

**AGENDA**  
**VENETA CITY COUNCIL**  
**MONDAY, SEPTEMBER 12, 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. **ST. VINCENT/DEPAUL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
  - a. **PUBLIC HEARING –**
    - 1) Open Hearing
    - 2) Staff Report (Agenda Item Summary) (pgs. 3-5)
    - 3) Public Comment
    - 4) Questions from Council
    - 5) Close Hearing
    - 6) Council Deliberation (if needed)
- 6:55 4. **CONSENT AGENDA**
  - a. Minutes for August 8, 2016 (pgs. 7-14)
  - b. Accounts Payable
    - i. Checks for Approval – Paid through August 24, 2016 (pgs. 15-24)
    - ii. To be Paid – Payable through September 6, 2016 (pgs. 25-40)
  - c. Elmira High School Homecoming Parade Permit Application (pgs. 41-46)
  - d. Finance Director Employment Agreement (pgs. 47-53)
- 7:00 5. **COUNCIL BUSINESS AND REPORTS**
  - a. Business
    - (1) Appointment to Planning Commission vacancy (pg. 55)
    - (2) Request from VFW Post 9448 to waive Community Center Rental Fee (pgs. 57-58)
    - (3) Request from Fern Ridge School District for Discounted Bulk Water (pg. 59)
    - (4) Request from Fern Ridge Gleaners to waive Community Center Rental Fee (pgs. 61-62)
  - b. Council/Committee Liaison Reports
- 7:10 6. **STAFF REPORTS**
  - a. City Legal Counsel.....Carrie Connelly
    - (1) Establishing a Retail Tobacco Licensing Program
      - i. Agenda Item Summary (pgs. 63-65)
      - ii. **Ordinance No. 538** – AN ORDINANCE ESTABLISHING VENETA CITY CODE TITLE 5, CHAPTER 30 TOBACCO RETAIL LICENSING. For Second Reading by Title Only and Final Enactment. (pgs. 67-76)
      - iii. Public Comment
      - iv. **Resolution No. 1207** – A RESOLUTION ESTABLISHING A TOBACCO RETAILER LICENSING FEE AND REDUCTION THERETO FOR CERTAIN TOBACCO RETAILERS (pg. 77)
      - v. Approval of Intergovernmental Agreement (IGA) with Lane County (pgs. 79-81)
    - (2) Allowing Oregon’s Herbal Remedies, A Licensed Recreational Marijuana Retail Facility, To Locate Within 500 Feet of West Lane Technical Learning Center
      - i. Agenda Item Summary (pgs. 83-85)
      - ii. **Ordinance No. 539** – AN ORDINANCE ALLOWING OREGON’S HERBAL REMEDIES, A LICENSED RECREATIONAL MARIJUANA RETAIL FACILITY, TO LOCATE WITHIN 500 FEET OF WEST LANE TECHNICAL LEARNING CENTER. For First Reading by Title Only. (pgs. 87-89)

- 7:30 b. Economic Development Specialist.....Claudia Denton/Steve Dobrinich  
 (1) Veneta Business Connect Report (pgs. 91-111)
- 7:50 c. Community Development Director.....Kay Bork  
 (1) Reduction of Transportation System Development Charges  
 i. Agenda Item Summary (pgs. 113-114)  
 ii. Public Comment  
 iii. **Resolution No. 1206** – A RESOLUTION PROVIDING FOR THE TEMPORARY REDUCTION OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR NONRESIDENTIAL DEVELOPMENT (pgs. 115-116)
- 8:10 d. Finance Director.....Shauna Hartz  
 (1) Rules of the Council Amendment  
 i. Agenda Item Summary (pgs. 117-137)  
 ii. **Resolution No. 1205** – A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPEALING RESOLUTION NO. 690 AND RESOLUTION NO. 82 (pgs. 139-150)  
 (2) Financial Activity & Fund Balance Report - July 1, 2015 to June 30, 2016 (pgs. 151-155)
- 8:30 e. Public Works Director.....Kyle Schauer  
 (1) Update on Wastewater Treatment Plant (verbal)
- 8:50 f. City Administrator.....Ric Ingham  
 (1) Review Work Plan (pgs. 157-158)  
 (2) Revisions to City Administrator Employment Agreement (pgs. 159-167)  
 (3) Questions from Councilors
- 9:10 **6. OTHER**
- 9:20 **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.

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

**PUBLIC HEARINGS** - Please observe the following rules.

**WRITTEN TESTIMONY:**

Written comments received seven (7) days prior to the meeting have been incorporated in the staff report. All comments, including those received up until the meeting, are presented to the City Council members to be considered in their decision.

**ORAL TESTIMONY:**

If you wish to testify with regard to a matter which has been set for **Public Hearing** please observe the following rules:

1. **State your name and address.**
2. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point. Comments can be in favor, against, or neutral regarding the proposal.**

The City Council considers all public comments, staff reports, and City ordinances in arriving at a final decision. **Staff reports are available for review at Veneta City Hall - 88184 8th Street - Veneta, Oregon.**

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: Public Hearing on City's Community Development Block Grant application for Rural Housing Rehabilitation Loan Program of Lane County

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Meeting Date: September 12, 2016  
Department: Community Development

Staff: Kay Bork, Director  
Email: kbork@ci.veneta.or.us  
Telephone Number: 541-935-2191 Ext. 314

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### ISSUE STATEMENT

The City of Veneta is holding a public hearing on the City's application for Community Development Block Grant (CDBG) funds for the Regional Housing Rehabilitation Loan Program (RHRP) of Lane County for performing owner-occupied housing rehabilitation in Veneta and Lane County. The City is taking testimony on the needs of low and moderate income persons who could benefit from the program.

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

The RHRP, administered by St. Vincent DePaul (SVDP) of Lane County, was established in 2001 and is comprised of Lane County, Lowell, Cottage Grove, Oakridge, Westfir, and Florence. In 2015 the Cities of Veneta and Creswell become members in order to participate in the RHRP program. The City agreed to become the lead agency in applying for the CDBG funds.

As the lead agency the City will prepare and submit the CDBG application (with assistance from SVDP) and will also receive the CDBG funds. The City would then assign SVDP as the sub-recipient who will then manage the rural housing rehabilitation program for Veneta.

The maximum amount the City or County can receive is \$2,500,000.00. RHRP generally loans up to \$25,000 for repairs or if there are significant health and safety issues, loans can be as high as \$35,000. Typical repairs include; upgrading or replacing heating systems, replacing windows, repairing roofs, or making ADA improvements. The loans are usually paid back when the home is sold or changes ownership. Households must be at or below 80% of the median income.

Between June 24, 2016 and August 19, 2016 SVDP conducted community outreach to assess the need for the program in Veneta and the Fern Ridge area. SVDP primarily worked with Mid Lane Cares to identify potential applicants. The following Veneta residents have responded to RHRP regarding home repair needs:

25 Households in Veneta city limits have inquired about the program.

- 24 are less than <80% median income
- 1 is greater than >80% median income

46 people reside in those households.

- 44 are in Households less than <80% median income
- 2 are in Households greater than >80% median income

15 Households requested an application.

- 3 Applications (8 people total in the households) have been returned to SVDP.
- 3 households have been put on a waitlist for \$25,000 each.

There is a current need of \$75,000 to service needed repairs in Veneta. SVDP will continue to conduct public outreach in Veneta to identify additional applicants.

### **RELATED CITY**

None.

### **COUNCIL OPTIONS**

After the close of the public hearing.

1. Make a motion authorizing the City Administrator to sign the Intergovernmental Agreement in Support of a CDBG grant that designates the City of Veneta as the lead agency that will be responsible for applying, receiving and administering the CDBG award.
2. Make a motion to not apply for the CDBG funds and do not sign the Intergovernmental Agreement.

### **CITY ADMINISTRATOR'S RECOMMENDATION**

1. Make a motion to apply for the CDBG funds and authorize the City Administrator to sign the Intergovernmental Agreement.

### **SUGGESTED MOTION**

1. "I make a motion for the City Administrator to sign the Intergovernmental Agreement that designating the City of Veneta as the lead agency that will be responsible for applying, receiving and administering the CDBG award.

### **ATTACHMENTS**

1. Copy of Intergovernmental Agreement in Support of a Community Development Block Grant.

**Intergovernmental Agreement In Support Of a Community Development Block Grant  
From The 2013 Community Development Block Grant Program  
Administered By the Oregon Business Development Department,  
Infrastructure Finance Authority**

- Agreement Title: Sponsorship of the Lane County Regional Housing Rehabilitation Program (RHRP)
- Agreement Date: **September 12, 2016**
- Signatory parties: **Cities of Veneta and Creswell**
- Agreement: The above signatory parties agree to jointly sponsor a housing rehabilitation program provided through a Community Development Block Grant (CDBG), administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize the **City of Veneta** as the lead agency that will be responsible for applying, receiving and administering the CDBG award.
- Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation revolving loan fund to provide assistance to low income homeowners to repair their homes.
- Constraints: One-hundred percent (100%) of the benefitted owner occupied household occupants must have incomes below the federal low- and moderate-income limit (80% of the median family income as adjusted by family size).  
  
Only persons who reside within the boundaries of the cities and unincorporated/ nonentitlement county areas of the signatory parties are to receive the housing rehabilitation funding.  
  
The St. Vincent de Paul Society of Lane County, Inc. will enter into a sub-recipient agreement with the lead agency, the **City of Veneta**, to manage the housing rehabilitation program.
- Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signator.
- Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So Agreed:

City of Veneta	Date
City of Creswell	Date
(municipal jurisdiction)	Date
(municipal jurisdiction)	Date



# Minutes of the Veneta City Council

## August 8, 2016

Present: Sandra Larson, Thomas Cotter, Tim Brooker, Thomas Laing, and Laura Ruff

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Alex Latham, Laurette Garner and Merideth Serrell, Lane Arts Council; Christi Inskip, Lane County Public Health; 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 6:30 p.m.

### 2. PUBLIC COMMENT

Alex Latham, 90356 Sheffler, Rd., Elmira, OR

Laurette Garner, Springfield, OR

Ms. Garner said the Lane Arts Council summer art program included creating silk screens and ceramic tiles. She said the students would like to present the City Council with two screens to display at City Hall. She said in order to reach more kids about the program, next year they are planning to set up a booth at Territorial Sports Program (TSP) events and use the Lane Fire Authority reader board to advertise the summer art program. They are hoping to have the program at Veneta Elementary next year. She again thanked the Council for the continued support of the program.

In response to questions from Thomas Cotter, Mr. Latham said the program served about 28 students per session and some of the kids participated in more than one session. He said for the silk drawings the theme for students aged five to eight was "magical animals" and the theme for students aged nine to eleven was the "four seasons". He said students from all over the area attended the sessions including many that are home schooled and a few from the Triangle Lake area.

Merideth Serrell, Eugene, OR

Ms. Serrell said the students made individual silk screens to take home. She also photographed them.

In response to a question from Thomas Laing, Ms. Garner said Lane Arts Council also received donations from the Collins Foundation, Oregon Country Fair, and personal donations for scholarships. She said 33 students were able to attend the sessions on scholarships.

Ingham suggested Mr. Latham contact City staff in early May to assist with getting the word out about the summer art program.

Mayor Larson thanked them for partnering with the City. She chose two murals that will be displayed at City Hall - one from the younger students and one from the older students.

Mr. Latham said the City has been assisting with the summer art program since 1996. He thanked the Council for the contributions they've made to our community's youth.

### 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; Laura Ruff, aye; Tim Brooker, aye.**

The consent agenda as approved included Minutes for June 27, 2016, Minutes for July 14, 2016 Special Meeting, Minutes for July 25, 2016, Accounts Payable - To be Paid – Payable through August 2, 2016,

Banner Permit Application from Elmira Booster Club – Country Classic Car Show (previously approved by R. Ingham), Banner Permit Application from Mid Lane Cares for Veneta Harvest Festival, Mid Lane Cares Street Closure and Noise Variance Permits for the 2016 Veneta Harvest Festival.

