

**AGENDA**  
**VENETA CITY COUNCIL**  
**MONDAY, OCTOBER 26, 2015 – 6:30 P.M.**  
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**
  
- 6:35 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.
  
- 6:40 **3. CONSENT AGENDA**
  - a. Minutes for September 28, 2015 Work Session (pgs. 3-4)
  - b. Minutes for September 28, 2015 (pgs. 5-11)
  - c. Minutes for October 12, 2015 Work Session (pgs. 13-14)
  - d. Minutes for October 12, 2015 (pgs. 15-20)
  - e. Accounts Payable
    - i. To be Paid – Payable through October 20, 2015 (pgs. 21-28)
  - f. Civic Calendar for November, 2015 (pg. 29)
  - g. Approval of Liquor License (Change of Ownership) for Veneta Liquor Store (pgs. 31-32)
  
- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
  - a. Business
    - (1) Lane County Sheriff’s Office Activity Report (pg. 33)
    - (2) Appointment to Fill a Park Board Vacancy (pgs. 35-36)
    - (3) “If I were Mayor Contest” Kickoff (pg. 37)
  - b. Council/Committee Liaison Reports
  
- 6:55 **5. STAFF REPORTS**
  - a. Community Development Director.....Kay Bork
    - (1) Ordinance No. 524 – Second Reading and Final Enactment – An Assessment Ordinance Declaring the Apportionment of Costs for East Bolton Rd. Sewer Improvements
      - i. **Ordinance No. 524** - AN ASSESSMENT ORDINANCE DECLARING THE APPORTIONMENT OF THE COSTS INCURRED FOR WASTEWATER COLLECTION IMPROVEMENTS; DIRECTING THE PUBLICATION OF NOTICE OF APPORTIONMENT AND ASSESSMENT UPON THE REAL PROPERTY BENEFITTED; GIVING NOTICE TO THE OWNERS, IMPOSING A LIEN UPON ALL REAL PROPERTY UPON WHICH THE ASSESSMENT IS NOT PAID; DIRECTING THE DOCKETING OF LIENS IN THE CITY LIEN DOCKET; FOR SECOND READING BY TITLE ONLY AND FINAL ENACTMENT (pgs. 39-44)
  
  - b. City Administrator.....Ric Ingham
    - (1) Revisions to Economic Development Committee Bylaws
      - i. Agenda Item Summary (pgs. 45-49)
      - ii. **Resolution No. 1182** - A RESOLUTION ADOPTING REVISED BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE AND REPEALING RESOLUTION NO. 700 (pgs. 51-55)
    - (2) Questions from Councilors
  
- 7:15 **6. OTHER**
  
- 7:45 **7. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available if notice is given at least 48 hours prior to the start of the meeting. Contact the City Recorder, Darci Henneman, via phone (541) 935-2191, Email dhenneman@ci.veneta.or.us, or TTY Telecommunications Relay Service 1-800-735-1232.



# Minutes of the Veneta City Council Work Session September 28, 2015

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

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

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## 1. CALL TO ORDER THE VENETA CITY COUNCIL WORK

Mayor Larson called the meeting to order at 5:32 p.m.

## 2. TRANSPORTATION UTILITY FEE (TUF)

Bork said staff would like to review, with Council, the Transportation Utility Fee (TUF) ordinance and specific policies before staff brings it back to Council for adoption in November. She reviewed the 10 policies and said some will require more discussion than others.

In response to a question from Mayor Larson, Ingham said the result of previous discussions had the City zeroing in on improvements, maintenance, repair and reconstruction and staff needed to clarify what we meant by "improvements". He said improvements will not include expansion of any roadway but will increase the life and efficiency of the road surface. He said ODOT is requiring us to replace the Americans with Disabilities Act (ADA) ramps anytime we do maintenance on an existing roadway. He said work done on McCutcheon or Broadway will require removing and replacing the existing 10 year old ADA ramps to meet the new standards.

In response to a question from Thomas Laing, Schauer said the 8<sup>th</sup> St. Local Improvement District (LID) is a separate project but should be done before any road improvements are done. He said currently there are approximately seven homes on 8<sup>th</sup> St. that are not hooked up to City sewer.

Ingham said the 8<sup>th</sup> St. LID will come to the Council in the next month or so.

Hartz reviewed the six scenarios. She said she is trying to get away from the term "capital". She said we could budget some of those projects as capital but it doesn't mean that anything is being expanded because the TUF will not include road expansion.

In response to a question from Thomas Laing, Ingham said other than updating ADA ramps, sidewalks, bike lanes or anything that expands an existing roadway, is not included in the Pavement Preservation Plan or TUF projects.

Ingham said we have to be specific and clear what the TUF will cover and make sure it's justified. Improvements to 8<sup>th</sup> St. include preserving what we've invested in the existing road. It's our hope that we'll find other money but at this point, we're only talking about what the TUF will cover.

In response to a question from Thomas Laing, Schauer said our adopted street design are standards different from Lane County's standards. He said 8<sup>th</sup> St. is considered a connector so our standards require sidewalks, ADA ramps, bike lanes, etc. He said ADA is required in order to access facilities - if there's nothing to access we are not required to provide it.

Ingham said the Work Plan includes updating the Transportation System Plan (TSP) which will include reviewing the capacity and capital projects that need to be done and provide funding solutions. He said the advisory committee will assist Bork with the TSP update. He said during that time, we'll get estimates on those expanded or enhanced projects and by then we'll have an idea of what Perkins Rd. and 8<sup>th</sup> St. will look like.

In response to a question from Mayor Larson, Ingham said staff is concerned about over promising something and not knowing where the funding is coming from. He said we don't want to say the TUF will include bike lanes if we can't do that. He said when it comes to widening roads, providing more asphalt, bike lanes, etc. we need to complete the TSP process before we know what we can and can't do.

Victoria Hedenstrom said Scenario 4 is the best option and seems to be the most effective way to go.

In response to a question from Tim Brooker, Hartz said the TUF will provide about \$30,000 in FY 2015-16 because it will not become effective until January 1, 2016. She said by 2018 it should collect about \$80,000 to \$90,000 annually.

In response to a question from Mayor Larson, Bork said we'll have a better idea if the \$3 TUF needs to be increased or another TUF is needed once the TSP is updated.

In response to a question from Victoria Hedenstrom, Ingham said it was determined that we shouldn't ask for more than we need so the TUF was set at \$3 rather than \$4.

In response to a question from Victoria Hedenstrom, Ingham said the TUF fee would start January 1, 2016. He said the street assessment report provided us with the condition of our streets so we need to find a way to implement the report and fund improvements.

Hartz said waiting until 2021/22 to include large improvements in the model will give us ample time to get the TSP done which will give us a better idea of what those improvements will cost.

Ingham said we want to make sure that any improvements are 20 year improvements rather than only 10 years. He said if the Council wants to move forward, we need to be very transparent. He said we could do it without the TUF but if residents want us to do it the right way, scenario 4 is the best option.

In response to a question from Mayor Larson, Ingham said staff appreciates Council feedback so they can better prepare for the Open House on October 22, 2015.

3. **OTHER**

None

4. **ADJOURN**

Mayor Larson adjourned the Veneta City Council at 6:33 p.m.

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Sandra H. Larson, Mayor

ATTEST:

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Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

# Minutes of the Veneta City Council

## September 28, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Shauna Hartz Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Steve Reister, Sgt. Halvorson, LCSO; and Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:39 p.m.

### 2. PUBLIC COMMENT

#### **Steve Reister, 88197 Eastwood Ct., Veneta. OR**

Mr. Reister thanked Mayor Larson, the City Council, and City staff for the efforts and funding that went into the Fern Ridge Neighborhood Watch (FRNW) booth at the Harvest Festival. He said Lane County Sherriff's Office (LCSO) partnered with FRNW in a booth at the Festival which provided a lot of information to Veneta residents. He said it could not have gone better and he just wanted to thank the City and Council for supporting the project.

Mayor Larson thank Mr. Reister as well and said the booth was a great addition to the Harvest Festival and the entire community.

### 3. PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 87646 TREK DR.

1) Mayor Larson opened the Public Hearing at 6:41 p.m.

#### 2) Staff Report

Bork said staff scheduled a public hearing for the structure at 87646 Trek Dr. in order to notify the new owner of the nuisance status of the house and to ensure it is made safe according to Council orders. She said the public hearing is to allow the Council to make a motion to set a deadline for the improvements to be made. She said the new owner, Mr. Turnbo, has already submitted two permits; to demolish and reroof the building by December 15, 2015. She said she is confident he will be able to meet that timeline.

In response to questions from Victoria Hedenstrom, Bork said Mr. Turnbo has been working every day and the next door neighbor to the north has already been able to sell her home.

It was the consensus of the Council to set December 15, 2015 as the deadline to make the structure safe. If that deadline is not met, then the City will be allowed to contract to have the structure made safe or demolish the structure.

Thomas Cotter said we could also grant Mr. Turnbo an extension to complete the work.

#### 3) Public Comments

There were no public comments other than Mr. Turnbo's letter.

#### 4) Questions from Council

None

5) Mayor Larson closed the Public Hearing at 6:48 p.m.

#### 6) Deliberation & Decision

None

**MOTION:** Thomas Cotter made a motion to declare 87646 Trek Drive a dangerous building and order the structure be made safe by completing the work specified on the building permits by December 15, 2015 and if deadline is not met, the work shall be undertaken by City personnel and equipment, or bids be obtained according to applicable local and state contracting laws and regulations at the expense of the owner of the property. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

#### 4. CONSENT AGENDA

**MOTION:** Thomas Cotter made a motion to approve the consent agenda as presented. Thomas Laing seconded motion.

**VOTE:** Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included Accounts Payable - To be Paid – Payable through September 22, 2015 and the Civic Calendar for October, 2015.

In response to a question from Thomas Laing, Schauer said Aqua Flow is the manufacturer of the bulk water station located at Cornerstone Dr. He said this is the maintenance agreement for the bulk water station.

#### 5. COUNCIL BUSINESS AND REPORTS

##### a. Business

(1) Lane County Sheriff's Office Activity Report for July & August 2015

Sgt. Halvorson briefly reviewed the activity reports and asked if the Council had any questions.

In response to a question from Mayor Larson, Sgt. Halvorson said there was an early morning swath of property crimes through one neighborhood. He said several cars were left unlocked which someone rifled through. He said this incident bumped the property crime number up a little.

In response to a question from Thomas Cotter, Sgt. Halvorson said the skate park calls are a total of how many times deputies are in the park; which are mostly patrol checks at night and walkthroughs with no incident reported. He said one deputy responded to two 14 year olds fighting.

In response to a question from Thomas Laing, Sgt. Halvorson said deputies go through the park at various times throughout a 24 hour period and at night they check to make sure no one is hiding in the bowl or in the trees. He said the patrol checks are documented with a call in on the radio.

In response to a question from Thomas Cotter, Sgt. Halvorson said lighting may also bring more eyes to the skate park but also bring more users.

Sgt. Halvorson said the Veneta logo has been placed on the side and rear of all contract patrol cars. He said these changes were paid for by LCSO and will not be passed on to the City.

In response to a question from Mayor Larson, Sgt. Halvorson said the white patrol cars are scheduled to be cycled out late this year or spring of 2016. He said they should be replaced with SUVs because the Crown Victoria's are no longer being made.

Sgt. Halvorson said when former Lane County Sheriff, Tom Turner left Lane County, Byron Trapp was appointed as Sheriff. He said LCSO is making a few temporary changes and he and Sgt. Doyle will be trading positions. He said he will be filling a temporary duty assignment beginning November 1<sup>st</sup>. and Sgt. Doyle will be the contract sergeant for Veneta.

In response to a question from Thomas Laing, Sgt. Halvorson said he will be spending less time in Veneta but there will be a sergeant to fill his spot. He said obviously that person hasn't been in the loop so to a certain extent he will be doing both jobs until his replacement is brought up to speed.

In response to a question from Mayor Larson, Sgt. Halvorson said he will bring the new temporary sergeant up to date with what's happening in Veneta and that new sergeant will also supervise the Veneta patrols.

