

AGENDA
VENETA CITY COUNCIL
MONDAY, FEBRUARY 22, 2016 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**

- 6:30 **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. TEAM VENETA – OREGON STATE UNIVERSITY STUDENT PRESENTATION**

- 7:10 **4. CONSENT AGENDA**
 - a. Minutes for February 8, 2016 (pgs. 3-7)
 - b. Accounts Payable
 - i. To be Paid – Payable through February 16, 2016 (pgs. 9-16)
 - c. Civic Calendar for March 2016 (pg. 17)
 - d. Public Works Activity Report for January, 2016 (pgs. 19-20)

- 7:15 **5. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Lane County Sheriff’s Office Activity Report for January (pg. 21)

 - b. Council/Committee Liaison Reports

- 7:25 **6. STAFF REPORTS**
 - a. City Administrator.....Ric Ingham
 - (1) Request from Fern Ridge Chamber of Commerce for Rural Tourism Marketing Funds (pg. 23)
 - (2) Update on Fern Ridge Chamber of Commerce Name and Bylaw Change (pgs. 25-31)
 - (3) Adoption of 1/16 – 6/17 Work Plan (pgs. 33-34)
 - (4) Questions from Councilors

- 7:55 **7. OTHER**

- 8:00 **8. 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.

To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>

Minutes of the Veneta City Council

February 8, 2016

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

Others: Ric Ingham, City Administrator; Ken Jones, Legal Counsel; Shauna Hartz, Finance Director; Kay Bork, Community Development Director, Darci Henneman, City Recorder; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:30 p.m.

2. PUBLIC COMMENT

None

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 January 25, 2016 and Accounts Payable To be Paid – Payable through February 2, 2016.

4. COUNCIL BUSINESS AND REPORTS

a. Business

None

b. Council/Committee Liaison Reports

Tim Brooker said the Lane ACT will meet February 10th. He said he was not able to attend last month's Super ACT meeting but he heard from Ingham, who did attend, that it went well. He said 150% of the projects were funded except for the Springfield Moe Mountain Path.

In response to a question from Mayor Larson, Ingham said there isn't a priority list because each County (Lane, Linn, Benton, Lincoln,) wanted to keep their own priority projects, but the list may be prioritized when it's sent on to the Oregon Transportation Commission (OTC). He said ODOT Region 2 will begin the process of scoping each project.

Victoria Hedenstrom said the Park Board met last Wednesday. The agenda included a reminder for Park Board members to complete timesheets so staff can report the hours for workers compensation coverage. Pat Coy spoke to the Park Board about reconvening the Pool Committee to initiate possible fundraising for construction of the kiddy pool. Joan Mariner talked to the Board about creating a Parks and Recreation District. The Easter Egg Hunt will be at Veneta Elementary on Saturday, March 26th from 10:15 to noon and Earth Day will also be at Veneta Elementary on Friday, April 15th from 11 to 2.

Mayor Larson said the School Board discussed reconfiguring the grade schools; kindergarten through second grade at one school and third through fifth grade at the other. They also discussed the loss of enrollment district wide which they felt was mainly due to parents of young children commuting to Eugene/Springfield for work. She said providing after school care will take a community effort. Mayor Larson said School Board member Morton is excited about applying for grant funds for a garden at Veneta Elementary as the program pilot school. She said that would tie in with the City's HEAL City status and maybe that's something the City should have a role in. She said School Board member

Soderberg is very interested in getting more wellness opportunities for students and staff. Women's Space is hosting their annual breakfast on March 2nd.

5. STAFF REPORTS

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

(1) Amendments to Veneta Municipal Code

i. Agenda Item Summary

ii. **Ordinance No. 526** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE CHAPTERS 8.05 AND 12.10 REGARDING SIDEWALK REPAIR OBLIGATIONS

Bork said Ordinance No. 526 is being proposed to clarify who's responsible for repairing damaged sidewalks. She said the Sidewalk Inventory provided by Pavement Services, Inc. recommended several sidewalk improvements but staff realized that the City's intent to require property owners to make those repairs wasn't clarified in Veneta Municipal Code (VMC). She said Section 8 and Section 12 of VMC will be amended to include clarification that sidewalk repairs will be assumed by property owners.

In response to a question from Thomas Laing, Bork said removal of vegetation growing along curbing is covered under the nuisance vegetation section of our code.

Victoria Hedenstrom said she's concerned that if property owners are responsible for repairing sidewalks that the repairs won't be consistent with one another.

Bork said if property owners are required to replace a sidewalk, they would still need to follow and comply with City standards, including obtaining a permit and an inspection by the Public Works Director.

In response to a question from Thomas Cotter, Bork said approximately eight projects were identified that are in need of repair but it is not necessary to adopt Ordinance No. 526 by emergency, however, if there is a unanimous vote to adopt the ordinance, it can be read for first and second reading tonight and enactment 30 days from today.

In response to a question from Mayor Larson, Bork said it is very typical that property owners are responsible for sidewalk maintenance.

In response to a question from Thomas Cotter, Bork said we don't have a specific plan to address the sidewalk projects but the Council could direct staff as to how we should address them.

In response to a question from Tim Brooker, Ingham said once someone purchases a home, they purchase the landscaping which include street trees near or adjacent to sidewalks that could potentially cause damage to their sidewalk.

In response to a question from Thomas Cotter, Ingham said rather than replacing entire sections, Schauer has looked into renting buffing equipment to address sidewalk cracks and lifts in Fern Meadows subdivision and areas of Territorial Rd. He said there may be some projects that City staff will take on before the property owner has to completely replace a sidewalk.

In response to a question from Thomas Laing, Ingham said the sidewalk around Territorial Skate Park as he understands it, are the responsibility of the City and not ODOT's. He said he will confirm with Schauer whose responsibility they are.

In response to a question from Thomas Laing, Bork said the area between the grass strip between the curb and the sidewalk is the responsibility of the property owner but falls under a different code provision. She said street trees are also the responsibility of the property

owner.

Mr. Jones said it's a common practice for municipalities to obligate property owners for sidewalk repairs.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 526 for first reading by title only. Thomas Laing seconded motion which passed with a vote of 5-0.

Ordinance No. 526 was read into the record for first reading by title only.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 526 for second reading, by title only, and final enactment. Tim Brooker seconded motion which passed with a vote of 5-0.

Ordinance No. 526 was read into the record for second reading, by title only, and for final enactment of March 9, 2016.

b. Finance Director.....Shauna Hartz

(1) Update on Workers' Compensation

i. Agenda Item Summary

Hartz said state law allows Cities to provide workers compensation coverage for volunteers which the City has done for many years. She said our insurance provider also allows coverage as long as specifics about volunteers are outlined in a resolution. She said with the reconvening of the Economic Development Committee (EDC), a new resolution is needed to include those members in that coverage.

