SOUP BOWLS (21 green) (27 white) (41 cream)	89
FORKS	66
KNIVES	66
SPOONS	64
SOUP SPOONS	51
SERVING TABLESPOONS	12
JUICE GLASSES	41
MILK GLASSES	38
CUPS 28 cream) (28 brown)	56
#6 SCOOP	1
#8 SCOOP	3
#10 SCOOP	2
#12 SCOOP	3
#16 SCOOP	1
#40 SCOOP	1
1 OZ LADEL	1
2 OZ LADEL	1
3 OZ LADEL	3
4 OZ LADEL	1
6 OZ LADEL	1
SPATULAS (2 large) (2 small)	4
SPATULAS, METAL S172 (small)	1
SLOTTED SPOONS	3
SPOONS	3
SPOODLES	1
TONGS	3
KNIVES, KITCHEN (1 bread knife)	1
KNIVES, PARING (small)	1
THERMOMETER	4
POTS, POUR (5brown) (2 yellow)	7
POT 8QT STAINLESS STEEL (VEG)	1
POT 16 QT STAINLESS STEEL (VEG)	1
OPENER, CAN (hand)	1
DESK	2
CHAIRS, OFFICE	1
FILES	2
STACKING CHAIRS, BEIGE	50
TABLES, FOLDING (8 x 10)	1
TABLES, ROUND (old)	2
TABLES, ROUND (new)	8
TABLES 46" x 30"	3
BOWL, PUNCH (24 Cups)	1
CONTAINERS, CLEAN UP (2 blue 1 yellow)	3
TRAYS, SERVING (plastic) (2 brown, 1 yellow, 5 orange 20 brown 1 lg)	29
MICROWAVE	1
ELECTRIC KNIFE	1
MAGNETIC CAN OPENERS	1
TRAYS, ICE CUBE	4
SERVERS, CREAM & SUGAR	17
SHAKERS, SALT & PEPPER	17
TABLE, STEAM	1

SENIOR MEALS PROGRAM  
 SITE EQUIPMENT AND SMALL WARES INVENTORY  
 SITE : NORTHWEST NEIGHBORS pg 2

DESCRIPTION	QUANTITY
UPRIGHT FREEZER WHITE	1
2 DRAWER FILE CABINET	1
METAL IN AND OUT FILE	0
UPRIGHT 1 DRAWER METALFILE	1
11X7 3/4 METAL CASH BOX	0
10X10X12 LOCK BOX METAL	0
9X8 1/2 X 6 METAL CARD FILE	0
BATTERY CLOCK	1
TAPE DISPENSER	1
SCISSORS	1
WOODEN BOOK CASE	1
PHONES BEIGE	1
CALCULATOR small hand held	1
POTTY CHAIR	2
METAL WAKERS	1
RED WHEEL CHAIR	1
36" SQUARE CARD TABLE	2
STAINLESS STEEL SERVING CARTS	1
WOOD SERVING CART	2
LG SPAGHETTI POTS	1
ELECTRIC GRIDDLE TOASTMASTER	1
ELECTRIC GRIDDLE WESTINGHOUSE	1
FAN 14"	1
LETTER OPENER	1
PENCIL SHARPENER manual	1
GOLD COLORED DONATION STAND	1
METAL DONATION BOX	2
30 GAL WHITE TRASH CANS	
<del>PRIVATELY OWNED</del>	1
CALCULATOR BGE electric	1
ELECTRIC TYPEWRITER "BROTHER"	1
BOX FAN	