- (2) Request from Long Tom Watershed Council to waive Community Center Rental Fee  
Mayor Larson said she sees no issue with granting this request.

**MOTION: Tim Brooker made a motion to waive the Community Center rental fee for Long Tom Watershed Council. Thomas Cotter seconded the motion which passed with a vote of 5-0.**

b. Council/Committee Liaison Reports

Thomas Cotter said he attended the LCOG meeting on Thursday where Faye Stewart said his goodbyes and the new chair was introduced. He said everything seems to be going well but they still have not sold the Springfield building. LCOG continues to work through their software change-over for reporting their income. Brenda Wilson is doing an excellent job and they're looking for a place to have their next meeting. He said he wanted to volunteer Veneta but he wanted to make sure we had enough time to do it.

Mayor Larson said we have enough space and time to organize hosting the meeting. She said she would follow up with an invitation to hold the next LCOG meeting in Veneta.

Tim Brooker said there will be some discussion about the Elmira Multi-Use Path and the State Transportation Improvement Program (STIP) at the next Lane Area Commission on Transportation (LACT) meeting. He said he and Ingham have talked about the bike path discussions that took place at the LACT meeting.

Mayor Larson said District wide enrollment down about 25 students. She said full time kindergarten class has started but enrollment is less than expected. Also West Lane Technical Learning Center (WLTLC) is up 36 students. She said there were some upset parents regarding some bussing issues but things have been fixed. She said Elmira Elementary broke ground on the new building. Mayor Larson said Elmira High School had a good turnout for sports. She said the high school is the second smallest in the league with 407 students but had the largest turn out for football. She said Veneta Elementary is in need of Start Making A Reader Today (SMART) readers. She said it's a good program and very satisfying to read to or with a child. Volunteers can register on the School District's website or stop by Veneta Elementary. Mayor Larson said the League of Oregon Cities (LOC) conference was very informative and Transportation Utility Fees (TUF) were discussed at the Mayor's roundtable. She said she was surprised at the number of TUFs other cities have. Marijuana was also discussed and she and Ingham shared their concern about the impact large grows will have on public utilities. She also reminded Councilors that emails are in fact, public records.

**6. STAFF REPORTS**

- a. Community Development Director.....Kay Bork

- (1) Transportation Utility Fee (TUF) Policy Issues

Bork said staff will continue to clarify the TUF process for the open house on October 22, 2015 from 6:30 to 8:00 p.m.

In response to question from Mayor Larson, Ingham suggested the Budget Committee review increasing the TUF annually. He said if the Council wants to continue with the TUF for many years, they could always decrease the fee. He suggested the Ordinance include language that doesn't lock us in to the three increases.

Mayor Larson said all developed property, including properties that are not on City services, will pay the TUF. She said that will also include storm water fees.

Hartz said a \$3 TUF is sufficient to take care of the preservation plan and improvements. She said once we have a clear picture of the Transportation System Plan (TSP) we could raise the fee.

Ingham said we understand the City has a lot of need but we don't know what that need will cost until we get that TSP update completed. He said we're really trying to identify new resources for other large projects and implement the Preservation Plan.

In response to a question from Mayor Larson, Hartz said the TUF will be paid first when a utility payment is received.

Bork reviewed the timeline for adopting the TUF with the first fee being charged on the January 2016 utility bill.

After a brief discussion, it was the consensus of the Council to direct legal counsel to draft the ordinance for first reading at the November 9, 2015 Council meeting.

(2) Amendment to Veneta Comprehensive Plan and Land Development Ordinance

- i. **Ordinance No. 523** – AN ORDINANCE ADOPTING AMENDMENTS TO THE VENETA COMPREHENSIVE PLAN ORDINANCE NO. 504 AND LAND DEVELOPMENT ORDINANCE NO. 493 for Second Reading by Title Only and Final Enactment

**MOTION:** **Thomas Cotter made a motion to approve Ordinance No. 523 for second reading, by title only and final enactment. Tim Brooker seconded motion which passed with a vote of 5-0.**

Ordinance No. 523 was read into the record for second reading by title only and final enactment.

b. Finance Director.....Shauna Hartz

(1) Financial Activity and Fund Balance Report FY 2014-15

Hartz said she changed the report format slightly by breaking out the revenues by type to provide more information to the Council when reviewing the yearly progress and also this information feeds into the budget document that she submits for the award. She said the last page reflects the City-wide total and an ending fund balance increase by about \$500,000. She said the materials and services in the water and sewer funds are about 60% to 70% spent. She said we budget that larger amount in the event that we have a major breakdown of equipment to repair or replace.

In response to a question from Mayor Larson, Hartz said when we closed out the capital construction enterprise fund and broke it into two funds, she had to budget what she thought the ending fund balance would be and it actually was \$500,000 less.

In response to a question from Mayor Larson, Ingham minimum fund balances are developed by fund. There is not a target for the City-wide budget.

In response to a question from Victoria Hedenstrom, Hartz said we budgeted revenue from fines to be about \$10,000 but it actually came in at \$21,000. She said the increase likely came from outstanding fines sent to collections.

In response to a question from Tim Brooker, Hartz said the fines are strictly court only fines.

Hartz said we had \$291,000 budgeted for capital outlay in the sewer fund but we only spent \$63,000 and part of that is timing – for example a project is started in one fiscal year and completed in the following.

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

(1) Project Updates

Schauer provided the Council with an update on ongoing projects. He said the E. Bolton Rd. Sanitary Sewer project is completed and the roadway looks much better. He said pavement preservation continues and the crack sealing will finish on Friday, October 2, 2015. He said he expected to see a final tally today but it did not arrive and actually only 5000 additional pounds of seal was needed. He said the slurry seal project will begin tomorrow and notification went out to residents. He said that project will continue all week, finishing up on Friday. By next week the street striping will be done and the project should be completed.

In response to a question from Thomas Laing, Schauer said the repairs to the 8<sup>th</sup> St. Bridge have been completed. He said the contractor left it open after it was cleaned and readied for asphalt which resulted in damage to some vehicles when they drove over it. He said he referred those damages back to the contractor to deal with. He said last Friday morning, the Public Works Dept. filled the gap with gravel and we haven't heard of any more damages or complaints. He said it's significantly better than it was.

d. City Administrator.....Ric Ingham

(1) Veneta/Elmira Multi-Use Path/State Transportation Improvement Plan (STIP) Application

Ingham reviewed the updated information including the timeline. He said the Council is being asked if the City should submit the STIP pre proposal application for the Veneta/Elmira Multi-Use Path. He said pre-proposal applications are due October 1<sup>st</sup>.

Tim Brooker suggested we submit the STIP application now and we can always seek funding from Connect Oregon if the STIP application is not approved. He said that was recommended by the LACT Co-Chair.

Ingham said the Connect Oregon applications are due by the end of the calendar year and if awarded, those dollars need to be spent as early as July 2016.

In response to a question from Mayor Larson, Tim Brooker said ODOT staff ranked our multi-use path high on the project list but unfortunately, that likely won't have any effect on the LACT committee doing the selection.

In response to a question from Thomas Laing, Ingham said \$3 million in STIP funding will go to Region Two, which consists of Lane, Linn, Lincoln, and Benton counties.

Ingham reviewed the timeline and said we should have an idea of how our project is ranked before the final Connect Oregon application is due. He said the STIP grant requires a 10% funding match compared to Connect Oregon's 30% match. Also, Connect Oregon projects cannot be constructed in a right-of-way so the engineering would have to be redone to move the path out of ODOT's right of way.

Thomas Laing clarified costs for Phase 1 of the multi-use path were \$18,000 and we received \$8000 from the HEAL Cities grant.

**MOTION: Thomas Cotter made a motion to direct staff to complete the necessary 2018-21 STIP proposal for funding Phase 1 of the Veneta-Elmira multi-use path. Thomas Laing seconded the motion which passed with a vote of 5-0.**

(2) Law Enforcement Public Safety District Update

Ingham said Mr. Reister and the Fern Ridge Neighborhood Watch (FRNW) has been working on developing a public safety district and would like to present it to the Council at a work session which staff has tentatively scheduled for October 12<sup>th</sup>.

Mayor Larson said Mr. Reister has done a tremendous amount of work on this and welcomed him to make a few comments.

Mr. Reister said the group first started talking about a public safety district about a year ago when the FRNW was developed. He said they have been working with Lane County and the City to explore the possibilities.

Mr. Reister said the only safe zone is within City limits. For example, if you live on Perkins Rd., outside City limits and you get something stolen, you'll get a piece of paper from the Lane County Sheriff's Office (LCSO) but if you live in City limits, a deputy will respond. He said the City of Creswell is facing the same issues and they opted to have Portland State University (PSU) conduct a study and give recommendations. He said the FRNW poured over the study and came up with their own ideas. Mr. Reister said he met with Sheriff Trapp of LCSO, Commissioners Jay Bozievich and Faye Stewart to discuss the subject.

Sgt. Halvorson said Lane County Tax and Assessor's office worked on creating a proposed boundary which may sit just inside the school district boundary. He said the boundary will go south to Crow, east to Central Rd., west to Walton, and North to Clear Lake Rd. He said a Youth Corp program is also proposed to provide opportunities for disenfranchised youth and also included in the program would be resource officers for schools.

Mayor Larson said a lot more information will be provided at the October 12<sup>th</sup> work session. She said the public safety district is not a new idea but there's a lot of pieces to it.

Mr. Reister said there are a number of people involved, but Lane County likes the idea because this is a citizen initiated move and the group wants to take the government out of it.

(3) Great Shake Out Earthquake Drills

Ingham said this is an international event taking place annually on the 3<sup>rd</sup> Thursday in October (October 15, 2015). He said the City has outreached to the School District, Lane Fire Authority, and the Library to have a better disaster preparedness plan. He said the City will follow the drill on the 15<sup>th</sup> and hopefully by planting the seed with the other three government partners, we can put something together for future years.

Ingham said he met with the R.A.R.E. program manager who informed him that four participants did not get placed so we will submit the application for an intern to work on the disaster preparedness plan.

(4) Questions from Councilors

None

## 7. OTHER

Bork said Dept. of Land Conservation and Development (DLCD) informed the City of a technical assistants grant opportunity. She said with regard to the City's five year plan and the Economic Opportunities Analysis (EOA), staff would like to submit an application to fund a retail market analysis for the downtown area as well as studies showing what our downtown can support. She said the study will identify barriers and opportunities for retail development, surveying businesses, and also provide scenarios for developing the downtown area. She said the grant is \$50,000 and would cover the cost to hire a consultant and would be about a nine month project once we got the consultant on board. She said the consultant would also work with the Economic Development Committee and tie business expansion in with the Rural Development Initiative (RDI).

After a brief discussion, it was the consensus of the Council to direct Mayor Larson to sign the cover letter and submit the full application, however committing the City to matching funds would require Council approval.

Bork said the Tree City Celebration is Saturday, October 17<sup>th</sup> at the community center. She said Arborist, Matt Horowitz will hold a work shop on how to create a fire defensive space and Park Board member, Robert McCarthy has organized a youth scavenger hunt.

In response to a question from Mayor Larson, Bork said a tree planting is not planned because we don't have an area identified.

Ingham said we may go back and replant some trees that aren't doing well but we don't always have a spot for tree planting.

Ingham said the first meeting of the Economic Development Committee (EDC) will be Wednesday, September 30, 2015 at 2:00 p.m. at City Hall. He said Claudia Denton has jumped in and put together some good material and hopefully out of that meeting an aggressive work plan will be created. He said EDC contact information will be provided to the Council.

In response to a question from Mayor Larson, Ingham said we have not received applications for the remaining vacancy on the EDC but staff will advertise the vacancy on the City's website and in the Fern Ridge Review.

In response to a question from Thomas Laing, Ingham said the City has been talking with Terry McDonald of St. Vincent DePaul about resurrecting the retail store with vertical housing on W. Broadway. He said St. Vincent would replicate the original building discussed six years ago and use the lot between Second St. and Third St. to provide a retail store on the first level and two levels of vertical housing for veterans. He said the retail store would provide employment opportunities for the veterans. He said there are a number of obstacles for Mr. McDonald to work through. He said Mr. McDonald wouldn't have his resources together until the fall of 2016 and will likely submit the planning application in the early part of 2017.