In response to a question from Mayor Larson, Hartz said the amount of coverage is laid out by state statute and for our own records, staff tracks the hours Councilor's spend in meetings.

ii. **Resolution No. 1188** –A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF VENETA AND REPEALING RESOLUTION NO. 1140

MOTION: Thomas Cotter made a motion to approve Resolution No. 1188. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

c. City Administrator.....Ric Ingham

(1) FRCPD Update

Ingham said legal counsel is continuing to work with County counsel on the Lane County Board of Commissioners (BOC) Board Order as part of the BOC public hearing tomorrow night. He said the District proponents requested the City assist them by publishing a press announcement stating 1) The Council will continue to support the District, 2) The tax rollback at this time would be \$1.67; 3) The Council will not identify any rollback amount beyond the \$1.67 and the Budget Committee would discuss any possible future rollback during development of the 2016-17 Fiscal Year Budget; and 4) Any net proceeds would be used in the Street Fund to offset revenue lost by not implementing the Transportation Utility Fee (TUF), second, to the Law Enforcement Fund to fund additional law enforcement activities and lastly to the Parks and Recreation Fund with the intent to enhance youth and recreational activities in the community.

There was Council consensus that the press announcement would include the four items listed above.

Ingham said Lane County is working on the fourth or fifth draft Board Order. He said Section 6 of the Board Order stated the City would provide the facility and funding for a .5 FTE which was identified as a short fall. He said legal counsel suggested we needed some assurance that the contract would identify that the City is paying for the .5 FTE.

Mr. Jones said he and Ingham are hopeful that tomorrow they will receive documents they are comfortable with. He explained that it's very difficult for the City to provide a facility for an entity that doesn't exist yet. He said we're all trying to get to the same place but everyone involved is having some difficulty with the language. He said everything is contingent but we can't meet the contingency until after the District is formed. He said it may result in an amendment to the Board Order.

In response to a question from Mayor Larson, Mr. Jones said the City and Lane County are working in good faith and trying to make it as clear as possible but the wordsmithing needs to be agreed upon. He said conceptually, we all agree, we just need to get it on paper. He said some assumptions will be included, but if they're different from the County's, we may not have the authority to include them. He said we need to protect the City by addressing as many issues as possible.

In response to a question from Mayor Larson, Ingham said staff will bring two resolutions to the Council at the February 22nd meeting. One resolution will be in support of the Board Order and the other will provide direction to the Finance Director.

6. OTHER

Ingham reminded the Council that the Oregon Government Ethics Commission has moved to an electronic filing system for filing annual Statements of Economic Interest (SEI). He said the SEI forms are due to the Ethics Commission by April 15, 2016. He reminded Councilors to please contact Darci if they wish to attend the annual LCOG appreciation dinner.

Mayor Larson reminded everyone how fortunate we are to have a wonderful source of good, clean, dependable water. She said the situation in Flint, MI is terrible and asked if there was something we could do for the residents of Flint.

Ingham said staff could inquire with the League of Oregon Cities to find out what, if anything, individual cities could do. He said that is a topic Mayor Larson may want to discuss at the next Mayor's Roundtable meeting.

In response to a question from Tim Brooker, Ingham said staff has converted the February 22nd work session to a regular Council meeting and staff will start reconfiguring the agenda to carry over items to the March 14th meeting.

Mayor Larson said the Oregon State University Dept. of Anthropology offered an Ethnographic Field School focused on rural Oregon. Participants in the field school worked in teams to conduct research on three Oregon communities, including Veneta. As they practiced the methods of cultural anthropology, the students also learned about rural resilience—the ability of communities to respond to external forces in ways that maintain balance of economic, cultural, and ecological functions. Team Veneta is pleased to report on its findings at the February 22nd meeting.

Ingham said the Lane County Board of Commissioners (BOC) is holding a public hearing tomorrow night at Deep Wood Events Center in Elmira to decide whether or not to move forward with the FRCPD. It's recommended that you arrive early if you wish to make a public comment.

Steve Reister said proponents of the FRCPD are requesting Mayor Larson address the BOC after FRCPD proponents. He said Lane County Sheriff Byron Trapp will also address the BOC.

In response to a question from Tim Brooker, Ingham said tomorrow night's BOC public hearing is not considered a public meeting of the Veneta City Council, however, he reminded the Council to please not discuss any issues with one another at the meeting. He said Mayor Larson will be speaking on behalf of the entire City Council when she addresses the BOC.