#### 4. COUNCIL BUSINESS AND REPORTS

##### a. Business

- (1) Community Center Rental Waiver Request from West Lane Technical Learning Center

**MOTION: Thomas Cotter made a motion to waive the community center rental fee of \$430.00 for the West Lane Technical Learning Center fundraising event. Tim Brooker seconded the motion which passed with a vote of 5-0.**

- (2) Community Center Rental Waiver Request from S.A.N.T.A. Project

**MOTION: Thomas Cotter made a motion to waive the community center rental fee of \$105.00 for the S.A.N.T.A. project. Tim Brooker seconded the motion which passed with a vote of 5-0.**

- (3) Request from Veneta-Fern Ridge Chamber of Commerce to Sponsor the 2016 Chili Cook-off

**MOTION: Thomas Cotter made a motion to approve \$500 sponsorship from the Rural Tourism Marketing Program to Veneta-Fern Ridge Chamber of Commerce for support of the Chili Cook-off at the 2016 Veneta Harvest Festival. Tim Brooker seconded the motion which passed with a vote of 5-0.**

- (4) Request from Mid Lane Cares to Sponsor the 2016 Veneta Harvest Festival

**MOTION: Thomas Cotter made a motion to approve \$500 sponsorship from the Rural Tourism Marketing Program to Mid Lane Cares for support of the 2016 Veneta Harvest Festival. Thomas Laing seconded the motion which passed with a vote of 5-0.**

##### b. Council/Committee Liaison Reports

Mayor Larson said she attended Family Fun Night at the pool and it was well attended. She said funds continue to come in from the duck sales for the kiddy pool and Oregon Country Fair (OCF) donated \$1500. She said she visited the community garden and the garden beds look great. She said this week is National Farmers' Market Week.

#### 5. STAFF REPORTS

##### a. Economic Development Specialist.....Claudia Denton

- (1) Business Assistance Program Adoption

###### i. Agenda Item Summary

Denton said a few changes were made but the most significant change was to the title from "Business Assistance Fund" to Business Assistance Program". She said the rules were separated from the application and checklist so they can be updated without repealing the resolution. The resolution will adopt the rules.

In response to a question from Mayor Larson, Ingham said the City has a business license requirement.

In response to a question from Tim Brooker, Hartz said Resolution No. 1203 adopts the Business Assistance Program.

- ii. **Resolution No. 1203** - A RESOLUTION ADOPTING THE BUSINESS ASSISTANCE PROGRAM

**MOTION: Thomas Cotter made a motion to adopt Resolution No. 1203, a resolution adopting the Business Assistance Program as presented. Laura Ruff seconded the motion which passed with a vote of 5-0.**

Denton said this will be her last Council meeting, however, she will attend the August and September meetings of the Economic Development Committee (EDC).

The Council thanked her for all of the hard work she's put into the EDC.

b. Finance Director.....Shauna Hartz

- (1) **Ordinance No. 537** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 05. For Second Reading by Title Only and Final Enactment.

Hartz said the Council approved Ordinance No. 537 at the July 25, 2016 meeting for first reading by title only. She said the ordinance addresses how the City disposes of abandoned property in our possession.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 537, an Ordinance amending Veneta Municipal Code Title 3 Chapter 05. For second reading by title only and final enactment. Thomas Laing seconded the motion which passed with a vote of 5-0.**

Ordinance No. 537 was read into the record for second reading by title only and final enactment.

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

- (1) Status of the Wastewater Treatment Plant

Schauer said there has been another incident at the ponds since the last time he reported to the Council. However, it doesn't seem to be as bad because he isolated the two ponds. He said the east pond is getting better and it actually has a bug population that is close to normal so we're getting there. The west pond is still struggling and its possible we received another contamination over the weekend. He said our public works crew collected samples and took them to Lane County Hazmat but they could not determine what the substance was. He said for the next few days his crew will move some good bugs from the east pond to the west pond to see if it would stimulate growth. He said he will be meeting with DEQ to discuss several topics. He said we still have not identified what the substance is or where it's coming from.

In response to a question from Mayor Larson, Ingham said we'll start a door to door campaign and also review the Secretary of State's business registration listing to see if any businesses are identified that are not listed in our business registration database.

In response to a question from Laura Ruff, Schauer said we borrowed a sampler from the City of Eugene to allow us to take a sample every hour, which his crew started doing but we don't know how to identify the substance. He said he invited Lane County Hazmat and DEQ to take a look and DEQ is working with him.

In response to questions from Thomas Cotter, Schauer said previously, both ponds received the same influent and he can run them together or individually but we can't stop the flow coming in. He said the east pond is receiving about 5% of the influent and the remaining 95% is going to the west pond. He said he doesn't want to lose the east pond again. He said whatever is coming in is killing everything within two days.

In response to a question from Tim Brooker, Schauer said DEQ issued a special permit because we can't meet our normal permit, but fortunately, our treated effluent can be land applied and chlorinated. Schauer said it all comes in at the same time and there's no changes on the influent; no high odor, low pH, high pH, color, etc.

In response to a question from Thomas Cotter, Schauer said DEQ is having a hard time telling us what to test for or how to narrow it down to certain chemicals and once identified, how to trace it to the source.

Ingham said our plant is one of three Biolac plants in the state, so it's not like DEQ can offer additional assistance.

Tim Brooker said likely someone is being lazy and doesn't want to haul chemicals to the waste site.

Schauer said there hasn't been any real consistency between the incidents and it seems that the duration between incidents is getting shorter.

In response to a question from Mayor Larson, Schauer said he's not completely convinced that its happening on the weekend. He said not knowing exactly how long it takes to react makes it really hard to pinpoint when it happens. He said there's nothing natural that can cause what's happening.

In response to a question from Thomas Laing, Schauer said there may be a private firm that can identify the substance but everyone he's talked to so far is somewhat baffled because nothing is showing up in the samples. He said he can monitor the pH levels but the pH isn't changing.

There was a thorough discussion about Lane County doing a hazardous materials take back in Veneta but that likely wouldn't take place any time soon. Because the Council chose not to participate with the County tipping fee, a chemical take back day is an event the tipping fee provides. The discussion also included looking into having a Lane County staff person accept the materials. The next hazardous material take back event is in Florence.

In response to a question from Mayor Larson, Ingham said the Lane County solid waste program is going through some major issues and even if we decided to participate in the tipping fee we still may not see additional services. He said there would have to be some level of guarantee that they would bring back those services if we were to participate in the tipping fee.

d. City Administrator.....Ric Ingham

(1) Adoption of Tobacco Retail Licensing Program

i. Agenda Item Summary

Ingham said Lane County Public Health has been working to get the tobacco licensing program passed for unincorporated areas of Lane County and also has asked cities to consider their own ordinance to adopt the program. He said the attached Intergovernmental Agreement (IGA) with Lane County spells out the functions the County would provide on behalf of the City. (Monitoring, enforcement, and collection of the fee). The ordinance will put in place the regulation of tobacco products to minors which includes electronic devices. He said after the council packets went out, legal counsel suggested some language to be included in the Ordinance.

In response to a question from Mayor Larson, Ingham said this is the next logical step to take to deter our youth from smoking.

Christi Inskip, Lane County Public Health Tobacco Prevention Coordinator said the ordinance does not include any requirements for how retail establishments display or advertise merchandise, but it does include the restriction of retailers within 1000 ft. of any school.

Ingham said existing retailers within 1000 ft. from Veneta Elementary are exempt from that 1000 ft. rule. However, it would apply to any new stores locating within 1000 ft. of the school. He said the Charter School, West Lane Technical Learning Center (WLTLC), is located in the West Lane Shopping Center and he is concerned about future retail establishments being prohibited from locating in the shopping center because of WLTLC is a tenant there.

Ms. Inskip said that may be an issue. She said the County ordinance includes language that if a school locates within 1000 ft. of an existing retailer, then the retailer is not required to move. She said provided that exemption is in the ordinance, neither would be required to move.

Ingham said this is a unique situation with WLTL Charter School being in the shopping center. He said a new retailer would not be allowed to move in because it would be within 1000 ft. of the school. He referenced Exhibit A, Section 5.30.030(1)(a) . . . “school” means a public kindergarten, elementary, middle, junior high or high school”. He said it could be interpreted that Charter School is not listed. He said it is not a high school because they take in some middle school kids. He said staff could bring this back for Council review, but we could outright exclude Charter Schools from this definition. He said even though we found a good home for WLTL, it’s located in a shopping center which is designated for commercial activities and was never intended as a location for a school.

In response to a question from Thomas Cotter, Ingham said a good example would be if the High Light Garden Store were to move, a new tobacco retailer would not be allowed to locate in the shopping center because WLTL was there first.

After a thorough discussion, it was the consensus of the Council, that Ingham should discuss this issue with legal counsel and provide feedback to the Council regarding a slight modification to the Ordinance language prior to the second reading and final enactment of the ordinance. If the modifications are significant then the modified Ordinance will be re-read at the September 12<sup>th</sup> meeting for first reading.

- ii. **Ordinance No. 538** – AN ORDINANCE ESTABLISHING VENETA MUNICIPAL CODE TITLE 5, CHAPTER 30, TOBACCO RETAIL LICENSING. For First Reading by Title Only.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 538, an Ordinance establishing Veneta Municipal Code Title 5, Chapter 30, Tobacco Retail Licensing. For first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 538 was read into the record for first reading by title only.

- (2) Extension of Charter Communications Microwave Tower Site Lease  
Ingham said this lease is for the microwave dish on Bolton Hill that receives a signal from Eugene for the entire Fern Ridge community. He said the City entered into a lease agreement in 2002 and chose to extend the existing lease annually and not modify the lease as we continue efforts to convince them that they should provide fiber at the site. He recommended that we keep modifying the existing language and not go through an entire agreement. He said the monthly rent brings in about \$5000 per year.

In response to a question from Mayor Larson, Ingham said the monthly lease payments go into the General Fund.

**MOTION:** Thomas Cotter made a motion to approve the microwave lease agreement with Charter Communications for one-year beginning January 2016. Tim Brooker seconded the motion which passed with a vote of 5-0.

**MOTION:** Thomas Cotter made a motion to amend his previous motion to approve the microwave lease agreement with Charter Communications for one –year beginning January 2017. Thomas Laing seconded the motion which passed with a vote of 5-0.

- (3) Transfer of Verizon Cell Tower Lease to American Tower  
Ingham said in the Fall of 2015 Verizon Communications Inc. made arrangements to sublease the majority of their towers to American Tower Co. but the City's lease with Verizon requires the City's consent to complete the sublease transfer. He said American Tower offered a \$6000 signing bonus if we agreed to the sublease which will not alter the terms or conditions of the original Verizon lease. He said he's hopeful this will be a positive change.

**MOTION: Thomas Cotter made a motion to approve the agreement with American Tower Company consenting to the transfer of sublease with Verizon Communications Inc. Thomas Laing seconded the motion which passed with a vote of 5-0.**

- (4) Questions from Councilors  
In response to a question from Thomas Laing, Ingham said upon direction from the council, staff would develop the language to put a gas tax on the ballot but are out of time to get it on the November 2016 ballot. He said we have a new revenue stream since the TUF was enacted on July 1<sup>st</sup>, which we didn't need to take to the voters for approval. He said we've received no negative comments from residents about the TUF - it's just being paid. He recommended that between enacting the TUF and the recreational marijuana tax, now isn't the time to try for a gas tax. He also said that Bork will be launching an update to the Transportation System Plan (TSP) later this year and that process will identify large capital projects and the work plan will call for a lot of community input about how to pay for those projects.