**8. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 7:54 p.m.

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Sandra H. Larson, Mayor

ATTEST:

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Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)



# Minutes of the Veneta City Council Work Session

## October 12, 2015

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

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Services Director, Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Steven Reister; Lane County Commissioner Jay Bozievich; Sgt. Halvorson; LCSO, Sheriff Byron Trapp, LCSO; Chief Terry Ney; Lane Fire Authority; Superintendent Aaron Brown, Crow/Applegate Lorane School District; and Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL WORK

Mayor Larson called the meeting to order at 5:34 p.m.

### 2. PROPOSED FERN RIDGE POLICING DISTRICT

Mr. Reister presented a power point presentation. He said a group of citizens have united and in the last few months have spearheaded the Fern Ridge Neighborhood Watch (FRNW) and Fern Ridge Patrol Group. They have worked with Lane County Sheriff's Office, the Fern Ridge Community, and the City of Veneta, to discuss potential long term public safety solutions. The Citizens Initiative is to create the Fern Ridge Community Policing District. The group has made a lot of progress; however, concerns remain that because only Veneta City limits are patrolled, we are creating an environment for criminals. He said the residents would vote for the District hopefully during the May 2016 election. The Policing District would provide the following services: 10 patrol deputies; 2 resource deputies (1 for school, one for community service (FRYC)); 1 Fulltime sergeant, and expanded neighborhood watch. Mr. Reister asked if the Council had any questions.

In response to a question from Thomas Laing, Mr. Reister said the Youth Corps. Program would be a stand-alone nonprofit and would be supervised by a resource officer.

Joan Mariner thanked Mr. Reister for putting this together and all the effort that was put forth.

Mr. Reister said he has met with the Lane County Tax & Assessor's office to come up with estimated assessment amounts.

Jay Bozievich said the school districts would not be included in the compression calculations, but the Library and Lane Fire Authority would be effected.

Sgt. Halvorson said the District boundary was loosely based on the school district but scaled down to shorten police response. He said Crow is included in the boundary but not Lorane. He said Lorane is 19 miles from Veneta and it's hard to deliver service that far south. He said Crow Junior/High School and Applegate Elementary are included in the District.

In response to a question from Victoria Hedenstrom, Mr. Reister said he has talked to the principals at Elmira High and Crow High as well as both school district superintendents.

Mr. Brown, Superintendent of Crow/Applegate/Lorane (CAL) School District, said he is very supportive of a policing district. He said he is in favor of having a resource officer at the Junior/High School and enrolled CAL students could be involved with the youth corp. He said his schools are old and open so it would be very positive to have a five minute response.

In response to a question from Mayor Larson, Mr. Reister said its possible to have a ballot measure written by December. He said Lane County Elections needs all ballot information by February 2016. He said he will show this power point presentation to Lane County Commissioners at an October 20<sup>th</sup> Work Session. He said a lot of work still needs to be done and they need support from Veneta City Council and County Commissioners to get this to voters in May 2016.

Terry Ney, Fire Chief, Lane Fire Authority (LFA) said there are ways to make the revenue neutral and LFA is strongly in favor of the proposal. He said when responding to a call, the fire dept. has to stage at a safe distance before they can enter which is nationwide protocol. The response time from LCSO is disheartening and effects when first responders can administer medical attention.

Mr. Reister said a District formed under ORS 451 would allow the City to enter into a 190 Intergovernmental Agreement (IGA) which would include language to allow the City to form its own police department, if population growth requires it in the future.

In response to a question from Mayor Larson, Mr. Reister said costs are not known right now. He said they want to know what people are willing to pay and about 5000 people will be notified tonight of the proposed District.

In response to a question from Victoria Hedenstrom, Sgt. Halvorson said more work space is needed at City Hall. He said it will take time to get everyone involved but LCSO is working through some options with the City.

Sgt. Halvorson said response time will decrease. He said currently deputies are required to have a back-up deputy on scene prior to responding to a call. He said the proposed District will mean two or more deputies will be on duty at all times so we won't have to wait for the second deputy to come from other areas in the county to respond to a call.

In response to a question from Tim Brooker, Commissioner Bozievich said we see this working in other areas. He said there are a lot of details that need to be vetted out but the group needs Council approval to move forward. He asked if the idea intrigued the Council enough to move forward with directing staff to spend some time on this and work together to eventually get something on the May 2016 ballot.

Victoria Hedenstrom said she is concerned this may be a slippery slope.

Sheriff Trapp said there have been special districts in various forms that are serviced by LCSO. He said LCSO have been serving Veneta in one form or another since the early 1980's. He said this would be similar to what City residents are getting now but would expand the taxing district and would be honored the same way the City's contract is with LCSO.

In response to a question from Thomas Laing, Ingham said everyone in the District would pay the same amount and receive the same service but the City may have to roll back the taxes we collect.

In response to a question from Thomas Cotter, Sgt. Halvorson said if there is dedicated funding, LCSO can talk with Union to use already trained officers. He said there are other options other than 11 months of police training at the academy. He said we would start out with a few deputies.

Sheriff Trapp said if we hire laterally, we can have deputies up and running in a couple months.

**3. OTHER**  
None

**4. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 6:37 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

# Minutes of the Veneta City Council

## October 12, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Teresa Warrick, Office Specialist III; Darci Henneman, City Recorder; Joan Mariner, Fern Ridge Review; Dennis Paronto and Cat Amber, Mid Lane Cares; Ben Carlson; David Vollbrecht; Len Goodwin; and Sandra Lloyd

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL WORK

Mayor Larson called the Veneta City Council to order at 6:44 p.m.

### 2. PUBLIC COMMENT

#### **Joan Mariner, 25712 Cochran Ct., Veneta, OR**

Ms. Mariner commented on the proposed Policing District. She said she agreed it's badly needed but it's also expensive to cover law enforcement costs and she is concerned about the City's commitment. She said she has been working on creating a parks and recreation district which would provide healthy activities for our youth. She said she wants to make sure the City is not committing to a program that's so expensive and other City needs are neglected in the process.

#### **Dennis Paronto, 25138 Legacy Ct., Veneta, OR**

Mr. Paronto said he is Chairman of the Board of Mid Lane Cares. He said Mid Lane received a grant from Trillium Health Care to start a rural medical clinic that would provide a new level of care to our community. He said he is asking for some assistance from the City Council. He introduced Cat Amber, past Mid Lane Cares Executive Director and current Clinic Project Coordinator.

#### **Cat Amber, 2281 Wisconsin St., Eugene, OR**

Ms. Amber said she has worked for Mid Lane Cares for the last seven years. She said they are looking forward to opening the clinic in February 2016. She said the need for a clinic is well documented in our area. She said regionally, the Fern Ridge area should be able to schedule 36,000 appointments per year but currently only 12,000 appointments are scheduled annually. She said a physician will be moving to the area and begin working on November 1, 2015 in order to get the clinic open by February. She said Mid Lane needs to secure another site because they are not allowed to provide services to anyone under 62 years of age at the Service Center. She said the new clinic will provide every patient with a care plan. She said on behalf of Mid Lane Cares, she is requesting the Council approve City staff and architect time or inspection services to review the sites that are most viable. She said they would like to begin offering services on November 1<sup>st</sup>.

In response to a question from Thomas Laing, Ms. Amber said they are looking at three clinic sites: 1) the previous location of True Value Hardware on W. Broadway; 2) the previous location of West Lane Fitness in the Fern Ridge Shopping Center; or 3) placing modular buildings behind Lane Fire Authority. She said options 1 and 2 both require a building inspection for occupancy readiness.

Ingham said the Council can discuss this request later in the meeting under "Other".

#### **Ben Carlson, 25138 E. Bolton Rd., Veneta, OR**

Mr. Carlson said he has been very vocal about the E. Bolton sewer project. He said he doesn't think the cost estimates are equitable. He said he and his wife have talked to their neighbors and many of them don't understand the process. He said he wants to know if the properties that were removed from the E. Bolton Local Improvement District (LID) are paying for an assessment. He said there's a difference between hooking up and being assessed for a hook up. He said some property owners hooked up from the back side of their property which they have not been assessed for. He said he should have the same right but he wants to know why is he being assessed fully and others aren't. He would like to see all the original properties be included in the LID and pay their portion of the assessment regardless of where or how they hooked up. He said the number of assessed properties dropped from 31 in 2006 down to 18 in 2015 which spreads the assessments

on fewer property owners. He said originally his estimated assessment costs were 4% of the total assessment but now he's paying 16.95% of the total assessment.

**David Vollbrecht, 25228 Arcane Ave., Veneta, OR**

Mr. Vollbrecht said he didn't plan on speaking tonight but he is very upset about walking in and finding a meeting he knew nothing about. He said the newsletter didn't mention tonight's meeting. He said he asked a number of people and they didn't know about tonight's work session. He said he was surprised at the number of cars in the parking lot and if there's a work session, then there should be a cross section of residents here and not a select few. He said open meetings are very important and all citizens have a right to be notified and attend. He said he doesn't think residents are being informed about all that's going on at the City.

**3. CONSENT AGENDA**

**MOTION: Thomas Cotter made a motion to approve the consent agenda as presented.**

**Thomas Laing seconded motion.**

**VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.**

The consent agenda as approved included Minutes for September 14, 2015 Work Session, Minutes for September 14, 2015, Accounts Payable -To be Paid – Payable through October 6, 2015, and the Public Works Activity Report for September, 2015.

**4. COUNCIL BUSINESS AND REPORTS**

**a. Business**

- (1) Request from S.A.N.T.A Project to waive Community Center Rental Fee

**MOTION: Thomas Cotter made a motion to waive the community center rental fee for the S.A.N.T.A project. Tim Brooker seconded motion which passed with a vote of 5-0.**

- (2) Request from Fern Ridge Gleaners to waive Community Center Rental Fee

**MOTION: Thomas Cotter made a motion to waive the community center rental fee for Fern Ridge Gleaners on the 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Fridays only beginning October 12, 2015 through September 30, 2016 upon availability. Additional dates will require full payment. Tim Brooker seconded the motion which passed with a vote of 5-0.**

**b. Council/Committee Liaison Reports**

Tim Brooker received his packet for LACT and it included the proposed STIP road improvement projects. He said Lane County, the Cities of Creswell, Eugene, Florence, and Veneta all have projects vying for STIP funding. He said ours looks good and we received support and encouragement from ODOT to get the project included on the STIP. He said Ingham will make a presentation to LACT on October 14<sup>th</sup>.

In response to a question from Mayor Larson, Tim Brooker said this is the pre-proposal phase and hopefully we will be invited to submit a full application.

Victoria Hedenstrom said she attended the October 7, 2015 Park Board meeting where they discussed the upcoming Tree City Celebration scheduled for Saturday, October 17<sup>th</sup> from 10:00 a.m. to 1:00 p.m. at the Community Center. She said there are no plans to plant trees but Arborist, Matt Horowitz will talk about creating defensible space around homes. She said the event is advertised and event costs will be paid from the City's Tree Fund. She said the Tree Lighting event will be held at the Fountain area at West Lane Shopping Center on Thursday, December 3, 2015. She said Santa will arrive at 6:00 p.m. and tree lighting ceremony will be at 6:30 p.m. The light parade will be Thursday, December 10, 2015. She said she was not able to attend the webinar on October 8<sup>th</sup>. She said Park Board members also discussed the Elmira Multi-use path and the possibility of lighting the skate park which would also welcome nightly use.

Bork said Park Board member Robert McCarthy and Mayor Larson attended the Creating Parks for All webinar on October 10<sup>th</sup> provided by Healthy Eating Active Living (HEAL) Cities campaign.

Thomas Laing said Mid Lane Cares met last week and will meet again Thursday, October 15<sup>th</sup>. He said they received a substantial grant from Trillium to establish a clinic. He said Mid Lane would like the City to provide architectural services or building inspections on the potential sites.