Victoria Hedenstrom said she is not able to attend the meeting but she is in support of the FRCPD.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:36 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: 02/18/2016 - 3:45 PM
Batch: 002-02-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AmePla American Planning Assoc										
208289-1613	01/27/0016	275.00	0.00	02/23/2016	Kathryn Bork	04/01/16-03/31/17	-			No 0000
140-140-51020	Professional Dues									
	208289-1613 Total:	275.00								
	AmePla Total:	275.00								
AutoPlus Automation Plus										
2016-02-02	02/10/2016	40.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
100-100-51070	Training & Conferences									
2016-02-02	02/10/2016	4.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
100-160-51070	Training & Conferences									
2016-02-02	02/10/2016	4.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
130-130-51070	Training & Conferences									
2016-02-02	02/10/2016	4.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
130-520-51070	Training & Conferences									
2016-02-02	02/10/2016	4.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
140-140-51070	Training & Conferences									
2016-02-02	02/10/2016	12.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
210-210-51070	Training & Conferences									
2016-02-02	02/10/2016	12.00	0.00	02/23/2016	Traci Haley	Microsoft Word Class	-			No 0000
220-220-51070	Training & Conferences									
	2016-02-02 Total:	80.00								
	AutoPlus Total:	80.00								
BarnScot Barnes Scottie										
0216	02/09/2016	404.00	0.00	02/23/2016	Monthly Newsletter		-			No 0000
100-100-51095	Public Relations					MM/XXXXX Newslet				
	0216 Total:	404.00								
	BarnScot Total:	404.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BiMart Bi-Mart Corporation										
01/2016	01/30/2016	19.16	0.00	02/23/2016	Various needs		-		No	0000
210-210-53040	System Maintenance									
01/2016	01/30/2016	8.76	0.00	02/23/2016	Various needs		-		No	0000
100-100-51010	Admin Supplies & Services									
01/2016	01/30/2016	4.72	0.00	02/23/2016	Various needs		-		No	0000
140-140-51010	Admin Services & Supplies									
01/2016	01/30/2016	7.49	0.00	02/23/2016	Various needs		-		No	0000
210-210-51515	Tools & Small Equipment									
01/2016	01/30/2016	7.49	0.00	02/23/2016	Various needs		-		No	0000
220-220-51515	Tools & Small Equipment									
01/2016	01/30/2016	16.94	0.00	02/23/2016	Various needs		-		No	0000
100-205-51010	Admin Supplies & Services									
01/2016	01/30/2016	5.49	0.00	02/23/2016	Various needs		-		No	0000
100-100-51010	Admin Supplies & Services									
01/2016	01/30/2016	20.76	0.00	02/23/2016	Various needs		-		No	0000
100-100-51010	Admin Supplies & Services									
01/2016	01/30/2016	11.17	0.00	02/23/2016	Various needs		-		No	0000
140-140-51010	Admin Services & Supplies									
01/2016	01/30/2016	125.00	0.00	02/23/2016	Various needs		-		No	0000
100-100-51098	Wellness Program									
01/2016	01/30/2016	13.49	0.00	02/23/2016	Various needs		-		No	0000
210-210-51515	Tools & Small Equipment									
01/2016	01/30/2016	7.46	0.00	02/23/2016	Various needs		-		No	0000
230-230-51515	Tools & Small Equipment									
01/2016	01/30/2016	7.45	0.00	02/23/2016	Various needs		-		No	0000
210-210-51515	Tools & Small Equipment									
01/2016	01/30/2016	8.99	0.00	02/23/2016	Various needs		-		No	0000
230-230-53070	Landscape Maint & Supplies									
01/2016	01/30/2016	7.79	0.00	02/23/2016	Various needs		-		No	0000
100-100-51010	Admin Supplies & Services									
01/2016	01/30/2016	4.19	0.00	02/23/2016	Various needs		-		No	0000
140-140-51010	Admin Services & Supplies									
	01/2016 Total:	276.35								
	BiMart Total:	276.35								
BorkKay Bork Kay										
Feb 2016	02/16/2016	244.90	0.00	02/23/2016	Panning Conf Expense		-		No	0000
140-140-51070	Training & Conferences									
	Feb 2016 Total:	244.90								
	BorkKay Total:	244.90								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BuiDep Building Department The Jan 2016	02/04/2016	2,066.14	0.00	02/06/2016	Inspection Services		-		No	0000
100-100-52025 Building Permit Inspections										
	Jan 2016 Total:	2,066.14								
Jan2016	02/04/2016	251.25	0.00	02/06/2016	Inspection Services		-		No	0000
100-100-52030 Electrical Permit Inspections										
	Jan2016 Total:	251.25								
	BuiDep Total:	2,317.39								
<hr/>										
CarSha Carroll Sharon 344	01/30/2016	65.00	0.00	02/23/2016	City Hall Tree		-		No	0000
100-100-51085 Miscellaneous/Discretionary										
	344 Total:	65.00								
	CarSha Total:	65.00								
<hr/>										
CasWat Cascade Water Works Inc 2016 Pmt #5	02/04/2016	45,201.00	0.00	02/23/2016	Services 01/01/16-01/26/16		-		No	0000
220-220-53050 WW Treatment Plant Maintenance										
2016 Pmt #5	02/04/2016	30,134.00	0.00	02/23/2016	Services 01/01/16-01/26/16		-		No	0000
314-314-60130 System Expansion										
	2016 Pmt #5 Total:	75,335.00								
	CasWat Total:	75,335.00								
<hr/>										
CentLink CenturyLink Communications, LL 3680 1/16	02/02/2016	162.58	0.00	02/23/2016	Public Works/Wtr plant phone & internet		-		No	0000
210-210-51030 Telephone Services										
	3680 1/16 Total:	162.58								
	CentLink Total:	162.58								
<hr/>										
CKMar C & K Market Inc 1601095	01/11/2016	10.98	0.00	02/11/2016	Monthly - various needs		-		No	0000
100-100-51010 Admin Supplies & Services										
	1601095 Total:	10.98								
1601097	01/13/2016	27.14	0.00	02/11/2016	Monthly - various needs		-		No	0000
100-205-51010 Admin Supplies & Services										
	1601097 Total:	27.14								
	CKMar Total:	38.12								
<hr/>										
CodePub Code Publishing 52088	02/01/2016	350.00	0.00	02/23/2016	Muni Code Web Publishing 2016		-		No	0000
100-100-52050 Internet & Web Site Fees										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	52088 Total:	350.00								
	CodePub Total:	350.00								
ComfFlow	Comfort Flow Heating AC & Refr									
SVC1173990	02/09/2016	117.60	0.00	02/23/2016	Heating/Air maintenance		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup					Minor Maint				
SVC1173990	02/09/2016	29.40	0.00	02/23/2016	Heating/Air maintenance		-		No	0000
140-140-51050	City Hall Maint/Janitorial Sup					Minor Maint				
	SVC1173990 Total:	147.00								
	ComfFlow Total:	147.00								
DeltSan	Delta Sand & Gravel Co.									
PO 4844	02/10/2016	245.59	0.00	02/23/2016	Gravel- Inv #'s 80792,80849,80788		-		No	0000
230-230-53045	Street Maintenance									
PO 4844	02/10/2016	81.86	0.00	02/23/2016	Gravel- Inv #'s 80792,80849,80788		-		No	0000
210-210-53040	System Maintenance									
	PO 4844 Total:	327.45								
	DeltSan Total:	327.45								
DocuTrak	DocuTRAK Imaging, Inc									
5302	02/16/2016	30.00	0.00	02/23/2016	On site shredding service		-		No	0000
100-100-51010	Admin Supplies & Services									
	5302 Total:	30.00								
	DocuTrak Total:	30.00								
Driver	Driver & Motor Vehicle Service									
68225	01/29/2016	11.50	0.00	02/23/2016	Suspension Records		-		No	0000
100-160-51210	Municipal Court Supplies									
	68225 Total:	11.50								
68225,61344	01/29/2016	3.00	0.00	02/23/2016	Certified Copies		-		No	0000
100-100-51010	Admin Supplies & Services									
	68225,61344 Total:	3.00								
	Driver Total:	14.50								
EPUD	EPUD									