In response to a question from Mayor Larson, Hartz said enacting a gas tax would generate about \$65,000 annually but that's not enough to cover large projects which we'd save up for. She said the TUF generates about the same amount annually.

Tim Brooker and Thomas Cotter agreed at some point the gas tax should be raised but now isn't the time.

In response to a question from Mayor Larson, Ingham said he, Bork, and Garbett met with Thomas Laing to discuss the request from Post 9448 of the Veterans of Foreign Wars (VFW) about the City donating land for a memorial. He said they identified a number of parcels and the first preferred site is Luther Lane and second would be next to the Applegate Pioneer Museum. He said they are still in the talking stage.

In response to a question from Mayor Larson, Ingham said the graffiti artist was identified as a minor and taken to youth services but at this point, it's doubtful the Lane County District Attorney will press charges.

Thomas Laing said the community garden was vandalized over the weekend.

In response to a question from Mayor Larson, Schauer said he met with Mr. and Mrs. McAdams and they have been made aware of their options regarding the proposed 8<sup>th</sup> St. LID.

In response to a question from Thomas Laing, Schauer said a certified letter was returned to the City but was likely due to the property selling during that same time.

Ingham said Bork and Schauer met with three of the property owners and provided information about the process.

In response to a question from Tim Brooker, Ingham said we don't have any irrevocable petitions with the 8<sup>th</sup> St. property owners so it's likely they will all remonstrate which, at the Council's discretion can postpone the project for up to six months.

## 6. OTHER

Ingham said a farewell for Claudia Denton has been scheduled for Wednesday, August 10<sup>th</sup> immediately following the Economic Development Committee (EDC) meeting. He said she has done a phenomenal job on getting the EDC up and running and has been a top notch Regional Assistance for Rural Environments (R.A.R.E.) participant. He said two weeks ago, Bork, Garbett and Len Goodwin interviewed five R.A.R.E. potential participants and narrowed it down to two choices. He said they were both highly qualified and Marina Brassfield was chosen and accepted the position. He said on another note, the final Business Connect report should have been on tonight's agenda which was an oversight on staff's part, but staff will provide that in September. He said three subcommittees have been identified: Work Force, Business Infrastructure and, Business Marketing Tools, those subcommittees are being formed and hopefully some action plans will come from the Business Connect report.

Ingham said Schauer has been working with our engineer to update the Wastewater Master Plan which was last updated in 2009. He said the changes aren't radical but staff would like to know if the Council would like it to be presented at a regular Council meeting or hold a work session.

Schauer said he requested the update because the Capital Improvement Plan (CIP) improvements were laid out year by year and we haven't seen a lot of growth, which put the years out of sequence. We'd like to review the CIP and see where the expansions are and if the original plans are still viable, based on growth and other decisions. He said he also recommended we look at the regulatory environment and how that's changed as well. Lastly, he said we should review what our current capacity is and based on that, line out our future options.

In response to a question from Mayor Larson, Schauer said the large Sarto development being proposed caught us by surprise and he asked Civil West Engineering to include that information in the update to see how it would affect the whole system.

After a thorough discussion, it was the consensus of the Council to hold a work session on September 26, 2016 prior to the regular Council meeting.

Ingham said there was an issue at the pool about a family that purchased a family pass but they also bring an aid for one of their children. The family passes are for up to five people but the family in question was wanting the pass to cover six people. The father is inciting that the aid is admitted free of charge but unfortunately, all fees are set by Council, and with only three weeks left in the pool season, staff is suggesting we do some sort of exemption. He said residents bring up similar issues all the time; are we giving veterans and disabled residents some kind of discount. He said we don't feel it's appropriate to put it on the pool manager or Schauer to modify fees. He suggested the pool fees should be reviewed next spring for re-set by resolution.

Laura Ruff said since she injured her arm, she would be happy to rescind her swim pass to the family in question to admit another person with their group. She said her swim pass is kept at the pool and she gave permission for the family to use it.

Ingham said since Lane County does not publish a local voters' pamphlet, our proposed recreational marijuana tax will not be included in the state voters' pamphlet and neither will the Lane Fire Authority merger or the Fern Ridge Library operating levy. He suggested we start a discussion with those other two entities to get something published.

Mayor Larson temporarily adjourned the Council at 8:13 p.m. and opened the Urban Renewal Agency meeting. Mayor Larson reconvened the City Council meeting at 8:16 p.m. and went directly into executive session.

## 7. EXECUTIVE SESSION

ORS 192.660(2)(i) – City Administrator Evaluation

After making no decisions, Mayor Larson closed the executive session and reconvened the regular Council meeting at 8:59 p.m.

**8. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 8:59 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

# Accounts Payable

## Checks for Approval



User: mindy  
 Printed: 09/08/2016 - 9:31 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20579	08/24/2016	PARKS and RECREATION	Pool Equipment	All Brands Vending Resources	3,810.00
Check Total:					3,810.00
20580	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	ALSCO	58.35
20580	08/24/2016	PARKS and RECREATION	Pool Bldg Janitorial - Maint	ALSCO	35.50
20580	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	ALSCO	142.85
20580	08/24/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	ALSCO	35.71
20580	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	ALSCO	26.52
20580	08/24/2016	LAW ENFORCEMENT FUND	Building Maint & Janitorial	ALSCO	1.48
20580	08/24/2016	PARKS and RECREATION	Building Maintenance	ALSCO	5.06
20580	08/24/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	ALSCO	4.82
20580	08/24/2016	WATER FUND	Bldg & Yard Maintenance	ALSCO	20.72
20580	08/24/2016	SEWER FUND	Bldg & Yard Maintenance	ALSCO	23.29
20580	08/24/2016	STREET FUND	Bldg & Yard Maintenance	ALSCO	2.26
20580	08/24/2016	STORMWATER DRAINAGE	Building & Yard Maintenance	ALSCO	3.60
20580	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	ALSCO	15.37
20580	08/24/2016	LAW ENFORCEMENT FUND	Building Maint & Janitorial	ALSCO	0.86
20580	08/24/2016	PARKS and RECREATION	Building Maintenance	ALSCO	2.93
20580	08/24/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	ALSCO	2.79
20580	08/24/2016	WATER FUND	Bldg & Yard Maintenance	ALSCO	12.01
20580	08/24/2016	SEWER FUND	Bldg & Yard Maintenance	ALSCO	13.49
20580	08/24/2016	STREET FUND	Bldg & Yard Maintenance	ALSCO	1.31
20580	08/24/2016	STORMWATER DRAINAGE	Building & Yard Maintenance	ALSCO	2.09
20580	08/24/2016	WATER FUND	Bldg & Yard Maintenance	ALSCO	58.43
20580	08/24/2016	SEWER FUND	Bldg & Yard Maintenance	ALSCO	65.66
20580	08/24/2016	STREET FUND	Bldg & Yard Maintenance	ALSCO	6.36
20580	08/24/2016	STORMWATER DRAINAGE	Building & Yard Maintenance	ALSCO	10.15
Check Total:					551.61
20581	08/24/2016	GENERAL FUND	Admin Supplies & Services	ASI	3.75

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	3.75
20582	08/24/2016	GENERAL FUND	Public Relations	Scottie Barnes	220.00	
20582	08/24/2016	GENERAL FUND	Public Relations	Scottie Barnes	190.00	
					Check Total:	410.00
20583	08/24/2016	GENERAL FUND	Admin Supplies & Services	Bi-Mart Corporation	19.47	
20583	08/24/2016	PLANNING FUND	Admin Services & Supplies	Bi-Mart Corporation	10.48	
20583	08/24/2016	PARKS and RECREATION	Community Ctr Janitorial&Maint	Bi-Mart Corporation	4.89	
20583	08/24/2016	PARKS and RECREATION	Equipment Repairs	Bi-Mart Corporation	9.99	
20583	08/24/2016	STREET FUND	Equipment Repairs	Bi-Mart Corporation	9.99	
20583	08/24/2016	PARKS and RECREATION	Pool Operating Supplies	Bi-Mart Corporation	6.99	
20583	08/24/2016	ZUMWALT CAMPGROUND	Admin Supplies & Services	Bi-Mart Corporation	37.13	
20583	08/24/2016	ZUMWALT CAMPGROUND	Operating Supplies	Bi-Mart Corporation	93.21	
20583	08/24/2016	SEWER FUND	System Operating Supplies	Bi-Mart Corporation	3.59	
20583	08/24/2016	SEWER FUND	Admin Supplies & Services	Bi-Mart Corporation	16.55	
20583	08/24/2016	WATER FUND	System Maintenance	Bi-Mart Corporation	12.18	
20583	08/24/2016	SEWER FUND	Vehicle Operation&Maintenance	Bi-Mart Corporation	6.66	
20583	08/24/2016	SEWER FUND	System Maintenance	Bi-Mart Corporation	6.57	
20583	08/24/2016	WATER FUND	Vehicle Operation&Maintenance	Bi-Mart Corporation	6.64	
20583	08/24/2016	STREET FUND	Vehicle Operation-Maintenance	Bi-Mart Corporation	6.66	
20583	08/24/2016	ZUMWALT CAMPGROUND	Volunteer Costs	Bi-Mart Corporation	29.13	
					Check Total:	280.13
20584	08/24/2016	GENERAL FUND	Travel - Staff	Kay Bork	1.00	
20584	08/24/2016	PARKS and RECREATION	Vehicle Operation/Maintenance	Kay Bork	2.00	
20584	08/24/2016	STREET FUND	Vehicle Operation-Maintenance	Kay Bork	2.00	
20584	08/24/2016	WATER FUND	Vehicle Operation&Maintenance	Kay Bork	8.00	
20584	08/24/2016	SEWER FUND	Vehicle Operation&Maintenance	Kay Bork	7.00	
					Check Total:	20.00
20585	08/24/2016	WATER FUND	System Operating Supplies	Brenntag Pacific Inc	1,206.88	
20585	08/24/2016	SEWER FUND	System Operating Supplies	Brenntag Pacific Inc	1,810.32	
					Check Total:	3,017.20
20586	08/24/2016	GENERAL FUND	Building Permit Inspections	The Building Department	7,981.61	
20586	08/24/2016	GENERAL FUND	Electrical Permit Inspections	The Building Department	1,419.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	9,400.61
20587	08/24/2016	STREET FUND	Landscape Maint & Supplies	Cascade Garden Equipment	13.20
				Check Total:	13.20
20588	08/24/2016	WATER FUND	Telephone Services	CenturyLink Communications, LL	170.95
				Check Total:	170.95
20589	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Riley Chambers	16.00
				Check Total:	16.00
20590	08/24/2016	ZUMWALT CAMPGROUND	Volunteer Costs	C & K Market Inc	39.54
				Check Total:	39.54
20591	08/24/2016	GENERAL FUND	Public Relations	EDMS Inc	704.23
20591	08/24/2016	WATER FUND	Admin Supplies & Services	EDMS Inc	121.37
20591	08/24/2016	WATER FUND	Postage	EDMS Inc	242.91
20591	08/24/2016	SEWER FUND	Admin Supplies & Services	EDMS Inc	182.05
20591	08/24/2016	SEWER FUND	Postage	EDMS Inc	364.37
20591	08/24/2016	GENERAL FUND	Public Relations	EDMS Inc	28.05
20591	08/24/2016	WATER FUND	Postage	EDMS Inc	6.86
20591	08/24/2016	SEWER FUND	Postage	EDMS Inc	10.30
				Check Total:	1,660.14
20592	08/24/2016	WATER FUND	Electricity	EPUD	3,025.52
				Check Total:	3,025.52
20593	08/24/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	10,503.11
20593	08/24/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	927.48
				Check Total:	11,430.59
20594	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Gabe Fatooh	96.00
20594	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Gabe Fatooh	94.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	190.00
20595	08/24/2016	GENERAL FUND	Tourism Support/Projects	Fern Ridge Chamber	500.00
				Check Total:	500.00
20596	08/24/2016	GENERAL FUND	Admin Supplies & Services	Fern Ridge Self Storage	1,216.44
				Check Total:	1,216.44
20597	08/24/2016	PLANNING FUND	Publishing Costs	Fern Ridge Review	60.00
20597	08/24/2016	PLANNING FUND	Publishing Costs	Fern Ridge Review	104.00
20597	08/24/2016	SEWER FUND	Admin Supplies & Services	Fern Ridge Review	264.00
				Check Total:	428.00
20598	08/24/2016	PARKS and RECREATION	Refunds-Pool	Katie Gentry	38.00
				Check Total:	38.00
20599	08/24/2016	PARKS and RECREATION	Pool Maintenance	HD Fowler Company	34.19
20599	08/24/2016	PARKS and RECREATION	Pool Maintenance	HD Fowler Company	13.24
20599	08/24/2016	STREET FUND	Landscape Maint & Supplies	HD Fowler Company	674.60
				Check Total:	722.03
20600	08/24/2016	GENERAL FUND	Travel - Staff	Jerry Brown Co	79.49
20600	08/24/2016	PARKS and RECREATION	Vehicle Operation/Maintenance	Jerry Brown Co	158.96
20600	08/24/2016	STREET FUND	Vehicle Operation-Maintenance	Jerry Brown Co	158.96
20600	08/24/2016	WATER FUND	Vehicle Operation&Maintenance	Jerry Brown Co	635.86
20600	08/24/2016	SEWER FUND	Vehicle Operation&Maintenance	Jerry Brown Co	556.37
				Check Total:	1,589.64
20601	08/24/2016	SEWER FUND	WW Treatment Plant Maintenance	Jerry's Home Improvement	239.40
20601	08/24/2016	PARKS and RECREATION	Pool Operating Supplies	Jerry's Home Improvement	54.88
				Check Total:	294.28
20602	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Benson Kilmer	98.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount	
					Check Total:	98.00
20603	08/24/2016	PARKS and RECREATION	Travel	Finn King	38.84	
					Check Total:	38.84
20604	08/24/2016	WATER FUND	Admin Supplies & Services	Lane County Deeds & Records	14.80	
20604	08/24/2016	SEWER FUND	Admin Supplies & Services	Lane County Deeds & Records	22.20	
20604	08/24/2016	PLANNING FUND	Admin Services & Supplies	Lane County Deeds & Records	57.00	
					Check Total:	94.00
20605	08/24/2016	ZUMWALT CAMPGROUND	Maintenance & Clean-Up	Lane County Sheriff's Ofc	445.00	
20605	08/24/2016	STREET FUND	Landscape Maint & Supplies	Lane County Sheriff's Ofc	445.00	
					Check Total:	890.00
20606	08/24/2016	STREET FUND	Street Maintenance	Lane County Waste Management	17.75	
20606	08/24/2016	STREET FUND	Street Maintenance	Lane County Waste Management	17.75	
					Check Total:	35.50
20607	08/24/2016	PARKS and RECREATION	Safety Program & Supplies	Lane Fire Authority	53.99	
					Check Total:	53.99
20608	08/24/2016	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	1,361.59	
20608	08/24/2016	PARKS and RECREATION	Electricity-Community Center	Lane Electric Coop Inc	81.36	
20608	08/24/2016	GENERAL FUND	Welcome Sign Maintenance	Lane Electric Coop Inc	136.17	
20608	08/24/2016	SEWER FUND	Electricity	Lane Electric Coop Inc	4,617.55	
20608	08/24/2016	WATER FUND	Electricity	Lane Electric Coop Inc	183.96	
20608	08/24/2016	WATER FUND	Electricity	Lane Electric Coop Inc	1,205.17	
					Check Total:	7,585.80
20610	08/24/2016	GENERAL FUND	Judicial Services	Law Office of Alan J Leiman, P	371.00	
					Check Total:	371.00
20611	08/24/2016	GENERAL FUND	Tourism Support/Projects	Mid Lane Cares	500.00	