Thomas Cotter said the Economic Development Committee (EDC) had it's first meeting on September 30, 2015. He introduced Mr. Goodwin to the Council as the EDC chair.

**Len Goodwin, 89570 Sheffler Rd., Elmira, OR**

Mr. Goodwin said the next EDC meeting will be on October 21<sup>st</sup>. He said they have outlined a vigorous schedule. He said a uniform and common thread is to increase business in Veneta by supporting current businesses and bring both small and large businesses to Veneta. He said they have yet to look at specific projects. However, he met with City of Springfield Mayor, Christina Lundberg, and he would like to see a bicycle path from Chateau Lorane to Benton County. He said they are looking for another member to join the committee - hopefully from the business community. He said they are looking for solid input from current businesses. He said Thomas Cotter will provide updates to the Council and he thanked the Council for resurrecting the Committee.

Mayor Larson thanked Len Goodwin for volunteering to be on the Committee.

Mayor Larson said the Writers and Wine event was held at the Fern Ridge Community Library. She said we have a remarkable number of talented writers in our community and two local authors read from their books. She said she attended the HEAL webinar on Thursday which was very good. She said Noti Elementary has officially been sold. She said details about the sale haven't been released.

**5. STAFF REPORTS**

a. City Administrator.....Ric Ingham

(1) Fern Ridge Community Policing District

Ingham said he would like to know if the Council wants to direct staff and legal counsel to work through some of the large issues in order to move forward with the District. He said there will be a number of opportunities to weigh in or opt out of the discussions. He said this will consume a lot of his and Hartz's time but staff needs to hear whether or not this is something the Council wants to commit resources to.

Mayor Larson said we need to invest the time in order to make an adequate decision.

Tim Brooker said he just wants to make sure we don't lose control of what's going on as things progress. He said a lot of staff time will be needed and he's concerned the City's interests could be pushed to the back burner. He said we need to watch the process closely and make sure our needs are met as well as the needs of our rural county residents. He said he doesn't have a problem adding more staff time because it will be a win/win for the Fern Ridge community.

Thomas Cotter agreed but he doesn't want to compromise what the City currently has. He said our contract with LCSO renews annually so there's no guaranty it will be renewed next year. He said a long term contract may be the way to go but he doesn't see all of this happening in 11 months. He said he liked Joan Mariner's suggestion to create a parks and recreation district and he's concerned about armed resource officers in our schools.

Thomas Laing said he's fine with moving forward as long as it doesn't deter from the level of service residents are receiving.

Mayor Larson said the group is going full speed ahead and the way we can have impact and input is to ask staff to move forward.

After a brief discussion, it was the consensus of the Council to direct staff to move forward with

discussions regarding the proposed Policing District.

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

(1) Assessment of Apportionment of Costs for East Bolton Rd. Sewer Improvements

i. Agenda Item Summary

Bork said prior to adopting Ordinance No. 524 for first reading, staff would like the Council to consider the written objections included in tonight's packet. She said after the Council approved the apportion amounts, the figures were provided to property owners who were then asked to submit written objections by October 6, 2015. She said staff received two objections; one from Mr. Carlson and one from Lilly Crowheart. She said the Council has the option to adopt the assessments presented or to modify or revise the assessments.

In response to questions from Victoria Hedenstrom, Bork said in regards to Mr. Carlson's comment that people currently hooked up to sewer did not pay an assessment, she said she's not sure where that is coming from because there have been no other LIDs in that area. She said no one is being assessed other than the current E. Bolton benefitted properties. She said seven lots in the Ernest Acres subdivision and a few properties on Applegate Ct. are hooked up to a separate sewer line. Bork said the developer of Ernest Acres subdivision paid to provide sewer service to those seven lots.

ii. Consideration of Written Objections

Ingham said state statute does not allow us to include non-benefitted properties in an LID. He said the three properties referred to in Mr. Carlson's letter hooked up to the Applegate Ct. manhole in 2006 so they are not considered benefitted properties. He said had the City gone through with the original E. Bolton LID in 2006, they would have been benefitted properties.

Schauer said the three lots on Applegate Ct. paid their assessments indirectly when they purchased their homes. He said the folks across the street and one house that had septic issues, paid to connect, just like any other sewer system. Also, a private sewer line was installed for a three lot subdivision.

In response to a question from Mr. Carlson, Schauer said the Ernest Acres subdivision was developed 2006 and the developer paid for the infrastructure for all six lots which are all connected to the existing infrastructure on the other side of the street

In response to a question from Victoria Hedenstrom, Ingham said we can postpone adopting Ordinance No. 524 for first reading and have Mr. Branch attend the next Council meeting to respond to the questions. But at this point, if we start subtracting from one place it will need to be apportioned to another. It doesn't change the total assessment amount.

Mayor Larson said we are still committed to use the 2009 project cost.

iii. **Ordinance No. 524 - AN ASSESSMENT ORDINANCE DECLARING THE APPORTIONMENT OF THE COSTS INCURRED FOR WASTEWATER COLLECTION IMPROVEMENTS; DIRECTING THE PUBLICATION OF NOTICE OF APPORTIONMENT AND ASSESSMENT UPON THE REAL PROPERTY BENEFITTED; GIVING NOTICE TO THE OWNERS, IMPOSING A LIEN UPON ALL REAL PROPERTY UPON WHICH THE ASSESSMENT IS NOT PAID; DIRECTING THE DOCKETING OF LIENS IN THE CITY LIEN DOCKET; FOR FIRST READING BY TITLE ONLY**

**MOTION: Thomas Cotter made a motion to approve Ordinance No. 524 for first reading, by title only. Tim Brooker seconded motion which passed with a vote of 5-0.**

Ordinance No. 524 was read into the record for first reading by title only.

Sandra Lloyd, an E. Bolton resident, said she was under the impression she was supposed to attend tonight's meeting to hear what she needs to do. She said she is very frustrated.

Hartz said she would be happy to meet with Ms. Lloyd to explain the process. She said on September 12, 2015 the proposed assessment notices were sent certified mail and after the second reading of Ordinance No. 524, the certified assessments will be mailed.

Bork said Ms. Lloyd, or any other property owner, can contact her if she would like to discuss the LID process or contact Hartz if she has questions about the lien process.

c. Office Support Specialist III .....Teresa Warrick

(1) Proposed Amendments to Veneta Municipal Code Chapter 9.25 - Marijuana

i. Agenda Item Summary

Warrick said at the September 14, 2015 Council Work Session, legal counsel Lauren Sommers and Municipal Court Judge Alan Leiman provided information about amending the current Veneta Municipal Code (VMC) 9.25 – prohibiting marijuana, to align with current Oregon law. She said because the Council had several questions, adopting Ordinance No. 522 was postponed and since that time, legal counsel and staff met and refined Ordinance No. 522 to mirror ORS 153.020. Staff is asking the Council to adopt Ordinance No. 522 by emergency.

ii. **Ordinance No. 522 – AN ORDINANCE AMENDING CHAPTER 9.25 OF THE VENETA MUNICIPAL CODE; AND DECLARING AN EMERGENCY**

**MOTION: Thomas Cotter made a motion to approve Ordinance No. 522 for first reading, by title only and declaring an emergency. Thomas Laing seconded motion which passed with a vote of 5-0.**

Ordinance No. 522 was read into the record for first reading by title only.

**MOTION: Thomas Cotter made a motion to approve Ordinance No. 522 for second reading, by title only, and final enactment, and declaring an emergency. Thomas Laing seconded motion which passed with a vote of 5-0.**

Ordinance No. 522 was read into the record for second reading by title only, and final enactment, and declaring an emergency.

In response to a question from Mayor Larson, Bork said growing marijuana would be addressed in the land use code.

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

(1) Wastewater Master Plan Update

Schauer said staff is requesting the City Engineering firm of Civil West Engineering Services, Inc. to perform a Wastewater Master Plan (WWMP) update. He said the current Plan was completed in 2009 and since then growth has slowed. Projects listed in the Plan were based on a growth projection. He said Civil West would like to review the Plan to see where our facilities are - capacity wise to determine if those projects are viable at this time. He said we may determine that some are not viable and can be removed from the Plan or postponed. He said a review of the Plan was identified in the Work Plan and budgeted within the materials and services classification of the budget.

In response to a question from Thomas Laing, Schauer said the WWTP was designed to handle 1.25 million gallons per day. The flow on a typical rainy day is close to that. In the summer it's only about 300,000 gallons per day. He said we've spent a lot of money on Inflow and Infiltration (I & I) within the sewer system to keep the ground and rain water out and we haven't taken that into consideration in the capacity evaluations.

In response to a question from Mayor Larson, Schauer said capital improvement projects that were scheduled in 2014/15, we didn't see the need to do them at this time. He said the current Plan is a 20 year plan but it's easy to lose a decade if we're not looking at it every few years. He said this is not a full revamping of the Plan.

**MOTION: Thomas Cotter made a motion to authorize staff to enter into agreement with Civil West Engineering Services Inc., to complete an update to the Wastewater Master Plan for an amount not to exceed \$34,000. Tim Brooker seconded the motion which passed with a vote of 5-0.**

e. City Administrator.....Ric Ingham

(1) Questions from Councilors

In response to a question from Thomas Cotter, Schauer said the public works crew rarely has to clean up after the community center has been rented. He said if a returning group leaves a huge mess we let them know about it. He said individual rentals are more of an issue than entities that rent the center on an ongoing basis.

**6. OTHER**

Ingham said Mid Lane Cares didn't have an identified building for the clinic when they received the grant funds. He said the City didn't want to see them walk away from the grant just because they didn't have a site location in mind. He said we don't want to help them evaluate all three sites but if they zeroed in on one site, we would use our architect to address compliance issues. He said he talked with the building inspector today to work through ADA and other requirements but he wants to make sure the City doesn't get too involved. He said Bork agreed to work with the architect and Mid Lane to hopefully get through the design phase and the building owner can bring the building to where it needs to be. He said we should have more information to the Council in three to four weeks.

In response to a question from Joan Mariner, Ingham said Mid Lane received a \$285,000 grant from Trillium Health Care. He said they were also awarded a couple of smaller grants.

In response to a question from Mayor Larson, Ingham said the Urban Renewal Agency can offer assistance in \$1000 increments to cover architectural time just as long as Mid Lane realizes it's not an unlimited pot of funds.

In response to an audience question, Mayor Larson said the new clinic will not be in competition with the other medical clinics because those clinics do not see new Medicare or Medicaid patients.

Ingham reminded everyone that the Tree City Celebration is Saturday, October 17<sup>th</sup> from 10:00 a.m. to 1:00 p.m. at the community center.

Hartz said the auditors will be here October 26<sup>th</sup> through October 28<sup>th</sup> to complete the field work. She said she will provide a report to the Council.