8257 Jan 2016	02/03/2016	3,984.47	0.00	02/11/2016	Water Treatment Plant		-		No	0000
210-210-51035	Electricity									
	8257 Jan 2016 Total:	3,984.47								
	EPUD Total:	3,984.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EWEB Eugene Water & Electric Board										
Jan 2016 A	02/04/2016	959.33	0.00	02/23/2016	Meter #76100316		-		No	0000
210-210-53135	Water Purchase									
	Jan 2016 A Total:	959.33								
Jan 2016 B	02/04/2016	10,661.03	0.00	02/23/2016	Meter #76100315		-		No	0000
210-210-53135	Water Purchase									
	Jan 2016 B Total:	10,661.03								
	EWEB Total:	11,620.36								
FRRev Fern Ridge Review										
16144	02/07/2016	84.00	0.00	02/11/2016	Public Hearing Ad Feb 2016		-		No	0000
140-140-51025	Publishing Costs									
	16144 Total:	84.00								
	FRRev Total:	84.00								
GreHill Greenhill Humane Society										
3118	01/31/2016	60.00	0.00	02/23/2016	Daily fee for care of stray dogs 1/31/16		-		No	0000
100-170-52110	Animal Control Contract									
3118	01/31/2016	-15.00	0.00	02/23/2016	Less \$15.00 for license fee		-		No	0000
100-000-42120	Animal Control Fees/Licenses									
3118	01/31/2016	3.00	0.00	02/23/2016	License sales fee		-		No	0000
100-000-42120	Animal Control Fees/Licenses									
	3118 Total:	48.00								
	GreHill Total:	48.00								
HaleTra Haley Traci										
2016-02-02	02/10/2016	6.00	0.00	02/23/2016	Training		-		No	0000
100-100-51070	Training & Conferences									
	2016-02-02 Total:	6.00								
	HaleTra Total:	6.00								
IndSour Industrial Source										
01236500	02/02/2016	368.70	0.00	02/23/2016	Pool C02		-		No	0000
130-520-54020	Pool Operating Supplies									
	01236500 Total:	368.70								
	IndSour Total:	368.70								
IngR Ingham R Ric										
Jan 2016	02/16/2016	64.80	0.00	02/23/2016	Expense Reimbursement		-		No	0000
100-100-51075	Travel - Staff									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Jan 2016 100-100-51075	02/16/2016 Travel - Staff	59.00	0.00	02/23/2016	Expense Reimbursement		-		No	0000
Jan 2016 100-100-51030	02/16/2016 Telephone Services	75.00	0.00	02/23/2016	Phone/Ipad data plan		-		No	0000
	Jan 2016 Total:	198.80								
	IngR Total:	198.80								
<hr/>										
KustZima Kusters 60644	Zima Corporation 02/10/2016	358.25	0.00	02/23/2016	Plan Revisions/Parts for WWTP Screen		-		No	0000
220-220-53040	System Maintenance 60644 Total:	358.25								
	KustZima Total:	358.25								
<hr/>										
LanCoAc Lane Co Jan 2016	Accts Receivable 02/05/2016	531.35	0.00	02/11/2016	Assmnts collected less 15% collection		-		No	0000
100-000-20330	County Fine Assessment Payable Jan 2016 Total:	531.35								
	LanCoAc Total:	531.35								
<hr/>										
LeiAlan Law Office of Alan J Leiman, P Feb 2016	02/16/2016	371.00	0.00	02/23/2016	Monthly Contract		-		No	0000
100-160-52080	Judicial Services Feb 2016 Total:	371.00								
	LeiAlan Total:	371.00								
<hr/>										
MaccRos Maccauley Ross Feb 2016	02/10/2016	12.43	0.00	02/23/2016	Expense Reimbursement		-		No	0000
210-210-53040	System Maintenance Feb 2016 Total:	12.43								
	MaccRos Total:	12.43								
<hr/>										
OAWU OAWU 20387	02/01/2016	311.80	0.00	02/23/2016	Membership Renewal 2016-2017		-		No	0000
210-210-51020	Professional Dues 20387	311.79	0.00	02/23/2016	Membership Renewal 2016-2017		-		No	0000
220-220-51020	Professional Dues 20387 Total:	623.59								
	OAWU Total:	623.59								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ODOR ODOR - Court										
Feb 2016	02/05/2016	433.28	0.00	02/23/2016	Unitary Assesment Collections Jan 2016		-			No 0000
100-000-20320	State Fine Assessments Payable									
	Feb 2016 Total:	433.28								
	ODOR Total:	433.28								
OREilly O'Reilly Automotive, Inc										
Dec 2015	01/28/2016	7.98	0.00	02/23/2016	Various Needs		-			No 0000
230-230-53030	Vehicle Operation-Maintenance									
	Dec 2015 Total:	7.98								
Jan 2016	01/07/2016	147.61	0.00	02/23/2016	Various Needs		-			No 0000
230-230-53030	Vehicle Operation-Maintenance									
Jan 2016	01/11/2016	3.99	0.00	02/23/2016	Various Needs		-			No 0000
230-230-51515	Tools & Small Equipment									
Jan 2016	01/21/2016	12.99	0.00	02/23/2016	Various Needs		-			No 0000
230-230-53070	Landscape Maint & Supplies									
Jan 2016	01/26/2016	9.99	0.00	02/23/2016	Various Needs		-			No 0000
230-230-53070	Landscape Maint & Supplies									
	Jan 2016 Total:	174.58								
	OREilly Total:	182.56								
PacRub Pacific Rubber & Supply										
211594	02/04/2016	158.00	0.00	02/23/2016	Spray Nozzles		-			No 0000
220-220-53050	WW Treatment Plant Maintenance									
	211594 Total:	158.00								
	PacRub Total:	158.00								
SaniPac SANIPAC										
2134721	02/01/2016	23.76	0.00	02/23/2016	Trash haul-Act #2013-2002191-001		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
2134721	02/01/2016	5.94	0.00	02/23/2016	Trash haul-Act #20132002191-001		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
2134721	02/01/2016	102.74	0.00	02/23/2016	Trash Haul-Act #2013-2002191-001		-			No 0000
220-220-53050	WW Treatment Plant Maintenance									
2134721	02/01/2016	121.96	0.00	02/23/2016	Trash haul-Act #2013-2002191-001		-			No 0000
210-210-53065	Bldg & Yard Maintenance									
	2134721 Total:	254.40								
2134754	02/01/2016	806.01	0.00	02/23/2016	Green Waste Act #2013-3001949-001		-			No 0000
130-130-53210	Park Maintenance									
	2134754 Total:	806.01								
	SaniPac Total:	1,060.41								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SpeHoy Speer Hoyt LLC										
34046 FRPD	01/31/2016	1,111.38	0.00	02/23/2016	FR Policing Dist		-		No	0000
100-195-52290	Other Professional Services									
	34046 FRPD Total:	1,111.38								
34046 GEN	01/31/2016	2,001.00	0.00	02/23/2016	General Services		-		No	0000
100-100-52010	Attorney & Legal Services									
	34046 GEN Total:	2,001.00								
34046 ST	01/31/2016	561.10	0.00	02/23/2016	Streets		-		No	0000
230-230-52010	Attorney & Legal Services									
	34046 ST Total:	561.10								
34046 WTR	01/31/2016	199.10	0.00	02/23/2016	Finance		-		No	0000
210-210-52010	Attorney & Legal Services									
	34046 WTR Total:	199.10								
34047	01/31/2016	380.10	0.00	02/23/2016	Finance		-		No	0000
210-210-52010	Attorney & Legal Services									
	34047 Total:	380.10								
34048	01/31/2016	36.20	0.00	02/23/2016	Planning		-		No	0000
100-195-52290	Other Professional Services									
	34048 Total:	36.20								
34050	01/31/2016	181.00	0.00	02/23/2016	Legal Services		-		No	0000
140-140-52010	Attorney & Legal Services									
	34050 Total:	181.00								
	SpeHoy Total:	4,469.88								
SwaPes Swanson's Pest Mgt										
Monthly	02/11/2016	31.20	0.00	02/11/2016	CH pest management		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup									
Monthly	02/11/2016	7.80	0.00	02/11/2016	CH pest management		-		No	0000
140-140-51050	City Hall Maint/Janitorial Sup									
Monthly	02/11/2016	33.00	0.00	02/11/2016	Community Ctr pest management		-		No	0000
130-530-52055	Community Ctr Janitorial&Maint									
	Monthly Total:	72.00								
	SwaPes Total:	72.00								
VUMC Valley United Methodist Church										
Dec 15-Jan 16	02/11/2016	250.00	0.00	02/23/2016	Warming Center support		-		No	0000
100-100-51085	Miscellaneous/Discretionary									
	Dec 15-Jan 16 Total:	250.00								
	VUMC Total:	250.00								
	Report Total:	104,900.37								