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	500.00
20612	08/24/2016	GENERAL FUND	Admin Supplies & Services	Net Assets	305.00
				Check Total:	305.00
20613	08/24/2016	WATER FUND	Vehicle Operation&Maintenance	O'Reilly Automotive, Inc	19.35
20613	08/24/2016	SEWER FUND	Vehicle Operation&Maintenance	O'Reilly Automotive, Inc	31.18
20613	08/24/2016	STREET FUND	Vehicle Operation-Maintenance	O'Reilly Automotive, Inc	19.34
20613	08/24/2016	WATER FUND	Tools & Small Equipment	O'Reilly Automotive, Inc	30.66
20613	08/24/2016	SEWER FUND	Tools & Small Equipment	O'Reilly Automotive, Inc	11.66
20613	08/24/2016	STREET FUND	Tools & Small Equipment	O'Reilly Automotive, Inc	11.66
20613	08/24/2016	WATER FUND	System Maintenance	O'Reilly Automotive, Inc	7.99
20613	08/24/2016	SEWER FUND	System Maintenance	O'Reilly Automotive, Inc	123.84
				Check Total:	255.68
20614	08/24/2016	SEWER FUND	Telephone Services	Kip Orme	50.00
				Check Total:	50.00
20615	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Paul Ossowski	104.00
20615	08/24/2016	PARKS and RECREATION	Swim Aide Fees	Paul Ossowski	56.00
				Check Total:	160.00
20616	08/24/2016	GENERAL FUND	Office Machine Maintenance	Pacific Office Automation	133.98
20616	08/24/2016	PLANNING FUND	Office Machine Maintenance	Pacific Office Automation	33.49
				Check Total:	167.47
20617	08/24/2016	GENERAL FUND	Office Machine Maintenance	Ricoh USA, Inc.	186.22
20617	08/24/2016	PLANNING FUND	Office Machine Maintenance	Ricoh USA, Inc.	62.08
20617	08/24/2016	GENERAL FUND	Office Machine Maintenance	Ricoh USA, Inc.	156.26
20617	08/24/2016	PLANNING FUND	Office Machine Maintenance	Ricoh USA, Inc.	52.09
				Check Total:	456.65
20618	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	SANIPAC	24.04
20618	08/24/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	SANIPAC	6.01
20618	08/24/2016	SEWER FUND	WW Treatment Plant Maintenance	SANIPAC	103.95
20618	08/24/2016	WATER FUND	Bldg & Yard Maintenance	SANIPAC	123.43

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20618	08/24/2016	STREET FUND	Street Maintenance	SANIPAC	269.04
Check Total:					526.47
20619	08/24/2016	WATER FUND	Telephone Services	Kyle Schauer	50.00
20619	08/24/2016	ZUMWALT CAMPGROUND	Operating Supplies	Kyle Schauer	2.99
Check Total:					52.99
20620	08/24/2016	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	703.00
20620	08/24/2016	PLANNING FUND	Attorney & Legal Services	Speer Hoyt LLC	740.00
Check Total:					1,443.00
20621	08/24/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	9.81
20621	08/24/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	1.27
20621	08/24/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	1.50
20621	08/24/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	1.67
20621	08/24/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	13.06
20621	08/24/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	14.66
20621	08/24/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	11.12
20621	08/24/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.17
20621	08/24/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	37.15
20621	08/24/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	25.77
20621	08/24/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	3.32
20621	08/24/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	3.95
20621	08/24/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	4.38
20621	08/24/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	34.31
20621	08/24/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	38.53
20621	08/24/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	29.22
20621	08/24/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.43
Check Total:					230.32
20622	08/24/2016	PARKS and RECREATION	Pool Fuel	Suburban Propane	1,790.08
Check Total:					1,790.08
20623	08/24/2016	SEWER FUND	System Operating Supplies	Sunset Auto Parts, Inc	78.72
20623	08/24/2016	SEWER FUND	System Maintenance	Sunset Auto Parts, Inc	23.75
20623	08/24/2016	WATER FUND	Tools & Small Equipment	Sunset Auto Parts, Inc	3.35
20623	08/24/2016	SEWER FUND	Tools & Small Equipment	Sunset Auto Parts, Inc	3.35
20623	08/24/2016	STREET FUND	Tools & Small Equipment	Sunset Auto Parts, Inc	3.33

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					112.50
20624	08/24/2016	PARKS and RECREATION	Community Ctr Janitorial&Maint	Swanson's Pest Mgt	33.00
20624	08/24/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Swanson's Pest Mgt	31.20
20624	08/24/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Swanson's Pest Mgt	7.80
Check Total:					72.00
20625	08/24/2016	SEWER FUND	Accounts Payable	Wayne & Cynthia Keen	24.47
Check Total:					24.47
20626	08/24/2016	WATER FUND	Accounts Payable	Ryan Burks	2.35
20626	08/24/2016	WATER FUND	Accounts Payable	Ryan Burks	1.28
20626	08/24/2016	SEWER FUND	Accounts Payable	Ryan Burks	6.90
20626	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Ryan Burks	0.36
20626	08/24/2016	STREET FUND	Accounts Payable	Ryan Burks	0.45
Check Total:					11.34
20627	08/24/2016	WATER FUND	Accounts Payable	Richard Robbins	5.65
20627	08/24/2016	WATER FUND	Accounts Payable	Richard Robbins	6.63
20627	08/24/2016	SEWER FUND	Accounts Payable	Richard Robbins	16.58
20627	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Richard Robbins	0.86
20627	08/24/2016	STREET FUND	Accounts Payable	Richard Robbins	1.07
Check Total:					30.79
20628	08/24/2016	WATER FUND	Accounts Payable	Adam Peer	10.42
20628	08/24/2016	WATER FUND	Accounts Payable	Adam Peer	16.77
20628	08/24/2016	SEWER FUND	Accounts Payable	Adam Peer	30.58
20628	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Adam Peer	1.59
20628	08/24/2016	STREET FUND	Accounts Payable	Adam Peer	1.98
Check Total:					61.34
20629	08/24/2016	WATER FUND	Accounts Payable	Reno Triplett	2.66
20629	08/24/2016	WATER FUND	Accounts Payable	Reno Triplett	1.78
20629	08/24/2016	SEWER FUND	Accounts Payable	Reno Triplett	7.81
20629	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Reno Triplett	0.40
20629	08/24/2016	STREET FUND	Accounts Payable	Reno Triplett	0.51