**7. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 7:58 p.m.

XXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra H. Larson, Mayor

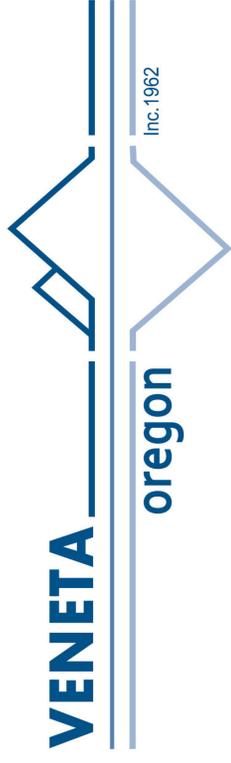
ATTEST:

XXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

# Accounts Payable To Be Paid Proof List

User: mindy  
 Printed: 10/21/2015 - 11:09 AM  
 Batch: 003-10-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASI ASI										
Sept 2015	10/21/2015	3.75	0.00	10/21/2015	FSA admin fee		-			0000
100-100-51010	Admin Supplies & Services									
	Sept 2015 Total:	3.75								
	ASI Total:	3.75								
BiMart Bi-Mart Corporation										
Sept 2015	10/03/2015	9.98	0.00	10/27/2015	Various needs		-			0000
100-100-51010	Admin Supplies & Services									
Sept 2015	10/03/2015	25.15	0.00	10/27/2015	Various needs		-			0000
210-210-53040	System Maintenance									
Sept 2015	10/03/2015	6.88	0.00	10/27/2015	Various needs		-			0000
210-210-53065	Bldg & Yard Maintenance									
Sept 2015	10/03/2015	6.88	0.00	10/27/2015	Various needs		-			0000
220-220-53065	Bldg & Yard Maintenance									
Sept 2015	10/03/2015	15.76	0.00	10/27/2015	Various needs		-			0000
230-230-53070	Landscape Maint & Supplies									
Sept 2015	10/03/2015	22.40	0.00	10/27/2015	Various needs		-			0000
220-220-53040	System Maintenance									
Sept 2015	10/03/2015	13.47	0.00	10/27/2015	Various needs		-			0000
130-130-51515	Tools & Small Equipment									
Sept 2015	10/03/2015	13.47	0.00	10/27/2015	Various needs		-			0000
230-230-51515	Tools & Small Equipment									
Sept 2015	10/03/2015	12.97	0.00	10/27/2015	Various needs		-			0000
100-100-51010	Admin Supplies & Services									
Sept 2015	10/03/2015	6.98	0.00	10/27/2015	Various needs		-			0000
140-140-51010	Admin Services & Supplies									
Sept 2015	10/03/2015	8.38	0.00	10/27/2015	Various needs		-			0000
210-210-51515	Tools & Small Equipment									
Sept 2015	10/03/2015	8.39	0.00	10/27/2015	Various needs		-			0000
230-230-51515	Tools & Small Equipment									
	Sept 2015 Total:	150.71								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BiMart Total:		150.71								
CasHlth Cascade Health Solutions										
6835-24	10/07/2015	79.00	0.00	10/27/2015	Employee vaccinations		-	No		0000
130-520-51055	Safety Program & Supplies									
6835-24	10/07/2015	44.10	0.00	10/27/2015	Employee vaccinations		-	No		0000
130-130-51055	Safety Program & Supplies									
6835-24	10/07/2015	3.68	0.00	10/27/2015	Employee vaccinations		-	No		0000
130-520-51055	Safety Program & Supplies									
6835-24	10/07/2015	29.40	0.00	10/27/2015	Employee vaccinations		-	No		0000
210-210-51055	Safety Programs & Supplies									
6835-24	10/07/2015	29.40	0.00	10/27/2015	Employee vaccinations		-	No		0000
220-220-51055	Safety Programs & Supplies									
6835-24	10/07/2015	29.40	0.00	10/27/2015	Employee vaccinations		-	No		0000
230-230-51055	Safety Programs & Supplies									
6835-24	10/07/2015	11.02	0.00	10/27/2015	Employee vaccinations		-	No		0000
240-240-51055	Safety Program & Supplies									
6835-24 Total:		226.00								
CasHlth Total:		226.00								
CenPri Central Print & Repro Svc										
303438	10/09/2015	117.00	0.00	10/27/2015	Logo refinement		-	No		0000
100-100-51010	Admin Supplies & Services									
303438	10/09/2015	63.00	0.00	10/27/2015	Logo refinement		-	No		0000
140-140-51010	Admin Services & Supplies									
303438 Total:		180.00								
CenPri Total:		180.00								
CenLink CenturyLink Communications, LL										
3680	09/2015	162.09	0.00	10/27/2015	Public Works/W/tr plant phone & internet		-	No		0000
210-210-51030	Telephone Services									
3680 09/2015 Total:		162.09								
CenLink Total:		162.09								
CKMar C & K Market Inc										
Sept 2015	09/30/2015	74.39	0.00	10/27/2015	Monthly - various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Sept 2015	09/30/2015	2.49	0.00	10/27/2015	Monthly - various needs		-	No		0000
220-220-53040	System Maintenance									
Sept 2015	09/30/2015	51.82	0.00	10/27/2015	Monthly - various needs		-	No		0000
230-230-51010	Admin Supplies & Services									
Sept 2015 Total:		128.70								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	CKMar Total:	128.70								
DentClau Denton Claudia	10/12/2015	187.90	0.00	10/27/2015	Training / travel expenses		-	No		0000
CDenton 10/15	Other Professional Services	187.90								
100-205-52290	CDenton 10/15 Total:	187.90								
DentClau Total:										
DocuTrak DocuTRAK Imaging, Inc	10/19/2015	30.00	0.00	10/27/2015	On site shredding service		-	No		0000
4593	Admin Supplies & Services	30.00								
100-100-51010	4593 Total:	30.00								
DocuTrak Total:		30.00								
EDMS EDMS Inc	10/19/2015	20.14	0.00	10/27/2015	October late notices		-	No		0000
80011	Admin Supplies & Services	40.54	0.00	10/27/2015	October late notices		-	No		0000
210-210-51010	Postage	30.20	0.00	10/27/2015	October late notices		-	No		0000
80011	Admin Supplies & Services	60.82	0.00	10/27/2015	October late notices		-	No		0000
220-220-51010	Postage	151.70								
80011	80011 Total:	151.70								
EDMS Total:		151.70								
EPUD EPUD	10/05/2015	2,217.83	0.00	10/27/2015	Water Treatment Plant		-	No		0000
8257 09/2015	Electricity	2,217.83								
210-210-51035	8257 09/2015 Total:	2,217.83								
EPUD Total:		2,217.83								
EWEB Eugene Water & Electric Board	10/07/2015	892.24	0.00	10/27/2015	Meter #76100316		-	No		0000
Sept 2015	Water Purchase	10,495.28	0.00	10/27/2015	Meter #76100315		-	No		0000
210-210-53135	Sept 2015	11,387.52								
210-210-53135	Water Purchase	11,387.52								
Sept 2015 Total:		11,387.52								
EWEB Total:		11,387.52								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Ferg3021 FEI #3011 Waterworks										
0485748	10/07/1515	359.80	0.00	10/27/2015	Corrigated pipe - PO 4726		-		No	0000
240-240-53045	Drainage Maintenance									
	0485748 Total:	359.80								
	Ferg3021 Total:	359.80								
<hr/>										
FRRev Fern Ridge Review										
15731a	10/03/2015	48.00	0.00	10/27/2015	EDC recruiting ad - wk 2		-		No	0000
100-205-51010	Admin Supplies & Services									
	15731a Total:	48.00								
15758	10/13/2015	270.00	0.00	10/27/2015	Tree City event ad		-		No	0000
100-180-51115	Urban Forestry Activities									
	15758 Total:	270.00								
15760	10/13/2015	190.00	0.00	10/27/2015	Nt Waves & Swim Lesson ads - PO 4600		-		No	0000
130-520-51025	Advertising and Publishing									
	15760 Total:	190.00								
15761	10/13/2015	102.00	0.00	10/27/2015	Park Board Vacancies ad		-		No	0000
130-520-51025	Advertising and Publishing									
	15761 Total:	102.00								
	FRRRev Total:	610.00								
<hr/>										
FRSD28J Fern Ridge School District 28J										
September 2015	10/07/2015	4,975.05	0.00	10/27/2015	Excise Tax - September 2015		-		No	0000
100-000-20010	Accounts Payable									
	September 2015 Total:	4,975.05								
	FRSD28J Total:	4,975.05								
<hr/>										
GFOA Government Finance Officers As										
0199698	15/16 10/21/2015	160.00	0.00	10/27/2015	S. Hartz 11/01/15 - 10/31/16 Membership		-		No	0000
100-100-51020	Professional Dues									
	0199698 15/16 Total:	160.00								
	GFOA Total:	160.00								
<hr/>										
GreHill Greenhill Humane Society										
3080	10/01/1515	140.00	0.00	10/27/2015	Daily fee care stray dogs (7)		-		No	0000
100-170-52110	Animal Control Contract									
	3080 Total:	140.00								
	GreHill Total:	140.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
HuntComm Hunter Communications, Inc										
Nov 2015	10/15/2015	91.48	0.00	10/27/2015	Fiber Internet Service		-		No	0000
100-100-52050	Internet & Web Site Fees									
Nov 2015	10/15/2015	30.50	0.00	10/27/2015	Fiber Internet Service		-		No	0000
140-140-52050	Internet & Web Site Fees									
Nov 2015	10/15/2015	121.98	0.00	10/27/2015	Fiber Internet Service		-		No	0000
210-210-52050	Internet & Web Site Fees									
Nov 2015	10/15/2015	60.99	0.00	10/27/2015	Fiber Internet Service		-		No	0000
220-220-52050	Internet & Web Site Fees									
Nov 2015	10/15/2015	20.00	0.00	10/27/2015	Fiber Internet Service		-		No	0000
120-120-51030	Telephone Services									
	Nov 2015 Total:	324.95								
	HuntComm Total:	324.95								
LanCoDe Lane County Deeds & Records										
17053120 800	10/13/2015	37.00	0.00	10/27/2015	Veneta Alliance Church-Lien Satisfaction		-		No	0000
220-220-51010	Admin Supplies & Services									
	17053120 800 Total:	37.00								
18050622 1100	10/19/2015	37.00	0.00	10/27/2015	Kintz-Lien Satisfaction		-		No	0000
220-220-51010	Admin Supplies & Services									
	18050622 1100 Total:	37.00								
	LanCoDe Total:	74.00								
LeaOfOr League of Oregon Cities										
200398.	10/09/2015	365.00	0.00	10/27/2015	LOC Annual Conference - R Ingham		-		No	0000
100-100-51070	Training & Conferences									
	200398. Total:	365.00								
200398..	10/09/2015	730.00	0.00	10/27/2015	LOC Annual Conference - Larson/Laing		-		No	0000
100-100-51090	Training & Travel-Officials									
	200398.. Total:	730.00								
	LeaOfOr Total:	1,095.00								
LeiAlan Law Office of Alan J Leiman, P										
October 2015	10/15/2015	371.00	0.00	10/27/2015	Monthly contrat		-		No	0000
100-160-52080	Judicial Services									
	October 2015 Total:	371.00								
	LeiAlan Total:	371.00								
LillMari Lill Marian										
TreeCity 2015	10/17/2015	99.00	0.00	10/27/2015	Cider pressing		-		No	0000
100-180-51115	Urban Forestry Activities									
	TreeCity 2015 Total:	99.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LillMari Total:	99.00								
MidSta Mid-State Industrial Svc										
161470	10/08/2015	780.00	0.00	10/27/2015	Clean Headwater WWTP-PO 4695		-	No		0000
220-220-53040	System Maintenance									
	161470 Total:	780.00								
	MidSta Total:	780.00								
MurSmi Murray Smith & Associates Inc										
14-1619-10	10/14/2015	2,120.43	0.00	10/27/2015	Reservoir Imprmnts - Svcs thru		-	No		0000
210-210-53040	System Maintenance				09/30/15					
	14-1619-10 Total:	2,120.43								
	MurSmi Total:	2,120.43								
RodPai Roddia Paint Co										
25981132	10/14/2015	332.40	0.00	10/27/2015	Traffic paint - PO 4728		-	No		0000
230-230-53045	Street Maintenance									
	25981132 Total:	332.40								
	RodPai Total:	332.40								
SenMet Sensus USA										
ZAI6007344	09/30/2015	1,617.45	0.00	10/27/2015	Auto Read Sftwr support 11/15-11/16		-	No		0000
210-210-52045	Computer System Support-Maint									
	ZAI6007344 Total:	1,617.45								
	SenMet Total:	1,617.45								
SpeHoy Speer Hoyt LLC										
32814-code	09/30/2015	199.10	0.00	10/27/2015	Legal services		-	No		0000
100-170-52010	Attorney & Legal Services									
	32814-code Total:	199.10								
32814-gen	09/30/2015	1,102.68	0.00	10/27/2015	Legal services		-	No		0000
100-100-52010	Attorney & Legal Services									
	32814-gen Total:	1,102.68								
32815-court	09/30/2015	579.20	0.00	10/27/2015	Legal services		-	No		0000
100-160-52010	Attorney & Legal Services									
	32815-court Total:	579.20								
32816-plng	09/30/2015	452.50	0.00	10/27/2015	Legal services		-	No		0000
140-140-52010	Attorney & Legal Services									
	32816-plng Total:	452.50								
32817-TUJF	09/30/2015	724.00	0.00	10/27/2015	Legal services		-	No		0000
230-230-52010	Attorney & Legal Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
32817-TUF Total:		724.00								
SpeHoy Total:		3,057.48								
<hr/>										
Springb Accela, Inc #774375										
31733	10/14/2015	166.50	0.00	10/27/2015	Data fix - Update tax lot ID in UB		-	No		0000
210-210-52045	Computer System Support-Maint									
31733	10/14/2015	333.00	0.00	10/27/2015	Data fix - Update tax lot ID in UB		-	No		0000
220-220-52045	Computer System Support-Maint									
31733	10/14/2015	55.50	0.00	10/27/2015	Data fix - Update tax lot ID in UB		-	No		0000
240-240-52045	Computer System Support-Maint									
31733	Total:	555.00								
Springb Total:		555.00								
<hr/>										
SubPro Suburban Propane										
51653	09/30/2015	1,111.03	0.00	10/27/2015	Pool fuel -Acct #1572-001660		-	No		0000
130-520-54060	Pool Fuel									
51653	Total:	1,111.03								
SubPro Total:		1,111.03								
<hr/>										
SwaPes Swanson's Pest Mgt										
572968	09/29/2015	33.00	0.00	10/27/2015	Community Center		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
572968	Total:	33.00								
572973	09/29/2015	16.17	0.00	10/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
572973	09/29/2015	16.66	0.00	10/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
220-220-53065	Bldg & Yard Maintenance									
572973	09/29/2015	16.17	0.00	10/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
230-230-53065	Bldg & Yard Maintenance									
572973	Total:	49.00								
572974	09/29/2015	31.20	0.00	10/27/2015	CH pest management		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
572974	09/29/2015	7.80	0.00	10/27/2015	CH pest management		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
572974	Total:	39.00								
SwaPes Total:		121.00								
<hr/>										
TherImag Thermo Imaging & Analysis, LLC										
5029	10/09/2015	1,383.00	0.00	10/27/2015	Replace led lights - 4 locations		-	No		0000
230-230-53045	Street Maintenance									
5029	Total:	1,383.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
5030	10/09/2015	327.00	0.00	10/27/2015	Repair light @ 3rd St		-	No		0000
230-230-53045	Street Maintenance									
	5030 Total:	327.00								
5033	10/09/2015	242.32	0.00	10/27/2015	Flag lt/server outlet/screen outlet		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
5033	10/09/2015	60.59	0.00	10/27/2015	Flag lt/server outlet/screen outlet		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	5033 Total:	302.91								
	TherImag Total:	2,012.91								
<hr/>										
UnivOre University of Oregon (3750AC)										
1st Qtr #22946	10/09/2015	5,500.00	0.00	10/27/2015	Claudia Denton		-	No		0000
100-205-52080	RARE Student Program									
	1st Qtr #22946 Total:	5,500.00								
	UnivOre Total:	5,500.00								
<hr/>										
VenVet Veneta VetHospital										
Oct 2015	10/20/2015	30.00	0.00	10/27/2015	Period ending 10/20/2015		-	No		0000
100-170-51121	Animal Control Voucher Program									
	Oct 2015 Total:	30.00								
	VenVet Total:	30.00								
<hr/>										
WilAnim Willamette Animal Guild										
42599	09/29/2015	90.00	0.00	10/27/2015	Spay two kittens	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42599 Total:	90.00								
42603	09/29/2015	90.00	0.00	10/27/2015	Spay two cats	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42603 Total:	90.00								
42610	09/29/2015	45.00	0.00	10/27/2015	Spay one kitten	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program									
	42610 Total:	45.00								
	WilAnim Total:	225.00								
<hr/>										
	Report Total:	40,497.70								