CITY OF VENETA - CIVIC CALENDAR - MARCH 2016

Veneta City Hall - 88184 8th Street, Veneta Oregon



1	Veneta Planning Commission - City Hall	6:30 p.m.
2	Veneta Park Board - City Hall	4:30 p.m.
9	Veneta Economic Development Committee Meeting - City Hall	2:00 p.m.
13	Daylight Savings Time Begins - Spring Forward	
14	Veneta City Council Work Session - No regular Council meeting - City Hall	6:30 p.m.
	Veneta Urban Renewal Agency Work Session - No regular Urban Renewal Agency meeting - Immediately following	
17	St. Patrick's Day	
17	Municipal Court - City Hall	8:30 a.m.
26	Meet Sgt. Doyle (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library	1:00 p.m.
26	Easter Egg Hunt - Veneta Elementary, 88131 Territorial Rd.	Story time - 10:15 a.m. Hunt 11:00 to 12:00 p.m.
28	Veneta City Council Meeting - City Hall	6:30 p.m.

Calendar updates will be posted on the City's website at www.venetaoregon.gov
 This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J,
 Fern Ridge Public Library, and Lane Fire Authority

City of Veneta M E M O R A N D U M

Date: February 16, 2016
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for January 2016

Water

Monthly water production: Wells-3.255 MG, EWEB-6.867 MG.

Total of 9.942 MG.

Installed two new meters.

Replaced one service line due to water leak.

Took five bacteriological samples. All were negative.

Performed 59 service calls.

Delivered 40 Shut Off Notices.

Performed two shut offs for non-payment.

Prepped and painted piping and floor of Distribution Pumping Room.

Finished with annual valve exercising program.

PW attended water hydrant demonstration and training.

Completed and sent to State all required annual reports.

Wastewater

Took five influent and five effluent samples of treatment plant. No violations.

Monitored Jeans and Pine Street lift pump stations.

Changed oil in back-up power generator.

Assisted contractor with Air-Piping project at WWTP.

Completed and sent to DEQ all required annual reports.

Street/Storm Drainage

Issued three Right of Way Construction Permits.

Replaced/repared two street signs.

Continued to pick up leaves.

Removed fallen tree that was blocking street on Hunter.

Parks & Recreation

Cleaned parks weekly.

Removed wind-blown debris from all parks.

Power washed the Community Center.

Trimmed down and ground out stumps in City Park and Fern Park.

Sanded streets during times of ice.

Other

Completed six miscellaneous service orders.

Performed 11 utility locates.

Community center use: paying-six, non-profit-five.

Building Permits: Three

Certificates of Occupancy: Two

Took down and removed the community Christmas tree.

Installed new sink in new break room.

Turned old closet space into refrigerator room and installed shelves for supplies in new break room.

Justin Powell, Andy Fielder, and Ross Macauley attended control valve training.

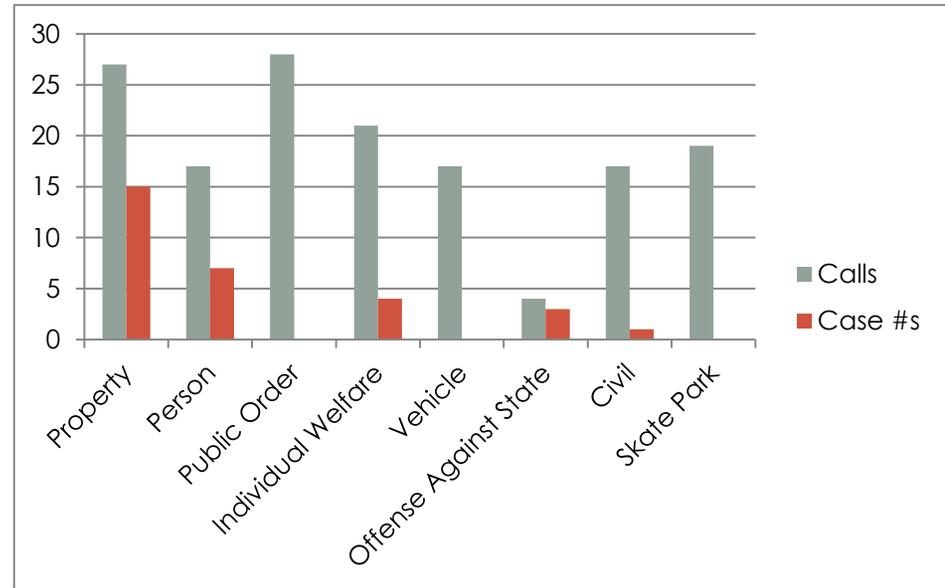
Installed monitor wall mounts for two offices.

City of Veneta Monthly Police Activity- January 2016

Prepared by Sgt. Chris Doyle, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	27	15
<u>Person</u>	17	7
<u>Public Order</u>	28	0
<u>Individual Welfare</u>	21	4
<u>Vehicle</u>	17	0
<u>Offense Against State</u>	4	3
<u>Civil</u>	17	1
<u>Skate Park</u>	19	
<u>Total</u>	150	30



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 (DUII, DWS, Illegal Parking/Vehicles, Traffic Hazard)

Offense Against State (Drug, Warrants)

Civil (Civil Service, Eviction Process)

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Request from Fern Ridge Chamber of Commerce for Rural Tourism Marketing Funds

Meeting Date: February 22, 2016
Department: City Administration

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

ISSUE STATEMENT

Does the Council wish to provide RTMP funding to support the Fern Ridge Chamber of Commerce in both operating the Visitor Center and expenses related to a name change?

BACKGROUND (include prior council or committee action)

The Fern Ridge Chamber of Commerce (FRCC) annually requests funds from the City to support visitor related activities performed from its office located in the West Lane Shopping Center. In the past, funds have been provided for operating the Visitor Center, Wineries w/out Walls tasting room, registration for the Wings & Wine Festival and procurement of brochures.

During 2015-16 fiscal year the City provided \$3,000 in RTMP funding to support operating the Visitor Center. At the January 13, 2016 Chamber Board meeting they requested that the City once again provide \$3000 to operate the Visitor Center and an additional \$1,000 to help offset expenses related to name change from the “Fern Ridge Chamber of Commerce” to the “Veneta-Fern Ridge Chamber of Commerce”.