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
Check Total:					13.16
20630	08/24/2016	WATER FUND	Accounts Payable	Courtney Alexander	12.69
20630	08/24/2016	WATER FUND	Accounts Payable	Courtney Alexander	7.79
20630	08/24/2016	SEWER FUND	Accounts Payable	Courtney Alexander	37.23
20630	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Courtney Alexander	1.93
20630	08/24/2016	STREET FUND	Accounts Payable	Courtney Alexander	2.42
Check Total:					62.06
20631	08/24/2016	WATER FUND	Accounts Payable	Tim Talaga	9.43
20631	08/24/2016	WATER FUND	Accounts Payable	Tim Talaga	1.51
20631	08/24/2016	SEWER FUND	Accounts Payable	Tim Talaga	27.67
20631	08/24/2016	STORMWATER DRAINAGE	Accounts Payable	Tim Talaga	1.43
20631	08/24/2016	STREET FUND	Accounts Payable	Tim Talaga	1.80
Check Total:					41.84
20632	08/24/2016	WATER FUND	Accounts Payable	Hayden Homes	5.78
20632	08/24/2016	WATER FUND	Accounts Payable	Hayden Homes	34.37
20632	08/24/2016	SEWER FUND	Accounts Payable	Hayden Homes	14.84
Check Total:					54.99
20633	08/24/2016	ZUMWALT CAMPGROUND	Admin Supplies & Services	Veneta Ace Hardware	54.73
20633	08/24/2016	WATER FUND	System Operating Supplies	Veneta Ace Hardware	28.57
20633	08/24/2016	WATER FUND	System Maintenance	Veneta Ace Hardware	14.98
20633	08/24/2016	SEWER FUND	System Operating Supplies	Veneta Ace Hardware	2.99
20633	08/24/2016	SEWER FUND	System Maintenance	Veneta Ace Hardware	31.28
20633	08/24/2016	PARKS and RECREATION	Pool Maintenance	Veneta Ace Hardware	38.96
20633	08/24/2016	PARKS and RECREATION	Equipment Repairs	Veneta Ace Hardware	1.40
20633	08/24/2016	WATER FUND	Tools & Small Equipment	Veneta Ace Hardware	18.49
20633	08/24/2016	SEWER FUND	Tools & Small Equipment	Veneta Ace Hardware	5.50
20633	08/24/2016	PARKS and RECREATION	Pool Bldg Janitorial - Maint	Veneta Ace Hardware	8.99
20633	08/24/2016	STREET FUND	Tools & Small Equipment	Veneta Ace Hardware	5.48
20633	08/24/2016	PARKS and RECREATION	Pool Maintenance	Veneta Ace Hardware	7.98
Check Total:					219.35
20634	08/24/2016	GENERAL FUND	Bail Payable	Edwin Wagner	40.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	40.00
20635	08/24/2016	PARKS and RECREATION	Lifeguard Training	William Weaver	175.00
				Check Total:	175.00
20636	08/24/2016	GENERAL FUND	Animal Control Feral Program	Willamette Animal Guild	30.00
				Check Total:	30.00
20637	08/24/2016	PARKS and RECREATION	Park Maintenance	Wildish Sand & Gravel	223.96
				Check Total:	223.96
				Report Total:	55,105.22