## CITY OF VENETA - CIVIC CALENDAR - NOVEMBER 2015

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

1	Daylight Saving Day - Fall Back		
3	Veneta Planning Commission Meeting - City Hall		6:30 p.m.
4	Veneta Economic Development Committee Meeting - City Hall		2:00 p.m.
4	Veneta Park Board Meeting - City Hall		4:30 p.m.
9	Veneta City Council Work Session Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting immediately following City Council Meeting		5:30 p.m. 6:30 p.m.
11	Veterans Day - City Hall Closed		Closed
18	Veneta Economic Development Committee Meeting - City Hall		2:00 p.m.
19	Municipal Court - City Hall		8:30 a.m.
23	Veneta City Council Meeting - City Hall		6:30 p.m.
26	Thanksgiving Day - City Hall Closed		Closed
27	City Hall closed in Observance of Thanksgiving Holiday		Closed
	Calendar updates will be posted on the City's website at <a href="http://www.venetaoregon.gov">www.venetaoregon.gov</a> This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J, Fern Ridge Public Library, and Lane Fire Authority		



# MEMORANDUM

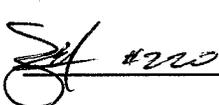
TO: Sgt. Billy Halvorson, Lane County Sheriff's Office      DATE: October 8, 2015  
FROM: Darci Henneman, City Recorder  
SUBJECT: Request for Change of Ownership Liquor License – Veneta Liquor Beer Wine & Smokes (formerly Veneta Liquor Store/Billy Jean's), located at 24961 Highway 126 in the West Lane Shopping Center.

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Attached is a Liquor License application for a Change of Ownership for Veneta Liquor Beer Wine & Smokes (formerly Veneta Liquor Store/Billy Jean's), located at 24961 Highway 126, (West Lane Shopping Center) Veneta, OR.

Please **initial and date** below and return this application to me at your earliest convenience. This request will be submitted to the City Council at the **October 26, 2015** meeting.

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



UNCONDITIONAL APPROVAL

\_\_\_\_\_ APPROVAL WITH CONDITIONS (include conditions of approval below)

\_\_\_\_\_ DENIAL (include reasons for denial below)

Conditions of Approval:

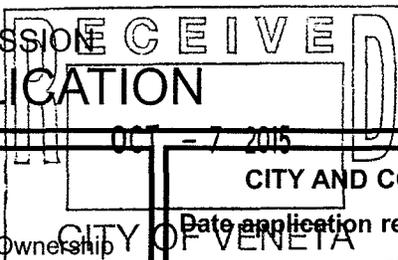
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denial:

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



# 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 \_\_\_\_\_

*Change of ownership*

### CITY AND COUNTY USE ONLY

Date application received: 10-7-15

The City Council or County Commission:  
Veneta

(name of city or county)

recommends that this license be:

- Granted
- Denied

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

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

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

### OLCC USE ONLY

Application Rec'd by: *Daniel Pearson*

Date: 10/7/15

90-day authority:  Yes  No

### 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

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

① TERESA LEE ③ \_\_\_\_\_

② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): Veneta Liquor Beer Wine + Smoked #1190

3. Business Location: 24961 Highway 126, Veneta, Lane, OR 97487  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 124, Veneta, OR 97487  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-935-3224 call 1st. same #  
(phone) (fax)

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

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

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

10. What is the local governing body where your business is located? Veneta, Lane  
(name of city or county)

11. Contact person for this application: Teresa Lee  
(name) (phone number(s))  
PO Box 124, Veneta OR 97487 see above venetaliquor@gmail.com  
(address) (fax number) (e-mail 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:

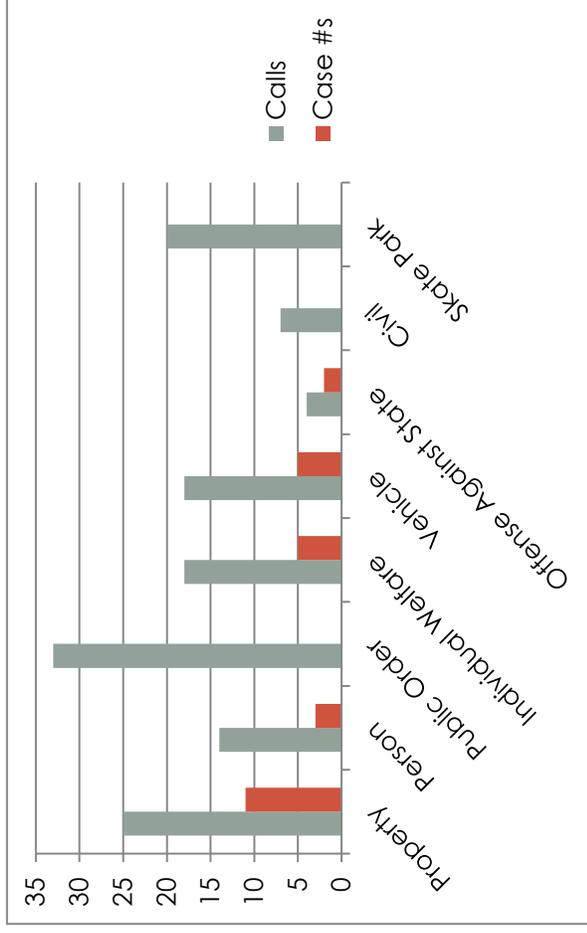
① \_\_\_\_\_ Date 10/6/15 ③ \_\_\_\_\_ Date \_\_\_\_\_  
② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

# City of Veneta Monthly Police Activity- September 2015

Prepared by Sgt. Billy Halvorson, LCSO

## Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	25	11
<u>Person</u>	14	3
<u>Public Order</u>	33	0
<u>Individual Welfare</u>	18	5
<u>Vehicle</u>	18	5
<u>Offense Against State</u>	4	2
<u>Civil</u>	7	0
<u>Skate Park</u>	20	
<b><u>Total</u></b>	<b>139</b>	<b>26</b>



- Property** (Thefts, Criminal Mischief, Trespass)
- Person** (Assaults, Menacing, Harassment, Viol. Restraining Order)
- Public Order** (Disorderly Subjects, Suspicious Vehicles/Persons)
- Individual Welfare** (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
- Vehicle** (DUI, DWS, Illegal Parking/Vehicles, Traffic Hazard)
- Offense Against State** (Drug, Warrants)
- Civil** (Civil Service, Eviction Process)



Name Matt Horowitz

Committee Applying for Park Board

Date 10/20/2015

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

**see attached**

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

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

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

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

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

1. Please see Curriculum Vitae attached.
2. As a member of the Park Board I would hope to bring ideas for potential new events to the board. I feel that as a consulting arborist with over 30 years of forestry experience I can help the city with tree management issues.
3. I would like to see larger public turnouts for tree related events (Arbor Day, Tree City USA etc). I believe this could be improved by utilizing the mailing lists of potential sponsors (EWEB Lane Fire etc).
4. Chairman of the Utility Arborist Association Resource Committee 2006 through 2009  
Chairman of the Santa Cruz City Arbor Day Committee 1998 – 2004  
Member of Forest Conservation Days Saratoga, CA 1998, 1999, 2000  
Member of Santa Cruz County Fire Safe Council 2001 – 2003  
Member of Sandhills Alliance for Natural Diversity 2001 – 2003  
Member of the San Lorenzo High School Watershed Academy Advisory Board  
2001 - 2003
5. Currently I am a co-chair of “Green Friday” This group is dedicated to promoting hiking and trash clean up on the Friday after Thanksgiving instead of shopping
6. At this time I am not under contract to any entity.



# If I Were Mayor, I Would...

## Student Contest



The Oregon Mayors Association and your city invite you to enter the  
"If I Were Mayor..." contest.

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win an **iPad Air 2!**

**CONTEST DEADLINE:** \_\_\_\_\_

### Contest Rules:

#### GENERAL RULES:

- All submissions must be accompanied by a completed entry form. All forms for students under age 18 must be signed by the student's parent or guardian. Entry forms may be photocopied.
- Only one submission per student will be accepted at the state level.
- State level submissions become the property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likenesses of each student.
- Previous statewide winners may participate but are not eligible to receive prizes.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

*First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held July 21-23, 2016 in Lincoln City.*

#### POSTERS:

- The poster contest is open to students enrolled in grades 4 and 5 or being home-schooled at the same grade level for the 2015-16 school year.
- Poster size must be a minimum of 17" and a maximum of 28" in height or width.
- Students are encouraged to be creative and may use any art medium (e.g., poster paints, felt pens, colored pencils, pastels, crayons, three-dimensional art, etc.). The poster may be in color or black and white.
- The student's name and a daytime phone number or email address for their parent or guardian must appear on the back of the poster.