Past agreements with the FRCC have conditioned the awarding of funds on the Visitor Center being operated 15 -20 per week during the summer travel season (May – September). This request would cover services provided from July 1, 2016 and continuing through June 30, 2017.

CITY ADMINISTRATOR’S RECOMMENDATION

I recommend that the City provide \$4000 to the Fern Ridge Chamber of Commerce for the purpose of operating a Visitor Center and for expenses related to their name change.

COUNCIL OPTIONS (include financial impacts)

- 1) Approve the request.
- 2) Seek additional information before approving the request.
- 3) Deny the request.

SUGGESTED MOTION

“I make a motion to approve awarding the Fern Ridge Chamber of Commerce \$4000 from the City’s Rural Tourism Marketing Program in support of stipulated services during the 2016-17 fiscal year.”

Veneta – Fern Ridge Chamber of Commerce Bylaws~~Fern Ridge Chamber of Commerce Bylaws~~

"Advancing our community, strengthening our businesses."

ARTICLE I GENERAL

Section 1: NAME

The name of this organization shall be the Veneta - Fern Ridge Chamber of Commerce, (hereinafter referred to as the Chamber.)

Section 2: MISSION STATEMENT

The Chamber recognizes the importance of our local businesses in providing the high quality of life in our communities. As active, caring citizens, it is our mission to improve the quality of life through the promotion, retention, expansion and development of these local businesses. The Chamber shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (C) (6) of the Internal Revenue Code of 1954 (as hereafter amended, or the corresponding provision of any future United States Internal Revenue law.)

Section 3: PURPOSE

The Chamber shall be organized and operated exclusively as a chamber of commerce. Subject to the foregoing limitation, the purpose shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Oregon law. The primary purpose of the Chamber-is to advance the general welfare and prosperity of the Fern Ridge area, including the communities of Veneta, Elmira, Noti, Walton, Crow, Lorane and surrounding areas, through promotion, retention, expansion, and development of Veneta and Fern Ridge area businesses.

The Chamber shall be not-for-profit, nonpartisan, nonsectarian and nondiscriminatory, and shall take no part in or lend its influence or facilities directly to the nomination, election or appointment of any candidate for partisan office in city, county, state or nation, as defined in Section 501 (C) (6) of the Internal Revenue Code of 1954 (as hereafter amended, or the corresponding provision of any future United States Internal Revenue laws.)

ARTICLE II MEMBERSHIP

Section 1: ELIGIBILITY

Any person, association, organization or business having an interest in the mission of the Chamber shall be eligible to apply for membership. Application for membership shall be in writing, on forms provided for that purpose and authorized by the applicant. Approval for membership shall be authorized by any Board Member or Executive Director, and shall become a member upon payment of the regularly scheduled dues for that year. No person, business, or organization will be admitted as a member of the Chamber without express or implied consent of such person, business, or organization.

Section 2: DUES

Dues shall be at such rate or rates, scheduled or formulated as may be from time to time prescribed by the Board of Directors, payable in advance. Dues will be approved at the regular January Membership meeting by a vote of a simple majority of members attending that meeting.

Section 3: TERMINATION

- A. Resignation: Any member may resign from the Chamber upon written notice to the Board. Resignation of a member will not relieve the member of any obligation that it may have to the Chamber incurred prior to the date of resignation.
- B. Delinquency: Any member may be removed from membership by the Board by a two-thirds vote for nonpayment of dues after ninety (90) days from the date due, unless otherwise extended for good cause.
- C. Removal: Any member may be expelled by a two-thirds vote of the Board at a regularly scheduled meeting thereof, for illegal conduct after notice and opportunity for a hearing are afforded the member. Removal shall be conducted in accordance with procedure that is fair and reasonable, and carried out in good faith.

Section 4: VOTING

In any proceeding in which voting of members is called for, each member in good standing is entitled to cast one (1) vote. Voting by proxy shall not be permitted.

Section 5: EXERCISE OF PRIVILEGES

Any firm, association, corporation, partnership or estate holding membership may nominate an individual or individuals whom the holder desires to exercise the privileges of membership covered by its subscriptions, and shall have the right to change its membership nomination upon written notice.

ARTICLE III
BOARD OF DIRECTORS
(Referred to hereafter as Board)

Section 1: DUTIES AND POLICIES

The government and policy making responsibilities of the Chamber shall be vested in the Board, which shall control its property, be responsible for its finance and employment practices, and direct its affairs. Policies that are adopted by the Board should be maintained in a policy manual, be readily available, reviewed annually and revised as necessary.

Section 2: COMPOSITION AND TERMS

The governing body of this corporation shall be the Board, consisting of at least seven (7) positions hereby referred to as officers. They are:

- a. President
- b. ~~President Elect~~ Vice President
- c. Treasurer
- d. Secretary
- e. Directors ~~Immediate Past President~~
- f. ~~Directors~~

All positions ~~except Immediate Past President~~ are elected to two-year terms annually. There are no term limits for any position. The Board may appoint unfilled positions between elections.

Section 3: DUTIES OF OFFICERS

a. Duties of the President

The President shall discharge the administrative duties performed by the office and shall preside at all meetings of the membership, special meetings and meetings of the Board. The President may appoint and discharge committees and their chairs, and may designate committee chairs to fulfill the functions of the committees. The President of the Chamber will be the chief spokesperson for the Chamber and may delegate that responsibility as the President sees fit. The President must submit goals and a budget to the Board early in the annual year. The term of the President shall be ~~one-two (12)~~ years subject to re-election during even numbered years.

b. Duties of Vice-President-Elect

The Vice-President-Elect shall be responsible for all the duties and responsibilities of President when the President is unable to perform the duties. If the position of President becomes vacant, the Vice-President-Elect shall fill that term subject to a simple majority vote of the Board. The Vice-President-Elect shall be a voting and functioning member of the Board. The term of Vice-President-Elect shall be ~~one-two (12)~~ years, subject to re-election during odd numbered years. ~~and the President-Elect shall normally be the nominee for President.~~

c. Duties of the Treasurer

The Treasurer shall pay out such money as necessary and as directed by the Board. The Treasurer must arrange for signatures at the designated bank or banks. Checks over \$100 must be approved by the President or President-Elect. The Treasurer shall make reports of receipts and disbursements at regular Chamber meetings. The Treasurer shall be a voting and functioning member of the Board and hold office ~~for for a one two (12)~~ year term, subject to re-election during even numbered years.

d. Duties of the Secretary

The Secretary shall be responsible for insuring that there is a record of the minutes of regular, special and Board meetings, and that these are made available to the appropriate members. The Secretary will also be responsible for correspondence and share all such communications with the Board. The Secretary is responsible for insuring that all federal, state and local reports are made on time. The Secretary shall be a voting and functioning member of the Board and hold office for ~~a one-two (12)~~ year term, subject to re-election during odd numbered years.