# Accounts Payable To Be Paid Proof List



User: mindy  
Printed: 09/08/2016 - 9:22 AM  
Batch: 011-08-2016

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess, LLC										
1292	09/01/2016	459.90	0.00	09/13/2016	Monthly Contract		-		No	0000
100-100-52055	Janitorial Services Contract									
1292	09/01/2016	114.98	0.00	09/13/2016	Monthly Contract		-		No	0000
140-140-52055	Janitorial Services Contract									
1292	09/01/2016	191.62	0.00	09/13/2016	Monthly Contract		-		No	0000
130-530-52055	Community Ctr Janitorial&Maint									
	1292 Total:	766.50								
	AbvMess Total:	766.50								
AllSea All Seasons Equipment										
191418	09/07/2016	224.98	0.00	09/13/2016	Hedge Trimmer - PO 4955		-		No	0000
130-130-51515	Tools & Small Equipment									
191418	09/07/2016	224.98	0.00	09/13/2016	Hedge Trimmer - PO 4955		-		No	0000
230-230-51515	Tools & Small Equipment									
	191418 Total:	449.96								
	AllSea Total:	449.96								
ALSCO ALSCO										
August 2016	09/01/2016	142.85	0.00	09/13/2016	City Hall door mats		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup									
August 2016	09/01/2016	35.71	0.00	09/13/2016	City Hall door mats		-		No	0000
140-140-51050	City Hall Maint/Janitorial Sup									
August 2016	09/01/2016	35.50	0.00	09/13/2016	Comm Ctr - Can liners		-		No	0000
130-530-52055	Community Ctr Janitorial&Maint									
August 2016	09/01/2016	70.30	0.00	09/13/2016	Poo - Rool Towels		-		No	0000
130-520-54045	Pool Bldg Janitorial - Maint									
	August 2016 Total:	284.36								
	ALSCO Total:	284.36								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AnalyLab Analytical Laboratory Group										
81549	08/04/2016	4,208.30	0.00	09/13/2016	Wastewater		-		No	0000
220-220-53055	System Quality Tests									
81549	08/04/2016	140.00	0.00	09/13/2016	Drinking water		-		No	0000
210-210-53055	System Quality Tests									
	81549 Total:	4,348.30								
	AnalyLab Total:	4,348.30								
AquaFlow Aqua Flow Int'l, Inc										
1276	08/30/2016	999.95	0.00	09/13/2016	1 Year Software Maint - Bulk Water Sta.		-		No	0000
210-210-52045	Computer System Support-Maint									
	1276 Total:	999.95								
	AquaFlow Total:	999.95								
ASI ASI										
A000146567079ph	07/31/2016	3.75	0.00	09/13/2016	FSA admin fee		-		No	0000
100-100-51010	Admin Supplies & Services									
	A000146567079ph Total:	3.75								
	ASI Total:	3.75								
BanBkCC Banner Bank										
August 2016a	08/18/2016	43.00	0.00	09/13/2016	Meeting meal		-		No	0000
140-140-52010	Attorney & Legal Services									
	August 2016a Total:	43.00								
August 2016b	08/18/2016	149.39	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
100-100-52045	Computer System Support-Maint									
August 2016b	08/18/2016	14.94	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
100-160-52045	Computer System Support-Maint									
August 2016b	08/18/2016	14.94	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
100-170-52045	Computer System Support/Maint									
August 2016b	08/18/2016	34.86	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
130-130-52045	Computer System Support-Maint									
August 2016b	08/18/2016	14.94	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
130-520-52045	Computer System Support/Maint									
August 2016b	08/18/2016	64.74	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
140-140-52045	Computer System Support-Maint									
August 2016b	08/18/2016	59.76	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
210-210-52045	Computer System Support-Maint									
August 2016b	08/18/2016	89.64	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
220-220-52045	Computer System Support-Maint									
August 2016b	08/18/2016	34.86	0.00	09/13/2016	Kaspersky Renewal		-		No	0000
230-230-52045	Computer System Support-Maint									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
August 2016b 240-240-52045	08/18/2016 Computer System Support-Maint	19.92	0.00	09/13/2016	Kaspersky Renewal		-			No 0000
	August 2016b Total:	497.99								
August 2016c 100-100-52045	08/18/2016 Computer System Support-Maint	164.79	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 100-160-52045	08/18/2016 Computer System Support-Maint	16.48	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 100-170-52045	08/18/2016 Computer System Support/Maint	16.48	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 130-130-52045	08/18/2016 Computer System Support-Maint	38.45	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 130-520-52045	08/18/2016 Computer System Support/Maint	16.48	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 140-140-52045	08/18/2016 Computer System Support-Maint	71.41	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 210-210-52045	08/18/2016 Computer System Support-Maint	65.92	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 220-220-52045	08/18/2016 Computer System Support-Maint	98.88	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 230-230-52045	08/18/2016 Computer System Support-Maint	38.45	0.00	09/13/2016	Mozy - annual maint		-			No 0000
August 2016c 240-240-52045	08/18/2016 Computer System Support-Maint	21.97	0.00	09/13/2016	Mozy - annual maint		-			No 0000
	August 2016c Total:	549.31								
August 2016d 100-100-52060	08/18/2016 Economic Development	9.71	0.00	09/13/2016	2 addtl mailboxes		-			No 0000
	August 2016d Total:	9.71								
August 2016e 220-220-53040	08/18/2016 System Maintenance	108.55	0.00	09/13/2016	WW Plant - Platt Electric		-			No 0000
	August 2016e Total:	108.55								
August 2016f 220-220-53040	08/18/2016 System Maintenance	16.67	0.00	09/13/2016	Postal stop - item return postage		-			No 0000
	August 2016f Total:	16.67								
August 2016g 100-100-52045	08/18/2016 Computer System Support-Maint	27.30	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 100-160-52045	08/16/2016 Computer System Support-Maint	2.73	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 100-170-52045	08/16/2016 Computer System Support/Maint	2.73	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 130-130-52045	08/16/2016 Computer System Support-Maint	6.37	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 130-520-52045	08/16/2016 Computer System Support/Maint	2.73	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 140-140-52045	08/16/2016 Computer System Support-Maint	11.83	0.00	09/13/2016	MS Online - monthly		-			No 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
August 2016g 210-210-52045	08/16/2016 Computer System Support-Maint	10.92	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 220-220-52045	08/16/2016 Computer System Support-Maint	16.38	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 230-230-52045	08/16/2016 Computer System Support-Maint	6.37	0.00	09/13/2016	MS Online - monthly		-			No 0000
August 2016g 240-240-52045	08/16/2016 Computer System Support-Maint	3.64	0.00	09/13/2016	MS Online - monthly		-			No 0000
	August 2016g Total:	91.00								
	BanBkCC Total:	1,316.23								
BarDis 1342	Bar-N-Dee Discount Trophies 05/09/2016	7.50	0.00	09/13/2016	Name plate		-			No 0000
100-100-51010	Admin Supplies & Services 1342 Total:	7.50								
	BarDis Total:	7.50								
BiMart Aug 2016	Bi-Mart Corporation 08/27/2016	40.45	0.00	09/13/2016	Various needs		-			No 0000
100-100-51010	Admin Supplies & Services Aug 2016 08/27/2016	12.99	0.00	09/13/2016	Various needs		-			No 0000
130-130-53210	Park Maintenance Aug 2016 08/27/2016	25.04	0.00	09/13/2016	Various needs		-			No 0000
230-230-53045	Street Maintenance Aug 2016 08/27/2016	12.99	0.00	09/13/2016	Various needs		-			No 0000
100-170-51120	Animal Control Supplies/Admin Aug 2016 08/27/2016	10.99	0.00	09/13/2016	Various needs		-			No 0000
220-220-53040	System Maintenance Aug 2016 08/27/2016	10.48	0.00	09/13/2016	Various needs		-			No 0000
140-140-51010	Admin Services & Supplies Aug 2016 08/27/2016	25.98	0.00	09/13/2016	Various needs		-			No 0000
230-230-53030	Vehicle Operation-Maintenance Aug 2016 Total:	138.92								
	BiMart Total:	138.92								
BranEng 7049	Branch Engineering, Inc 08/08/2016	3,625.00	0.00	09/13/2016	Sarto village ZC-1-16		-			No 0000
140-140-52140	Technical Review Services 7049 Total:	3,625.00								
7050	08/08/2016	285.00	0.00	09/13/2016	Hunters Draw S-3-16		-			No 0000
140-140-52140	Technical Review Services 7050 Total:	285.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
7056	08/08/2016	332.50	0.00	09/13/2016	Country Vision Cable Pre-5-16		-		No	0000
140-140-52140	Technical Review Services									
	7056 Total:	332.50								
7078	08/16/2016	897.75	0.00	09/13/2016	Pavement Pres 16-006a:2 Po 16-02		-		No	0000
230-230-60250	Street System Improvements									
7078	08/16/2016	99.75	0.00	09/13/2016	Pavement Pres 16-006a:2 Po 16-02		-		No	0000
310-310-60130	System Expansion									
	7078 Total:	997.50								
7090	08/16/2016	1,331.25	0.00	09/13/2016	Engineer Report 14-006f:1		-		No	0000
430-430-60130	System Expansion									
	7090 Total:	1,331.25								
7093	08/16/2016	522.50	0.00	09/13/2016	3rd St water line		-		No	0000
210-210-60130	System Expansion									
	7093 Total:	522.50								
	BranEng Total:	7,093.75								
<hr/>										
BrenPac Brenntag Pacific Inc										
BPI651923	08/16/2016	1,375.72	0.00	09/13/2016	Sodium Hypochlorite PO 5026		-		No	0000
210-210-53020	System Operating Supplies									
BPI651923	08/16/2016	2,063.58	0.00	09/13/2016	Sodium Hypochlorite PO 5026		-		No	0000
220-220-53020	System Operating Supplies									
	BPI651923 Total:	3,439.30								
BPI655817	08/26/2016	1,719.65	0.00	09/13/2016	System Chemicals - PO 5004		-		No	0000
210-210-53020	System Operating Supplies									
BPI655817	08/26/2016	1,719.65	0.00	09/13/2016	System Chemicals - PO 5004		-		No	0000
220-220-53020	System Operating Supplies									
	BPI655817 Total:	3,439.30								
	BrenPac Total:	6,878.60								
<hr/>										
BucSan Buck's Sanitary Service										
A-54943	08/29/2016	53.00	0.00	09/13/2016	Fern Park unit		-		No	0000
130-130-53210	Park Maintenance									
	A-54943 Total:	53.00								
A-54944	08/29/2016	53.00	0.00	09/13/2016	City Park Unit		-		No	0000
130-130-53210	Park Maintenance									
	A-54944 Total:	53.00								
A-54945	08/29/2016	98.50	0.00	09/13/2016	Skate Park unit		-		No	0000
130-130-53210	Park Maintenance									
	A-54945 Total:	98.50								
	BucSan Total:	204.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BuiDep Building Department The										
August 2016	09/06/2016	22,867.01	0.00	09/13/2016	Inspection Services		-		No	0000
100-100-52025	Building Permit Inspections									
August 2016	09/06/2016	1,179.00	0.00	09/13/2016	Inspection Services		-		No	0000
100-100-52030	Electrical Permit Inspections									
	August 2016 Total:	24,046.01								
	BuiDep Total:	24,046.01								
<hr/>										
CKMar C & K Market Inc										
August 2016	08/31/2016	44.41	0.00	09/13/2016	Monthly - various needs		-		No	0000
100-195-51010	Admin Supplies & Services									
August 2016	08/31/2016	73.52	0.00	09/13/2016	Monthly - various needs		-		No	0000
100-100-51097	Recognitions									
August 2016	08/31/2016	45.05	0.00	09/13/2016	Monthly - various needs		-		No	0000
100-195-51010	Admin Supplies & Services									
August 2016	08/31/2016	73.88	0.00	09/13/2016	Monthly - various needs		-		No	0000
100-100-52060	Economic Development									
August 2016	08/31/2016	5.00	0.00	09/13/2016	Monthly - various needs		-		No	0000
210-210-53040	System Maintenance									
August 2016	08/31/2016	5.00	0.00	09/13/2016	Monthly - various needs		-		No	0000
220-220-53040	System Maintenance									
August 2016	08/31/2016	5.00	0.00	09/13/2016	Monthly - various needs		-		No	0000
230-230-53045	Street Maintenance									
August 2016	08/31/2016	4.99	0.00	09/13/2016	Monthly - various needs		-		No	0000
130-130-53210	Park Maintenance									
	August 2016 Total:	256.85								
	CKMar Total:	256.85								
<hr/>										
ComfFlow Comfort Flow Heating AC & Refr										
SVC129286	08/31/2016	117.60	0.00	09/13/2016	Heating/Air maintenance		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup					Minor Maint				
SVC129286	08/31/2016	29.40	0.00	09/13/2016	Heating/Air maintenance		-		No	0000
140-140-51050	City Hall Maint/Janitorial Sup					Minor Maint				
	SVC129286 Total:	147.00								
	ComfFlow Total:	147.00								
<hr/>										
CorSta Cornelius Stacy										
SCornelius 8/16	09/01/2016	79.39	0.00	09/13/2016	Swim meet needs & Vending		-		No	0000
130-520-51075	Travel									
SCornelius 8/16	09/01/2016	20.98	0.00	09/13/2016	Pool supplies & Swim meet needs		-		No	0000
130-520-51010	Administrative Supplies									
SCornelius 8/16	09/01/2016	7.99	0.00	09/13/2016	Pool supplies & Swim meet needs		-		No	0000
130-520-54130	Swim Program Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SCornelius 8/16 130-520-54045	09/01/2016 Pool Bldg Janitorial - Maint	12.99	0.00	09/13/2016	Pool supplies & Swim meet needs		-		No	0000
SCornelius 8/16 130-520-51055	09/01/2016 Safety Program & Supplies	11.18	0.00	09/13/2016	Pool supplies & Swim meet needs		-		No	0000
SCornelius 8/16 130-520-54620	09/01/2016 Pool Events	118.59	0.00	09/13/2016	Pool supplies & Swim meet needs		-		No	0000
	SCornelius 8/16 Total:	251.12								
	CorSta Total:	251.12								
<hr/>										
Driver Driver & Motor Vehicle Service 61344-083116	08/31/2016	0.15	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
100-100-51010 61344-083116	Admin Supplies & Services 08/31/2016	0.15	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
130-130-51010 61344-083116	Admin Supplies & Services 08/31/2016	0.07	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
130-520-51010 61344-083116	Administrative Supplies 08/31/2016	1.20	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
210-210-51010 61344-083116	Admin Supplies & Services 08/31/2016	1.21	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
220-220-51010 61344-083116	Admin Supplies & Services 08/31/2016	0.15	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
230-230-51010 61344-083116	Admin Supplies & Services 08/31/2016	0.07	0.00	09/13/2016	Certified Court Print-Driving Record		-		No	0000
240-240-51010	Admin Supplies & Services 61344-083116 Total:	3.00								
	Driver Total:	3.00								
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EDMS EDMS Inc 80855	08/22/2016	57.19	0.00	09/13/2016	August 2016 Utility Bills		-		No	0000
210-210-51010 80855	Admin Supplies & Services 08/22/2016	103.42	0.00	09/13/2016	August 2016 Utility Bills		-		No	0000
210-210-51015 80855	Postage 08/22/2016	85.79	0.00	09/13/2016	August 2016 Utility Bills		-		No	0000
220-220-51010 80855	Admin Supplies & Services 08/22/2016	155.13	0.00	09/13/2016	August 2016 Utility Bills		-		No	0000
220-220-51015	Postage 80855 Total:	401.53								
	EDMS Total:	401.53								
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EmePoo Emerald Pool & Patio 422299-1	08/19/2016	484.78	0.00	09/13/2016	Pool Chemicals		-		No	0000
220-220-53020	System Operating Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
422299-1	08/19/2016	484.78	0.00	09/13/2016	Pool Chemicals		-			No 0000
130-520-54020	Pool Operating Supplies									
	422299-1 Total:	969.56								
424123-1	08/19/2016	646.38	0.00	09/13/2016	Pool Chemicals		-			No 0000
130-520-54020	Pool Operating Supplies									
424123-1	08/19/2016	323.18	0.00	09/13/2016	Pool Chemicals		-			No 0000
220-220-53020	System Operating Supplies									
	424123-1 Total:	969.56								
424379-1	08/19/2016	126.96	0.00	09/13/2016	Pool Chemicals		-			No 0000
130-520-54040	Pool Maintenance									
	424379-1 Total:	126.96								
	EmePoo Total:	2,066.08								
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EPUD EPUD										
104799	08/24/2016	24.05	0.00	09/13/2016	Skate Park		-			No 0000
130-130-53110	Territorial Park Electricity									
	104799 Total:	24.05								
107383	08/24/2016	1,164.94	0.00	09/13/2016	Pool		-			No 0000
130-520-54055	Pool Utilities									
	107383 Total:	1,164.94								
112558	08/31/2016	2,554.99	0.00	08/31/2016	Various Street Lights		-			No 0000
230-230-51035	Electricity-Street Lights									
	112558 Total:	2,554.99								
122635	08/24/2016	23.43	0.00	09/13/2016	Bulk Water Station		-			No 0000