#### ESSAYS:

- The essay contest is open to students enrolled in grades 6 through 8 or being home-schooled at the same grade level for the 2015-16 school year.
- Essays must be 500 to 1,000 words in length and typed.
- The student's name and a daytime phone number or email address for their parent or guardian must appear at the top of the essay.

#### DIGITAL MEDIA PRESENTATIONS (video, PowerPoint, Prezi, etc.):

- The digital media presentation contest is open to students enrolled in grades 9 through 12 or being home-schooled at the high school level for the 2015-16 school year.
- Presentations must be one to three minutes in length and may be submitted on disk or emailed.
- The student's name and a daytime phone number or email address for their parent or guardian must be written on the disk or disk sleeve.

For more information about the local contest:



**ORDINANCE NO. 524**

**AN ASSESSMENT ORDINANCE DECLARING THE APPORTIONMENT OF THE COSTS INCURRED FOR WASTEWATER COLLECTION IMPROVEMENTS; DIRECTING THE PUBLICATION OF NOTICE OF APPORTIONMENT AND ASSESSMENT UPON THE REAL PROPERTY BENEFITTED; GIVING NOTICE TO THE OWNERS, IMPOSING A LIEN UPON ALL REAL PROPERTY UPON WHICH THE ASSESSMENT IS NOT PAID; DIRECTING THE DOCKETING OF LIENS IN THE CITY LIEN DOCKET**

**WHEREAS**, on March 5, 2015, Branch Engineering Inc., the designated City Engineer, filed a East Bolton Road Sewer Improvement LID report with the City Recorder of the City of Veneta for wastewater collection improvements, hereinafter referred to as “improvements” to portions of East Bolton Road, which engineer’s report was accepted by the City Council on March 9, 2015; and,

**WHEREAS**, on March 9, 2015, the City Council adopted Resolution No. 1165, declaring its intention to implement the improvements on portions of East Bolton Road, and to assess the costs of such improvements against the benefited properties; and

**WHEREAS**, pursuant to Resolution No. 1165, the City Recorder gave due notice of a hearing to be held on April 13, 2015 to the owner of each lot or parcel of land proposed to be assessed for the proposed improvements referred to in Resolution No. 1165; and,

**WHEREAS**, at 7:00 p.m. on April 13, 2015, at the Veneta City Hall, 88184 8th Street, Veneta, Oregon, the City Council held a public hearing and considered all objections concerning the costs and expenses, and apportionment of the costs and expenses, for the improvements referred to in Resolution No. 1165 and,

**WHEREAS**, after said hearing, the City Council determined to proceed with the proposed improvements; and,

**WHEREAS**, on June 8, 2015, the City Council approved acceptance of a bid from H & J Construction, Inc. in the amount of \$214,084.75 for the project; and,

**WHEREAS**, construction of the wastewater collection improvements were substantially completed on September 14, 2015; and,

**WHEREAS**, on October 12, 2015 at the regular Veneta City Council meeting held at 6:30 p.m. at the Veneta City Hall, 88184 8th Street, Veneta, Oregon, this ordinance was presented for consideration by the Council, and the Council determined that it was desirable and advisable that assessments be made,

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

**Section 1. Assessable Cost:** The Veneta City Council hereby determines that the total assessable cost and expense of the improvements referred to in Resolution 1165 is \$213,900.00 which should be apportioned and assessed to the various parcels of real property benefited.

**Section 2. Method of Apportionment:** Special conditions exist in that the assessments involve only wastewater collection lines. Assessments shall be apportioned based upon square footage of each property within the LID assessment boundary, as shown in Exhibit A of Resolution 1165, which is a just and reasonable method of apportionment between the properties to be specially benefited.

**Section 3. Assessment:** The proportionate share of the costs for each benefited parcel are assessments to these respective lots in the amount indicated for each piece or parcel on Exhibit A, attached hereto and incorporated herein by reference.

**Section 4. Notice of Assessment:** The City Recorder is hereby authorized and directed to cause notice of these assessments to be published in the Fern Ridge Review, a newspaper of general circulation published in the City of Veneta, Lane County, Oregon, once a week for two successive weeks, the first publication of which shall be made November 4, 2015. The notice shall be in the form attached hereto as Exhibit B and incorporated herein by reference. The City Recorder is further authorized and directed to give notice by certified mail, return receipt requested, to the owners of the various parcels of real property.

**Section 5. Payment Schedule:** That from and after October 26, 2015, the City Recorder is hereby directed to enter into the lien docket, under a separate heading of East Bolton Road Wastewater Collection Improvement District 2015, the description of each lot or parcel of land against which the assessment is made, with the name of the owner and the amount of the unpaid assessment. If no application to pay in installments is submitted within the time required for any lot or parcel of land against which an assessment is made, the unpaid assessments shall become due and payable November 30, 2015, and shall bear interest at the rate of 8% per annum, until paid.

**Section 6. Payment Installments:** For lots or parcels for which properly executed applications to pay in installments are submitted on or before November 16, 2015, unpaid assessments shall bear an interest rate based on one of three options: (1) One year interest free if paid in full within 12 months from date of assessment, (2) 5.75% interest per annum charged from date of assessment if paid in full within 24 months, or (3) 8% interest per annum charged from date of assessment if paid in full within 120 months. Unpaid assessments shall be recorded as a lien upon each lot or parcel subject to an installment election, in favor of the City of Veneta.

**Section 7. Payment Deferrals:** To the extent that resources are available in the local improvements fund, deferral may be accorded to property owners meeting the eligibility requirements set forth in the Veneta Municipal Code Chapters 3.10.130. Deferrals continue to be a recorded lien on the affected property, notwithstanding the granting of a deferment and shall accrue interest at 8% per annum, charged from the date of assessment.

Further, property owners may at any time, but no later than November 30, 2015, submit an application for deferred payment privileges to the City Administrator. Upon receiving written approval by City Administrator, property owner must enter into a contract with the City, no later than December 10, 2015, to pay the assessment when the deferment is terminated.

**Section 8. Affidavit of Notice:** The City Recorder shall, after filing a notice to owners as provided herein, make proof of the mailing by affidavit and file the same at the Recorder's office at the City of Veneta.

**Section 9. Payment and Installments:** The owner of any property assessed by the ordinance for the improvements described herein, in the sum of \$25 or more, may at any time within 12 days after the notice of assessment is first published, file with the City Recorder of the City of Veneta, Oregon a written application to pay the whole of the assessment, or any unpaid portion thereof, in accordance with ORS 223.210 up to 20 semi-annual installments. The principal unpaid balance of said installments shall bear interest in accordance with Section 5.

**Section 10. Required Connection:** Veneta Municipal Code Chapter 13.10.350 requires connection to a public sewer within one year after the date of official notice from the City to connect, except where and when time extensions are granted by the City Council. The Council hereby confirms a 10 year connection extension to commence upon the effective date of this ordinance.

READ FOR A FIRST TIME, BY TITLE ONLY, this 12 day of October 2015, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this \_\_\_\_ day of October, 2015, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a \_\_\_\_ vote for and \_\_\_\_ vote against by the Veneta City Council this \_\_\_\_ day of October, 2015.

XXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra H. Larson, Mayor  
Executed this \_\_\_\_ day of October, 2015

ATTEST:  
XXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, City Recorder  
Executed this \_\_\_\_ day of October 2015



Exhibit A

Benefitted Poperties				Property Owner		LID ASSESSMENT		
Assessor's Map	Tax Lot	Address	Street	Property Owner	Lot Square Footage (2015 Engineer's Report )	Percent of Assessment based on sq. ft.	2015 LID Assessment per lot based on lot sq. ft.	
17053131	3700	25191	E Bolton Rd	MILES RANDY A	29,625	5.01%	\$10,722.09	
17053132	3100	25131	E Bolton Rd	JASPER IRENE G	11,708	1.98%	\$4,237.44	
17053132	3200	25137	E Bolton Rd	LLOYD JAY W & SANDRA LYNNE	21,572	3.65%	\$7,807.49	
17053132	3300	25145	E Bolton Rd	KRABILL TIZZAH	19,963	3.38%	\$7,225.15	
17053132	3400	25161	E Bolton Rd	BRADFORD FAMILY TRUST (GEORGE & LORI BRADFORD	37,484	6.34%	\$13,566.48	
17053132	3500	25177	E Bolton Rd	TILL KRISTI	21,364	3.61%	\$7,732.21	
17053132	3600	25183	E Bolton Rd	SHANNON JASON E & RACHEL D	25,256	4.27%	\$9,140.83	
17053132	3700	25185	E Bolton Rd	ROSDAHL DOROTHY L ESTATE OF	28,573	4.83%	\$10,341.34	
17053133	100	25188	E Bolton Rd	CROWHEART LILLY KAMALA and HOUSER KIRK MATTHE	32,234	5.45%	\$11,666.36	
17053133	200	25184	E Bolton Rd	BROWN ELIZABETH TYLER TE	26,000	4.40%	\$9,410.10	
17053133	300	25178 & 25180	E Bolton Rd	COLOMBO ANTHONY	27,878	4.72%	\$10,089.80	
17053133	400	25168	E Bolton Rd	COLEMAN CRAIG WELLS	29,450	4.98%	\$10,658.75	
17053133	500	25160	E Bolton Rd	EVANS JAMES III & DANIELLE	7,405	1.25%	\$2,680.07	
17053133	600	25156	E Bolton Rd	NORWOOD JAMES L & CAROL A	49,900	8.44%	\$18,060.16	
17053133	700	25138	E Bolton Rd	CARLSON BENJAMIN D & PATRICIA I	100,188	16.95%	\$36,260.75	
17053133	800	25120	E Bolton Rd	CUMMINGS TERRY O and SPARKS CYNTHIA A	66,211	11.20%	\$23,963.56	
17053133	900	25106	E Bolton Rd	STUBBS ROBERT LEE & KAREN I	27,007	4.57%	\$9,774.57	
17053133	2200	25108	E Bolton Rd	STONE JASON AND BRIE	29,185	4.94%	\$10,562.84	
				<b>TOTAL</b>	<b>591,003</b>	<b>100.0%</b>	<b>\$213,900.00</b>	

ORDINANCE NO. - EXHIBIT B  
CITY OF VENETA  
NOTICE OF ASSESSMENTS FOR  
EAST BOLTON ROAD WASTEWATER COLLECTION IMPROVEMENTS

The City of Veneta enacted Ordinance No. 524 on October 26, 2015, which established assessment amounts to benefitted properties for the wastewater collection system improvement project along the portions of East Bolton Road between Applegate Court and Pine Street. Assessed properties and the name of the property owner, and associated assessment amounts for each parcel are set forth on the enclosed Assessment Table. As owner of an assessed property, you must either apply to pay the assessment in installments by November 16, 2015, or pay the assessment in full by November 30, 2015, otherwise interest will commence to run on the assessment and your assessed property will be subject to foreclosure. Owners of assessed property may be eligible for deferral of a portion of the assessment; however, the property owner must apply for deferral consideration by November 30, 2015.

Publication dates: November 4, 2015 and November 11, 2015

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Revised Bylaws for Veneta Economic Development Committee

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Meeting Date: October 26, 2015  
Department: City Administration

Staff Contact: Ric Ingham  
Email: ringham@ci.veneta.or.us  
Telephone Number: 541-935-2191 Ext. 306

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## **ISSUE STATEMENT**

Does the Council wish to approve Resolution No. 1182 revising the Veneta Economic Development Committee Bylaws?