e. Duties of Directors

Directors are elected as interested members of the Board and its mission. The positions of Directors are designated by the President as chairs of committees

necessary to conduct the business of the Chamber, with the approval of the Board. The President may appoint and discharge chairs in the conduct of Chamber business. The position of Director will be a voting and functioning member of the Board and hold office for a ~~one~~two (2) year term, subject to re-election. Directors will be elected by position with each Director elected in an even or odd numbered year to correspond with their position number.
~~Duties of Immediate Past President~~

~~The position of Immediate Past President will be a voting position of the Board and will be filled by the previous President of the Chamber. This position is intended to be an advisory and functioning position to the Board.~~

~~f. Duties of Directors~~

~~Directors are elected as interested members of the Board and its mission. The positions of Directors are designated by the President as chairs of committees necessary to conduct the business of the Chamber, with the approval of the Board. The President may appoint and discharge chairs in the conduct of Chamber business. The position of Director will be a voting and functioning member of the Board and hold office for one (1) year, subject to re-election.~~

Section 4: EXECUTIVE COMMITTEE

The Executive Committee shall act for and on behalf of the Board when the Board is not in session, but shall be accountable to the Board for its action. It shall be composed of the President, ~~Past President, Vice-~~President-Elect, Secretary, and Treasurer. The President shall serve as chairman of the Executive Committee.

**ARTICLE IV
ELECTION OF OFFICERS**

Section 1: Process Initiation

The President shall initiate the election process by appointing, no later than the September meeting, and subject to the approval of the Board, a Nominating Committee composed of at least three (3) members.

Section 2: Duties of the Nominating Committee

It shall be the duty of the Nominating Committee to determine interests, secure permission and nominate candidates for each officer's position to be filled. The Nominating Committee shall file its report with the Secretary and publish its nominations at the October membership meeting.

Section 3: Appointment of an Election Committee

The President shall appoint an Election Committee of at least three (3) members, no later than the September meeting of the current year, to supervise the election, canvass the results and certify the results of the election to the Board. No nominated officer may be a member of the Election Committee.

Section 4: Ballots

The Secretary shall provide to all members of the Chamber, no later than October 15 of the current year, a ballot containing the names of all candidates submitted by the Nominating Committee, plus a blank space for write-in votes for each officer's position to be filled. All ballots shall be returned to the Secretary no later than November 1, or, as appropriate, the first work day following that date. The ballots

shall be canvassed by the Election Committee on or before the first Thursday of November and the results promptly reported to the Board.

ARTICLE V MEETINGS

Section 1: Regular Meetings

General membership meetings are normally held once a month unless otherwise designated. The President will designate time and location of the monthly general membership meeting. ~~if the~~ If the President is not available the next officer in succession may call a meeting. All members shall have at least five (5) days' notice prior to any Chamber general membership meeting. An annual election meeting must be held in December of each year.

Section 2: Special Meetings

Special meetings may be called by the President of either the general membership or Board as needed. The President shall select the time and location of special meetings. Notice of the Special Meeting must be given at least ten (10) days prior to the date of the Special Meeting. All special meetings must be held at a reasonable time and location, and may consider only the agenda listed in the written request.

A special meeting will also occur if a written request is submitted to the President containing written signatures of at least ten (10) members. The agenda of the meeting must be specified in the written request and no other business can be considered.

Section 3: Committee Meetings

Committee meetings may be called by the President or committee chairs as needed with proper notice to committee members. No quorum is required.

ARTICLE VI VOTING QUORUMS

Section 1: Requirements

All Regular and Special meetings of the Chamber will require recorded minutes and a quorum, as defined below, to conduct official business.

Section 2: General Membership

A voting quorum shall be members present at a meeting that has been properly called with advance notice.

Section 3: Special Meetings ~~By~~ By Written Request

A simple majority of those present can conduct business only as specified in the written request.

Section 4: Board Meetings

Due to the importance of Board meetings there must be at least 50% of the current board present to conduct business of the Chamber.

Section 5: Executive Committee Meetings

There must be at least three (3) members of the Executive Committee present for the Executive Committee to conduct business.

**ARTICLE VII
MANAGEMENT**

Section 1: The Board may employ staff and fix compensation of employment.

Section 2: The Board may enter into contracts as necessary to conduct the business of the Chamber. It may not make loans to any individuals or groups.

Section 3: The Board may employ or contract for the services of an Executive Director as its chief administrator. The Executive Director may also serve as Secretary to the Board and prepare meeting notices, agendas and minutes, and may be a voting member of the Board. Duties and responsibilities of the Executive Director must be described in a job description formulated by the Board.

**ARTICLE VIII
FINANCIAL REVIEW AND FISCAL YEAR**

Section 1: The Board must initiate and approve a financial review, audit, of the financial transactions of the Chamber annually.

Section 2: The fiscal year is January through December.

**ARTICLE IX
PERSONAL LIABILITY**

The personal liability of each member of the Board, each uncompensated officer, and each member of the corporation, for monetary or other damages, for conduct as a director, officer or member shall be eliminated to the fullest extent by current or future law.

**ARTICLE X
DISTRIBUTION OF ASSETS ON DISSOLUTION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of 401 (C) (6) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the court of appropriate jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as that court shall determine, which are organized and operated exclusively for such purpose.

ARTICLE XI AMENDMENTS

These By-Laws maybe amended or altered by a two-thirds (2/3) vote of the members attending any regular or special meeting. Notice of any proposed changes shall be given at

least ten (10) days in advance of the meeting in which they are to be acted upon. Notice shall also include the specific proposed amendments or alterations.

Adopted this _____ day of _____, ~~2015~~2016.

President,

ATTEST:

Secretary, _____

**CITY OF VENETA
OVERLAPPING FISCAL YEAR WORK PLAN**

Updated February 9, 2016 by Shauna, Updated 2/8 -RI, Updated 2/18-KS, Updated 2/18-RI JANUARY 2016 - JUNE 2017