210-210-51035	Electricity									
	122635 Total:	23.43								
51043	08/24/2016	339.67	0.00	09/13/2016	City Hall		-			No 0000
100-100-51035	Electricity									
51043	08/24/2016	84.91	0.00	09/13/2016	City Hall		-			No 0000
140-140-51035	Electricity									
	51043 Total:	424.58								
60675	08/24/2016	78.27	0.00	09/13/2016	Pine St Station		-			No 0000
220-220-51035	Electricity									
	60675 Total:	78.27								
61380	08/24/2016	62.78	0.00	09/13/2016	Jeans Lift Station		-			No 0000
220-220-51035	Electricity									
	61380 Total:	62.78								
8229	08/24/2016	16.50	0.00	09/13/2016	Territorial Rd Pump		-			No 0000
210-210-51035	Electricity									
	8229 Total:	16.50								
	EPUD Total:	4,349.54								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Ferg3021 FEI #3011 Waterworks										
51218	08/08/2016	447.60	0.00	09/13/2016	Various needs	PO4993	-		No	0000
210-210-53040	System Maintenance									
	51218 Total:	447.60								
	Ferg3021 Total:	447.60								
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FRRev Fern Ridge Review										
17030	08/27/2016	112.00	0.00	09/13/2016	Public hearing notice-Sarto Village		-		No	0000
140-140-51025	Publishing Costs									
	17030 Total:	112.00								
17069	09/04/2016	96.00	0.00	09/13/2016	Commission Vacancies ad		-		No	0000
140-140-51025	Publishing Costs									
	17069 Total:	96.00								
	FRRev Total:	208.00								
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FRSD28J Fern Ridge School District 28J										
August 2016	09/01/2016	9,366.19	0.00	09/13/2016	School Excise Tax 8/01-8/31/2016		-		No	0000
100-000-20010	Accounts Payable									
	August 2016 Total:	9,366.19								
	FRSD28J Total:	9,366.19								
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IndSour Industrial Source										
1300531	08/16/2016	153.00	0.00	09/13/2016	Pool C02		-		No	0000
130-520-54020	Pool Operating Supplies									
	1300531 Total:	153.00								
	IndSour Total:	153.00								
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InfoStru Info Structure										
2333364	08/21/0216	45.81	0.00	09/13/2016	Cust #61227 - WWTP		-		No	0000
220-220-51030	Telephone Services									
	2333364 Total:	45.81								
2333379	08/21/0216	399.13	0.00	09/13/2016	Cust #C7930 - City Hall		-		No	0000
100-100-51030	Telephone Services									
2333379	08/21/0216	99.79	0.00	09/13/2016	Cust #C7930 - City Hall		-		No	0000
140-140-51030	Telephone									
	2333379 Total:	498.92								
2333613	08/21/0216	96.79	0.00	09/13/2016	Cust #62054 - Pool		-		No	0000
130-520-54055	Pool Utilities									
	2333613 Total:	96.79								
	InfoStru Total:	641.52								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
IngR Ingham Ric										
RIngham 08/16	08/01/2016	50.94	0.00	09/13/2016	Expense Reimbursement		-		No	0000
100-100-51075	Travel - Staff									
RIngham 08/16	08/01/2016	5.09	0.00	09/13/2016	Expense Reimbursement		-		No	0000
100-160-51075	Travel - Staff									
RIngham 08/16	08/01/2016	10.19	0.00	09/13/2016	Expense Reimbursement		-		No	0000
130-130-51075	Travel									
RIngham 08/16	08/01/2016	25.47	0.00	09/13/2016	Expense Reimbursement		-		No	0000
140-140-51075	Travel - Staff									
RIngham 08/16	08/01/2016	10.19	0.00	09/13/2016	Expense Reimbursement		-		No	0000
210-210-51075	Travel									
RIngham 08/16	08/01/2016	50.94	0.00	09/13/2016	Expense Reimbursement		-		No	0000
220-220-51075	Travel									
RIngham 08/16	08/01/2016	5.09	0.00	09/13/2016	Expense Reimbursement		-		No	0000
130-520-51075	Travel									
RIngham 08/16	08/01/2016	40.75	0.00	09/13/2016	Expense Reimbursement		-		No	0000
230-230-51075	Travel									
RIngham 08/16	08/01/2016	5.09	0.00	09/13/2016	Expense Reimbursement		-		No	0000
240-240-51075	Travel									
RIngham 08/16	08/01/2016	75.00	0.00	09/13/2016	Expense Reimbursement		-		No	0000
100-100-51030	Telephone Services									
	RIngham 08/16 Total:	278.75								
	IngR Total:	278.75								
JerBro Jerry Brown Co										
August 2016	08/31/2016	75.18	0.00	09/13/2016	Fuel usage		-		No	0000
100-100-51075	Travel - Staff									
August 2016	08/31/2016	150.38	0.00	09/13/2016	Fuel usage		-		No	0000
130-130-53030	Vehicle Operation/Maintenance									
August 2016	08/31/2016	150.38	0.00	09/13/2016	Fuel usage		-		No	0000
230-230-53030	Vehicle Operation-Maintenance									
August 2016	08/31/2016	601.50	0.00	09/13/2016	Fuel usage		-		No	0000
210-210-53030	Vehicle Operation&Maintenance									
August 2016	08/31/2016	526.31	0.00	09/13/2016	Fuel usage		-		No	0000
220-220-53030	Vehicle Operation&Maintenance									
	August 2016 Total:	1,503.75								
	JerBro Total:	1,503.75								
LanCoDe Lane County Deeds & Records										
Aug 2016	08/18/2016	17.36	0.00	09/13/2016	Recording fees for sidewalk easement		-		No	0000
230-230-51010	Admin Supplies & Services									
Aug 2016	08/31/2016	39.00	0.00	09/13/2016	Dedication deed and irrevocable petition		-		No	0000
210-210-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Aug 2016	08/18/2016	99.82	0.00	09/13/2016	Recording fees for sidewalk easement		-		No	0000
210-210-51010	Admin Supplies & Services									
Aug 2016	08/31/2016	39.00	0.00	09/13/2016	Dedication deed and irrevocable petition		-		No	0000
220-220-51010	Admin Supplies & Services									
Aug 2016	08/18/2016	303.80	0.00	09/13/2016	Recording fees for sidewalk easement		-		No	0000
220-220-51010	Admin Supplies & Services									
Aug 2016	08/31/2016	41.00	0.00	09/13/2016	Dedication deed and irrevocable petition		-		No	0000
230-230-51010	Admin Supplies & Services									
Aug 2016	08/18/2016	13.02	0.00	09/13/2016	Recording fees for sidewalk easement		-		No	0000
240-240-51010	Admin Supplies & Services									
	Aug 2016 Total:	553.00								
	LanCoDe Total:	553.00								
<hr/>										
LanEle Lane Electric Coop Inc										
42002 8/16	08/30/2016	77.28	0.00	09/13/2016	Community Center		-		No	0000
130-530-51035	Electricity-Community Center									
	42002 8/16 Total:	77.28								
42007 8/16	08/30/2016	136.17	0.00	09/13/2016	Hwy 126 Welcome Sign		-		No	0000
100-100-51100	Welcome Sign Maintenance									
	42007 8/16 Total:	136.17								
42008 8/16	08/30/2016	4,055.08	0.00	09/13/2016	Wastewater Treatment Plant		-		No	0000
220-220-51035	Electricity									
	42008 8/16 Total:	4,055.08								
42009 8/16	08/30/2016	203.36	0.00	09/13/2016	Bolton Hill Reservoir		-		No	0000
210-210-51035	Electricity									
	42009 8/16 Total:	203.36								
42013 8/16	08/30/2016	1,374.54	0.00	09/13/2016	Huston/Tidball pump		-		No	0000
210-210-51035	Electricity									
	42013 8/16 Total:	1,374.54								
St Lights 8/16	09/06/2016	1,362.43	0.00	09/06/2016	Various street lights		-		No	0000
230-230-51035	Electricity-Street Lights									
	St Lights 8/16 Total:	1,362.43								
	LanEle Total:	7,208.86								
<hr/>										
LeaOfOr League of Oregon Cities										
1055	07/15/2016	410.00	0.00	09/13/2016	LOC Annual Conference-Laing		-		No	0000
100-100-51090	Training & Travel-Officials									
	1055 Total:	410.00								
943	07/15/2016	370.00	0.00	09/13/2016	LOC Annual Conference-Ingham		-		No	0000
100-100-51070	Training & Conferences									
	943 Total:	370.00								
961	07/15/2016	410.00	0.00	09/13/2016	LOC Annual Conference-Larson		-		No	0000
100-100-51090	Training & Travel-Officials									
	961 Total:	410.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LeaOfOr Total:	1,190.00								
MidSta	Mid-State Industrial Svc									
0165902	08/25/2016	1,930.00	0.00	09/13/2016	Monthly Contract		-		No	0000
230-230-53150	Street Sweeping Contract									
	0165902 Total:	1,930.00								
	MidSta Total:	1,930.00								
MrChain	Mr Chain Saw Inc									
246147	08/31/2016	8.55	0.00	09/13/2016	Chainsaw repair		-		No	0000
130-130-53130	Equipment Repairs									
246147	08/31/2016	8.55	0.00	09/13/2016	Chainsaw repair		-		No	0000
230-230-53130	Equipment Repairs									
	246147 Total:	17.10								
	MrChain Total:	17.10								
MurSmi	Murray Smith & Associates Inc									
14-1619-13	08/31/2016	368.00	0.00	09/13/2016	Reservoir improvement svcs thru		-		No	0000
210-210-53040	System Maintenance				7/31/2016					
	14-1619-13 Total:	368.00								
	MurSmi Total:	368.00								
NetAsset	Net Assets									
88-201608	09/01/2016	386.00	0.00	09/13/2016	August 2016 lien searches		-		No	0000
100-100-51010	Admin Supplies & Services									
	88-201608 Total:	386.00								
	NetAsset Total:	386.00								
OneCal	One Call Concepts Inc									
6060506	06/30/2016	17.85	0.00	09/13/2016	Uitlity Locates MM/Year		-		No	0000
210-210-51030	Telephone Services									
6060506	06/30/2016	17.85	0.00	09/13/2016	Uitlity Locates MM/Year		-		No	0000
220-220-51030	Telephone Services									
	6060506 Total:	35.70								
6080506	08/31/2016	10.50	0.00	09/13/2016	Utility Locates		-		No	0000
220-220-51030	Telephone Services									
6080506	08/31/2016	10.50	0.00	09/13/2016	Utility Locates		-		No	0000
210-210-51030	Telephone Services									
	6080506 Total:	21.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	OneCal Total:	56.70								
OrCouFai	Oregon Country Fair									
2016-2	07/06/2016	270.00	0.00	09/13/2016	Worker day passes and vehicle passes4542		-		No	0000
350-350-54420	Volunteer Costs									
	2016-2 Total:	270.00								
	OrCouFai Total:	270.00								
OReilly	O'Reilly Automotive, Inc									
August 2016	08/28/2016	3.99	0.00	09/13/2016	Various needs		-		No	0000
210-210-53030	Vehicle Operation&Maintenance									
August 2016	08/28/2016	3.99	0.00	09/13/2016	Various needs		-		No	0000
230-230-53030	Vehicle Operation-Maintenance									
	August 2016 Total:	7.98								
	OReilly Total:	7.98								
OrmKip	Orme Kip									
KOrme 08/16	08/01/2016	50.00	0.00	09/13/2016	Cell phone stipend		-		No	0000
220-220-51030	Telephone Services									
	KOrme 08/16 Total:	50.00								
	OrmKip Total:	50.00								
PottGin	Potter Gina									
Potter 08/2016	08/31/2016	76.00	0.00	09/13/2016	Swim Lesson Refund		-		No	0000
130-520-51105	Refunds-Pool									
	Potter 08/2016 Total:	76.00								
	PottGin Total:	76.00								
RodPai	Rodda Paint Co									
11700313,405	08/11/2016	715.84	0.00	09/13/2016	Yellow Curb paint x 8 gallons		-		No	0000
230-230-53045	Street Maintenance									
	11700313,405 Total:	715.84								
	RodPai Total:	715.84								
SaniPac	SANIPAC									
2322478	09/01/2016	24.04	0.00	09/13/2016	Trash haul-Act #2013-2002191-001		-		No	0000
100-100-51050	Bldg Maint/Janitorial Sup									
2322478	09/01/2016	6.01	0.00	09/13/2016	Trash haul-Act #20132002191-001		-		No	0000
140-140-51050	City Hall Maint/Janitorial Sup									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2322478	09/01/2016	103.95	0.00	09/13/2016	Trash Haul-Act #2013-2002191-001		-		No	0000
220-220-53050	WW Treatment Plant Maintenance									
2322478	09/01/2016	123.43	0.00	09/13/2016	Trash haul-Act #2013-2002191-001		-		No	0000
210-210-53065	Bldg & Yard Maintenance									
	2322478 Total:	257.43								
2322510	09/01/2016	120.00	0.00	09/13/2016	Street debris		-		No	0000
230-230-53045	Street Maintenance									
	2322510 Total:	120.00								
	SaniPac Total:	377.43								
<hr/>										
SchKyl Schauer Kyle										
KSchauer 08/16	08/01/2016	50.00	0.00	09/13/2016	Cell phone stipend		-		No	0000
210-210-51030	Telephone Services									
	KSchauer 08/16 Total:	50.00								
	SchKyl Total:	50.00								
<hr/>										
Sprint Nextel Communications										
886952530-129	08/27/2016	39.83	0.00	09/13/2016	Cell phones svc 7/24-8/23/2016		-		No	0000
100-100-51030	Telephone Services									
886952530-129	08/27/2016	39.79	0.00	09/13/2016	Cell phones svc 7/24-8/23/2016		-		No	0000
130-130-51030	Telephone Services									
886952530-129	08/27/2016	59.75	0.00	09/13/2016	Cell phones svc 7/24-8/23/2016		-		No	0000
210-210-51030	Telephone Services									
886952530-129	08/27/2016	59.75	0.00	09/13/2016	Cell phones svc 7/24-8/23/2016		-		No	0000
220-220-51030	Telephone Services									
886952530-129	08/27/2016	39.83	0.00	09/13/2016	Cell phones svc 7/24-8/23/2016		-		No	0000
230-230-51030	Telephone Services									
	886952530-129 Total:	238.95								
	Sprint Total:	238.95								
<hr/>										
StringGe Gene Stringfield Bldg Mat Co.										
318786	09/07/2016	441.68	0.00	09/13/2016	Lumber - Oak Island Park bridge		-		No	0000
130-130-53210	Park Maintenance									
	318786 Total:	441.68								
	StringGe Total:	441.68								
<hr/>										
SubPro Suburban Propane										
164603	08/14/2016	75.00	0.00	09/13/2016	Bulk tank rent		-		No	0000
220-220-53020	System Operating Supplies									
	164603 Total:	75.00								
35148	08/09/2016	-45.00	0.00	09/13/2016	Propane		-		No	0000
220-220-53020	System Operating Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	35148 Total:	-45.00								
	SubPro Total:	30.00								
SunsetAu	Sunset Auto Parts, Inc									
August 2016	08/31/2016	5.29	0.00	09/13/2016	Various needs		-		No	0000
230-230-53030	Vehicle Operation-Maintenance									
August 2016	08/31/2016	20.40	0.00	09/13/2016	Various needs		-		No	0000
220-220-53130	Equipment Repairs									
August 2016	08/31/2016	8.28	0.00	09/13/2016	Various needs		-		No	0000
210-210-53030	Vehicle Operation&Maintenance									
August 2016	08/31/2016	8.29	0.00	09/13/2016	Various needs		-		No	0000
220-220-53030	Vehicle Operation&Maintenance									
August 2016	08/31/2016	8.28	0.00	09/13/2016	Various needs		-		No	0000
230-230-53030	Vehicle Operation-Maintenance									
	August 2016 Total:	50.54								
	SunsetAu Total:	50.54								
TherImag	Thermo Imaging & Analysis, LLC									
5080	08/25/2016	629.44	0.00	09/13/2016	WWTP motor repair		-		No	0000
220-220-53040	System Maintenance									
	5080 Total:	629.44								
	TherImag Total:	629.44								
VenAce	Veneta Ace Hardware									
August 2016	08/31/2016	6.99	0.00	09/13/2016	Various needs		-		No	0000
130-130-51055	Safety Program & Supplies									
August 2016	08/31/2016	131.79	0.00	09/13/2016	Various needs		-		No	0000
130-130-53210	Park Maintenance									
August 2016	08/31/2016	28.45	0.00	09/13/2016	Various needs		-		No	0000
130-520-54020	Pool Operating Supplies									
August 2016	08/31/2016	1.20	0.00	09/13/2016	Various needs		-		No	0000
130-520-54040	Pool Maintenance									
August 2016	08/31/2016	41.96	0.00	09/13/2016	Various needs		-		No	0000
130-520-54045	Pool Bldg Janitorial - Maint									
August 2016	08/31/2016	13.93	0.00	09/13/2016	Various needs		-		No	0000
210-210-51010	Admin Supplies & Services									
August 2016	08/31/2016	83.18	0.00	09/13/2016	Various needs		-		No	0000
220-220-53040	System Maintenance									
August 2016	08/31/2016	17.44	0.00	09/13/2016	Various needs		-		No	0000
210-210-51515	Tools & Small Equipment									
August 2016	08/31/2016	11.85	0.00	09/13/2016	Various needs		-		No	0000
220-220-51515	Tools & Small Equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
August 2016 230-230-51055	08/31/2016 Safety Programs & Supplies	7.00	0.00	09/13/2016	Various needs		-			No 0000
August 2016 230-230-51515	08/31/2016 Tools & Small Equipment	28.83	0.00	09/13/2016	Various needs		-			No 0000
August 2016 230-230-53070	08/31/2016 Landscape Maint & Supplies	12.00	0.00	09/13/2016	Various needs		-			No 0000
	August 2016 Total:	384.62								
	VenAce Total:	384.62								
<hr/>										
VenVet Veneta Vet Hospital Per end 8/18/16 100-170-51120	08/18/2016 Animal Control Supplies/Admin	179.00	0.00	09/13/2016	Emergency vet services		-			No 0000
	Per end 8/18/16 Total:	179.00								
	VenVet Total:	179.00								
<hr/>										
WheeEle Wheeler Electric 36089 220-220-53050	08/23/2016 WW Treatment Plant Maintenance	112.50	0.00	09/13/2016	Emergency service for motor		-			No 0000
	36089 Total:	112.50								
	WheeEle Total:	112.50								
<hr/>										
WilAnim Willamette Animal Guild 43407 100-170-51122	08/30/2016 Animal Control Feral Program	45.00	0.00	09/13/2016	Feral Cat Spay/Neuter		-			No 0000
	43407 Total:	45.00								
	WilAnim Total:	45.00								
<hr/>										
WilSan Wildish Sand & Gravel 104492 130-130-53210	08/25/2016 Park Maintenance	227.48	0.00	09/13/2016	Hot mix PO 5002		-			No 0000
	104492 Total:	227.48								
	WilSan Total:	227.48								
<hr/>										
	Report Total:	82,208.38								