## **BACKGROUND (include prior council or committee action)**

As part of the City's Economic Opportunity Analysis update, a Five-Year Economic Development Action Plan was adopted in April of 2015. The Plan identified key goals and strategies to guide the City's economic development efforts. One action item called for in the Plan was the *Establishment of an Economic Development Committee*.

The City first established an Economic Development Committee in 1985. The operating Bylaws were adopted by Resolution No. 384 the same year. The original Bylaws have been revised three times with the most recent revision in 1996 (Res. No. 700).

The most recent Bylaws call for a committee of ten (10) voting members with one of the members being an appointee from the Planning Commission. Staff feels a more appropriate size committee would be nine (9) members and to have an appointee from the City Council rather than the Planning Commission.

## **RELATED CITY POLICIES (include existing resolutions and ordinances)**

Resolution No. 700 approved the most recent changes to the Bylaws.

## **COUNCIL OPTIONS (include financial impacts)**

The Council has several options:

- 1) Approve Resolution No. 1182 with the proposed revised bylaws.
- 2) Approve Resolution No. 1182 with modification to the revised bylaws.
- 3) Do not approve bylaws leaving the existing bylaws in place.

## **CITY ADMINISTRATOR'S RECOMMENDATION**

I recommend that the Council approve Resolution No. 1182 revising the Veneta Economic Development Committee Bylaws.

## **SUGGESTED MOTION**

*"I make a motion to approve Resolution No. 1182 as presented."*

## **ATTACHMENTS**

A. Revised Bylaws with track changes



**VENETA ECONOMIC DEVELOPMENT COMMITTEE BYLAWS**

**ARTICLE I - NAME**

The Committee, being duly and officially established by the Veneta City Council, shall be known as the Veneta Economic Development Committee.

**ARTICLE II - PURPOSE AND FUNCTION**

The purpose of the Veneta Economic Development Committee is to attract new businesses and support existing businesses. The mission is to pursue the economic interest of Veneta by constructing and implementing policy development and programs, including, but not limited to, the following functions:

**Deleted:** of the Veneta Economic Development Committee

**Deleted:** the City of

- 1. Plan the responsible expansion and growth of business and industry in the Veneta area.
- 2. Develop a working relationship with economic development-related public and private agencies, community groups and business organizations.
- 3. To engage in dialogue with interested third parties as it relates to the development of Veneta's industrial and commercially-zoned properties and to the general interest of Veneta's existing business community.
- 4. Implement the strategies and actions as outlined in the 2015-2019 Five-Year Economic Development Action Plan and perform other duties as assigned by the Veneta City Council.

**Commented [CD1]:** New changes approved by Veneta EDC 10/21/15. The rest of the document was approved by the Veneta EDC on 9/30/15.

**Deleted:** , Fern Ridge, Applegate, West Lane

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**ARTICLE III - MEMBERSHIP**

**Section I-** General Membership. The Veneta Economic Development Committee shall consist of nine (9) voting members and such non-voting ex officio members as may be approved by the members. Members shall include representatives of business, education, industry, finance, government, the professions, labor and related occupations. One (1) City Council representative shall serve as a voting member of the Economic Development Committee.

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**Section II -** Attendance at City Council Meetings. During regularly-scheduled Economic Development Committee meetings, the Chairperson, or the Chairperson's designees, shall appoint a member to report back to the Veneta City Council. The purpose of the report will be to communicate to the City Council projects and matters before the Economic Development Committee.

**Section III - Officers.** Chairman and Vice-Chairman will be elected by a majority vote of the Economic Development Committee. Officers will be elected during the first meeting in the new-year and serve a one-year term.

**Section IV - Duties of Officers.** The Chairperson will be responsible for conducting the Economic Development Committee meetings and be the chief representative for the Committee. The Vice-Chairperson will act as Chairperson in the event the Chairperson is unable to fulfill duties.

**Section V - Appointment.** The members of the Veneta Economic Development Committee shall be appointed by the Mayor and ratified by a vote of the council.

**Section VI - Tenure of Appointed Members.** The term of office for a voting member shall be three years staggered terms except for initial appointments which shall be for one, two or three-year terms.

**Section VII: Vacancies and Removal.** Appointments to fill vacancies shall be for the remainder of the un-expired term. A member may be removed by the Chairman of the Economic Development Committee if the member is absent from three consecutive meetings without a prior excuse submitted to the Chair or the Chair's designee. Any member removed from the Committee can appeal their removal to the City Council.

#### **ARTICLE IV - VOTING**

Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present. An ex officio member shall not have a vote.

#### **ARTICLE V - MEETINGS**

**Section I - Regular Meetings.** The Committee shall meet on a monthly basis. Meeting time and location is to be decided by the Committee.

**Section II - Special Meetings.** Special meetings may be held as necessary and may be called by the Chairperson, Vice-Chairperson, or a majority vote of the Economic Development Committee. Persons calling a special meeting shall fix the time and location for the meeting.

**Deleted:** shall appoint a member, on a rotating basis, to attend at least one meeting a month of the Veneta City Council. The purpose of this attendance will be to communicate to the City Council projects and matters before the Economic Development Committee. In addition, this action is intended to improve the knowledge and understanding between various City commissions and committees.¶

**Section III - Notice and Access to Meetings.** Notice of all meetings shall be given to the City Recorder, all members and ex officio members in accordance with Oregon State law on open meetings and with the Americans with Disabilities Act.

**Section IV - Conduct of Meetings.** All formal actions shall require the vote of at least a simple majority. A simple majority shall consist of ~~five~~ (5) voting members.

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#### **ARTICLE VI- SUB-COMMITTEES**

**Section I - Pro-Tern Sub-Committees.** Pro-tern sub-committees may be appointed by the Economic Development Chairperson. Members of the pro tern sub-committee shall serve until the work of the sub-committee is complete or until their successors have been elected or appointed.

**Section II - Sub-Committee Officers.** Each sub-committee shall have a Chairperson appointed by the Economic Development Committee Chairperson. Sub-committee Chairpersons can appoint a sub-committee Vice-Chairperson as needed.

**Section III - Sub-Committee Meetings.** Meetings of each sub-committee may be called by the Chairperson of such a committee. Notice of such a meeting shall be given to all sub-committee members at least two days prior to such a meeting. A majority of all the subcommittee members shall constitute a quorum. An act of the majority of a quorum present at the sub-committee meeting shall constitute the act of the sub-committee.

#### **ARTICLE VII - AMENDMENTS TO BYLAWS**

These By-laws may be amended or repealed, or new bylaws may be adopted by a simple majority vote of the members of the Committee present at any regular or special meeting. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the committee at least seven days prior to the date of the meeting at which amendments are to be considered.

#### **ARTICLE VIII - RATIFICATION**

These Bylaws, and any amendments adopted by the Economic Development Committee, shall take effect after ratification and approval by resolution of the Veneta City Council.



**CITY OF VENETA**

**RESOLUTION NO. 1182**

**A RESOLUTION ADOPTING REVISED BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE AND REPEALING RESOLUTION NO. 700**

**WHEREAS**, City of Veneta Resolution No. 690 states that one of the standing committees of the City of Veneta is the Veneta Economic Development Committee; and

**WHEREAS**, the Veneta City Council approved Resolution No. 700 which adopted Bylaws for the Veneta Economic Development Committee; and

**WHEREAS**, the Veneta City Council finds that it is in the best interest of the City to revise the Veneta Economic Development Committee Bylaws by reducing the number of committee members from ten (10) to nine (9) members and replace the Planning Commission representative with a City Council representative.

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

**SECTION 1 Council Approval.** The Veneta City Council hereby approves the Veneta Economic Development Committee Bylaws attached as Exhibit "A."

**SECTION 2 Effective Date.** This Resolution shall take effect on October \_\_\_\_, 2015.

**SECTION 3 Repealing Clause.** Resolution No. 700 is hereby repealed.

PASSED AND ADOPTED by the Veneta City Council this \_\_\_\_ day of October, 2015.

XXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, City Recorder



## Exhibit "A"

# VENETA ECONOMIC DEVELOPMENT COMMITTEE BYLAWS

### ARTICLE I – NAME

The Committee, being duly and officially established by the Veneta City Council, shall be known as the Veneta Economic Development Committee.

### ARTICLE II – PURPOSE AND FUNCTION

The purpose of the Veneta Economic Development Committee is to attract new businesses and support existing businesses. The mission is to pursue the economic interest of Veneta by constructing and implementing policy development and programs, including, but not limited to, the following functions:

1. Plan the responsible expansion and growth of business and industry in the Veneta area.
2. Develop a working relationship with economic development-related public and private agencies, community groups and business organizations.
3. To engage in dialogue with interested third parties as it relates to the development of Veneta's industrial and commercially-zoned properties and to the general interest of Veneta's existing business community.
4. Implement the strategies and actions as outlined in the 2015-2019 Five-Year Economic Development Action Plan and perform other duties as assigned by the Veneta City Council.

### ARTICLE III – MEMBERSHIP

Section I - General Membership. The Veneta Economic Development Committee shall consist of nine (9) voting members and such non-voting ex officio members as may be approved by the members. Members shall include representatives of business, education, industry, finance, government, the professions, labor and related occupations. One (1) City Council representative shall serve as a voting member of the Economic Development Committee.

Section II - Attendance at City Council Meetings. During regularly-scheduled Economic Development Committee meetings, the Chairperson, or the Chairperson's designees, shall appoint a member to report back to the Veneta City Council. The purpose of the report will be to communicate to the City Council projects and matters before the Economic Development Committee.

Section III - Officers. Chairman and Vice-Chairman will be elected by a majority vote of the Economic Development Committee. Officers will be elected during the first meeting in the new-year and serve a one-year term.

Section IV - Duties of Officers. The Chairperson will be responsible for conducting the Economic Development Committee meetings and be the chief representative for the Committee. The Vice-Chairperson will act as Chairperson in the event the Chairperson is unable to fulfill duties.

Section V - Appointment. The members of the Veneta Economic Development Committee shall be appointed by the Mayor and ratified by a vote of the council.

Section VI - Tenure of Appointed Members. The term of office for a voting member shall be three years staggered terms except for initial appointments which shall be for one, two or three-year terms.

Section VII: Vacancies and Removal. Appointments to fill vacancies shall be for the remainder of the un-expired term. A member may be removed by the Chairman of the Economic Development Committee if the member is absent from three consecutive meetings without a prior excuse submitted to the Chair or the Chair's designee. Any member removed from the Committee can appeal their removal to the City Council.

## ARTICLE IV – VOTING

Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present. An ex officio member shall not have a vote.

## ARTICLE V – MEETINGS

Section I - Regular Meetings. The Committee shall meet on a monthly basis. Meeting time and location is to be decided by the Committee.

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Section III - Notice and Access to Meetings. Notice of all meetings shall be given to the City Recorder, all members and ex officio members in accordance with Oregon State law on open meetings and with the Americans with Disabilities Act.

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## ARTICLE VI – SUB-COMMITTEES

Section I - Pro-Tern Sub-Committees. Pro-tern sub-committees may be appointed by the Economic Development Chairperson. Members of the pro tern sub-committee shall serve until the work of the sub-committee is complete or until their successors have been elected or appointed.

Section II - Sub-Committee Officers. Each sub-committee shall have a Chairperson appointed by the Economic Development Committee Chairperson. Sub-committee Chairpersons can appoint a sub-committee Vice-Chairperson as needed.

Section III - Sub-Committee Meetings. Meetings of each sub-committee may be called by the Chairperson of such a committee. Notice of such a meeting shall be given to all sub-committee members at least two days prior to such a meeting. A majority of all the subcommittee members shall constitute a quorum. An act of the majority of a quorum present at the sub-committee meeting shall constitute the act of the sub-committee.

## ARTICLE VII – AMENDMENTS TO BYLAWS

These By-laws may be amended or repealed, or new bylaws may be adopted by a simple majority vote of the members of the Committee present at any regular or special meeting. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the committee at least seven days prior to the date of the meeting at which amendments are to be considered.

## ARTICLE VIII – RATIFICATION

These Bylaws, and any amendments adopted by the Economic Development Committee, shall take effect after ratification and approval by resolution of the Veneta City Council.