Council Goals:							Criteria for Prioritization:
1. Improve community safety through enhanced community policing, emergency preparedness, and code enforcement efforts.							1. Council Priority
2. Create community and economic development opportunities for business and industry to retain and create jobs.							2. Essential for Maintaining Basic Service
3. Improve city streets through modernization efforts.							3. Efforts to Support Future Projects and Activities
4. Urbanize city streets in order to improve bicycle and pedestrian connectivity and continue to develop multi-use paths for the betterment of the community.							4. Enhances Community Livability and Safety
5. Promote parks and recreation projects and improvements that support healthy and active lifestyles for all ages.							
6. Improve community awareness of city issues and public engagement opportunities.							
Council Goal	Program Area:	Start Date	End Date	Budget	Lead	Status	
1	Public Safety						
	Disaster Preparedness:						
	Placement & Start-up of new RARE participant	Mar-16	Dec-16	\$ 22,000	RI	2nd Candidate to be confirmed by end of Feb	
	Adoption of Natural Hazard Mitigation Plan	Apr-16	May-16		RI		
	Draft & Adopt Emergency Operation Plan	Mar-16	Sep-16		RI		
	Disaster Preparedness Training	Sep-16	Nov-16	\$ 8,000	RI		
2	Economic Development						
	Fiber contract and buildout industrial park	Mar-16	May-16	\$ 30,000	RI		
	Implementation of Business Retention & Expansion Program	Feb-16	Jun-16		RI & CD		
	Development of economic incentive program	Feb-16	Apr-16		RI & CD		
	Re-work business loan criteria and program rules	Mar-16	May-16		RI & CD		
	Second year evaluation of RARE position	Apr-16	Jun-16	\$ 22,000	RI		
2	Urban Renewal (UR Agency)						
	Revised redevelopment tool-kit and adoption	Feb-16	Apr-16		CD, RI, & KB		
	Legislative passage of New Market Tax Credits	Ongoing			RI		
	Issue RFP and secure a consultant to conduct Market Analysis and Downtown Development & Implementation Strategy	May-16	May-16	\$ 40,000	KB		
	Implement projects prioritized by City Council	Apr-16	Jun-16				
	Continue to address blighted properties (Video Store)	Ongoing		\$ 9,000	KB		
3 & 4	Bicycle & Pedestrian Projects						
	Develop sidewalk connectivity plan including project list, construction costs, and schedule and potential for LIDs	Apr-16	Jun-16		KB		
	Sidewalk Improvements on Territorial at R/R Tracks	Feb-16	Mar-16		KS		
	Advance design and engineering for Southern Route Multi-Use Path	Jun-16	Dec-16	\$ 16,024	KB	10.27% MATCH requirement	
	Update Regional Trails & Multi-use Path Plan – coordinate with Lane County and City TSP update	Ongoing			KB		
	Lane County Rural Bike & Ped Connectivity Plan (eco-devo, tourism & recreation)	Jan-16	Ongoing		KB		
5	Parks, Recreation & Cultural Enhancement						
	Review Park Master Plan and prioritize projects (including BHSC)	Apr-16	Oct-16		KB, KS, LG		
	Seek Input on Completing Design and Const. of Toddler Pool/Water Feature & secure grant writer	Jan-16	Jun-16	\$37-72,000 + 5,000	KB, KS	20 - 50% grant match & grant writer	
	Short & long range plan for City Park	Sep-16	Dec-16	\$ 15,000	KB	For consultant to do design work	
	Garden Club/Boy Scout Recognition Sign at 4-Corners				RI, KS, Kip		
	Cameras at Skate Park	Sep-16	Dec-16	\$ 10,000	KS		
6	Community Awareness						
	Implement Social Media program	Feb-16	Jul-16		Ann		
	Sewer						
	Air piping project	Jun-15	Mar-16		KS	90% complete	
	Mixing Zone Study	May-15	Jun-16		KS	Report complete, awaiting DEQ review	
	Wastewater Master plan	Oct-15	Jun-16		KS	50% draft due Feb-16	
	In-stream diffuser	Aug-16	Dec-16	\$ 150,000	KS		
	8th Street wastewater improvement design and engineering	Aug-15	Apr-16		KS		
	8th Street wastewater improvement construction	Jul-16	Nov-16	\$ 150,000	KS		
	Design & Engineering Jeans Rd. Lift Station				KS	Request for engineering proposal made	

CITY OF VENETA

Council Goal	Program Area:	Start Date	End Date	Budget	Lead	Status
3	Streets					
	Next phase of street preservation	Jul-16	Nov-16	\$ 425,000	KS	
	Construction of 2nd and 3rd Streets Broadway-Dunham	Jul-16	Nov-16		KS	
	Design 2nd and 3rd Streets Broadway-Dunham	Jul-15	Mar-16	\$ 34,000	KS	50% design 2-10-16
	Design 4th street Broadway-Dunham	Sep-16	Mar-17	\$ 20,000	KS	
	Next phase of Four-corners improvements			\$ 15,000	KB	
	Preliminary Engineering report to improve East Hunter to Urban Collector Standard from Territorial to Crystal Lane	Nov-16	Mar-16		KS	Request for engineering proposal made
1	Animal Control					
	Reduction in turkey population	WIP			KS, KO	
	Continuation of PetSmart feral cat program	Mar-16	Mar-17	\$ 3,000	TW, KB	supplies, volunteer appreciation
3 & 4	Planning					
	Jeans & Territorial Intersection: Work with ODOT identifying timing of mitigation measures and finance plan	Jun-16	Aug-16		KB	
	Transportation System Plan Update: ODOT Agreement, Project Plan, Adoption	Jun-16	Jun-16		KB	In-Kind - staff time
	Stormwater Manual Review and Adoption	Mar-16	May-16		KB, KS,	
	Amend Municipal Code to define sidewalk maintenance responsibilities	Jan-16	Feb-16		KB	Complete
	Amend Development Code: Tree felling, Greenway, stormwater, marijuana, parking, commercial design standards	Jan-16	Jun-16		KB, LG	
	Assist with Tiny House Project (affordable housing project)	Sep-16	?		KB	
	Water					
	Secure water reservoir site				RI	
	Well abandonment (Wells #2 and #7)	Jul-16	Nov-16	\$ 8,000	KS	
	Water line 3rd Street from Broadway to Hunter	Jul-16	Oct-16	\$ 135,000	KS	
	Fiscal & Administrative Services					
	Development of 2016-17 budget	Jan-16	Jul-16		Shauna	In process
	Fall General Elections	Jun-16	Dec-16		Darci	
	Re-finance water and sewer loans	Dec-15	Feb-16		Shauna	Not moving forward with this. Will be paying extra principal annually on both bonds.
	Surplus property process	Feb-16	Mar-16		Shauna	
	Update of Council Rules	Feb-16	Jun-16		Darci	In process
	Reporting liens on-line	WIP	Feb-16		Darci/Ann	Nearly complete
	VMC amendments regarding utility billing	WIP	Apr-16		Shauna	In process
	Develop plan for upgrading accounting software	Sep-16	Jun-17	\$ 85,000	Shauna	
	Create "lay-persons" financial pamphlet	Mar-16	Apr-16		Shauna/Ann	
	Council Direction & Other					
	Municipal Code:					
1	Tobacco Retail Licensing	Jan-16	Apr-16		RI	
1	Place on ballot Recreational Marijuana Tax	Aug-16	Nov-16	\$ 5,000	RI & CD	
	ADA project in honor of Fred Miller	Ongoing		\$ 2,000		
	Implement Lane County Ticketing Program for Zumwalt	Jan-16	Jul-16		Mindy	
1	Public Safety					
	Law Enforcement/FRCPD:					
	City co-adoption of BOC Board orders forming district					
	Council talking points/FAQ					
	Community response to property tax levy roll back					
	Design, permitting and construction of new substation (if measure passes)					