**MEMORANDUM**

TO: Sgt. Halvorson, Lane County Sheriff's Office      DATE: August 16, 2016  
FROM: Darci Henneman, City Recorder  
SUBJECT: Request for Homecoming Parade Permit

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Attached is a parade permit application from Elmira High School for their annual Homecoming Parade scheduled for Friday, October 7, 2016.

Please review, initial & date this form, sign the attached application where indicated, and return to me at your earliest convenience.

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



\_\_\_\_\_ UNCONDITIONAL APPROVAL

\_\_\_\_\_ APPROVAL WITH CONDITIONS (complete reverse side of this memorandum)

\_\_\_\_\_ DENIAL (complete reverse side of this memorandum)



APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

CLASS: KEY#

GENERAL LOCATION				PURPOSE OF APPLICATION (TO CONSTRUCT/OPERATE/MAINTAIN)			
HIGHWAY NAME AND ROUTE NUMBER OR-200 / 200 / Territorial				<input type="checkbox"/> POLE LINE	TYPE		MIN. VERT. CLEARANCE
HIGHWAY NUMBER 200	COUNTY Lane			<input type="checkbox"/> BURIED CABLE	TYPE		
BETWEEN OR NEAR LANDMARKS WARTHEN RD. & MCCUTCHEON AVE				<input type="checkbox"/> PIPE LINE	TYPE		
HWY. REFERENCE MAP 1V-10-1	DESIGNATED FREEWAY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IN U.S. FOREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> NON-COMMERCIAL SIGN	FEE AMOUNT \$0.00		
APPLICANT NAME AND ADDRESS ELMIRA HIGH SCHOOL ATTN: STACY CORNELIUS 24936 FIR GROVE RD. ELMIRA, OR 97437				<input checked="" type="checkbox"/> MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS DESCRIBED BELOW			
				FOR ODOT USE ONLY			
				BOND REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	REFERENCE: OAR 734-55-035(2)	AMOUNT OF BOND \$0.00	
				INSURANCE REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	REFERENCE: OAR 734-55-035(1)	SPECIFIED COMP. DATE	

DETAIL LOCATION OF FACILITY(For more space attach additional sheets)

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM		BURIED CABLE OR PIPE		SPAN LENGTH
					CENTER OF PVMT	R/W LINE	DEPTH/VERT.	SIZE AND KIND	
18.47	19.81	1050+10	1121+16	BOTH	VARIES	VARIES	XXXXX	XXX	XXX

DESCRIPTION AND LOCATION OF NON-COMMERCIAL SIGNS OR MISCELLANEOUS OPERATIONS FACILITIES  
PERMIT IS FOR TRAFFIC CONTROL FOR PARADE on October 7, 2016

SPECIAL PROVISIONS (FOR MORE SPACE ATTACH ADDITIONAL SHEETS)

- TRAFFIC CONTROL REQUIRED  YES [OAR 734-55-025(6)]  NO
- OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED?  YES [OAR 734-55-100(2)]  NO (OAR 734-55-100(1))
- AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE AT TELEPHONE NUMBER: 541-935-7111/541-726-2526  
OR FAX A COPY OF THIS PAGE TO THE DISTRICT OFFICE AT: N/A SPECIFY TIME AND DATE IN THE SPACE BELOW.
- A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.
- ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.  
**CALL BEFORE YOU DIG 1-800-332-2344**

COMMENTS - ODOT USE ONLY

PERMIT AND PERMISSION TO HOLD THE HOMECOMING PARADE ON TERRITORIAL HWY AND TRAFFIC CONTROL. HWY IS NOT TO BE CLOSED PRIOR TO 4:00 P.M., CLOSURE NOT TO EXCEED 4 HOURS. CITY SIGNATURE REQUIRED ON PAGE 1 UNDER LOCAL GOVERNMENT. TRAFFIC CONTROL TO BE CONDUCTED BY LANE COUNTY SHERIFF'S OFFICE. HWY CLOSURE SHALL NOT EXCEED 15 MINUTES AND OVERSIZED TRUCKS WILL BE ALLOWED FULL MOVEMENT. LANE COUNTY SHERIFF'S OFFICE & CERT TEAM WILL PROVIDE TRAFFIC CONTROL.

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE <b>X</b>	TITLE CITY ADMINISTRATOR	DATE
APPLICANT SIGNATURE <i>[Signature]</i>	APPLICATION DATE 8.16.16	TITLE LEADERSHIP ADVISOR
When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.	DISTRICT MANAGER OR REPRESENTATIVE <b>X</b>	TELEPHONE NO. 541-935-8200
		APPROVAL DATE

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* 541-935-1838 \* [www.VenetaOregon.gov](http://www.VenetaOregon.gov)

ORGANIZATION: Elmira High School

APPLICANT: Stacy Cornelius

DATE OF PARADE: 10/7/2016 START TIME: 4:00 P.M. ENDING TIME: 5:00 P.M.

PURPOSE OF PARADE: home coming parade

I/We agree to comply with all rules, regulations and special conditions governing this parade permit for the use of City of Veneta streets, parks, and/or city facilities.

**THIS PERMIT DOES NOT AUTHORIZE USE OF STATE HIGHWAYS OR NON-CITY PROPERTIES. PERMITS FROM OREGON DEPT. OF TRANSPORTATION (ODOT) AND/OR OTHER AGENCIES ARE REQUIRED IF YOUR PARADE ROUTE INCLUDES STATE OR COUNTY ROADS AND/OR HIGHWAYS.**

I/We agree to be responsible for all application clean-up, any additional charges for law enforcement personnel, and compliance with all applicable governmental and/or law enforcement rules, regulations, and approvals.

**IN ADDITION I/WE WILL PROVIDE THE CITY WITH A CERTIFICATE OF INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED.**

In the event that I/We do not comply with the City's rules, regulations and special conditions, I/We understand that the City of Veneta may immediately revoke and terminate this parade permit. (See reverse side for applicable special conditions).

August 16, 2016

Date	Signature of Applicant or Authorized Agent	
		541-935-8200
Home Phone	Cell Phone	Work Phone
Gary Carpenter	541-935-8200	
Alternate Contact Person	Home Phone	Cell Phone

**PARADE PERMIT**

It appearing from the above application that the proposed parade is not to be held for any unlawful purpose and will not in any manner tend to a breach of the peace, cause damage or unreasonably interfere with the public use of the streets, or the peace and quiet of the inhabitants of this City. This permit is issued in accordance with Veneta Municipal Code 10.05.090 and is only valid for the use of City streets or facilities.

**NOW, THEREFORE**, the above-named Stacy Cornelius, is hereby granted a permit for a parade at the time and date specified for the use of City streets, parks and facilities as shown on the attached parade permit.

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

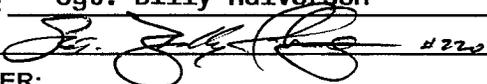
\_\_\_\_\_  
City Administrator

## SPECIAL CONDITIONS FOR PARADE PERMIT

THE PERMIT HOLDER SHALL COMPLY WITH EACH SPECIAL CONDITIONS BY INITIALING ALL CONDITIONS LISTED BELOW. FAILURE TO COMPLY WITH ANY ONE OF THE SPECIAL CONDITIONS OR REQUIREMENTS SHALL BE SUFFICIENT FOR THE CITY OF VENETA TO REVOKE OR TERMINATE THIS PARADE PERMIT.

	SPECIAL CONDITIONS	INITIALS
1.	This permit holder shall hold the City of Veneta harmless from all liability, expense, cost or damages which may be claimed against, incurred or suffered by the City of Veneta as a result of the actions of any individual, member, officer, agent, invitee or other participant in conjunction with the parade or any detour of traffic.	SC
2.	Lane Fire Authority has been provided with a copy of this permit and the current parade route seven (7) days prior to the parade taking place.	SC
	<b>REQUIREMENTS</b>	
3.	Traffic Controls and signs shall be installed as follows: Highway 126 & Territorial Rd., Veneta	SC
4.	Uniform sheriff's deputies or reserve deputies shall direct traffic at the following intersections: Highway 126 & I Territorial Rd., Veneta	SC
5.	Parade marshals shall be provided to direct traffic at the following intersections: CERT, Neighborhood Watch and/or EHS staff	SC
6.	Describe the Parade Route (attach route)	

**SIGNATURE REQUIRED FROM THE DEPARTMENT CONDUCTING THE TRAFFIC CONTROL. SIGNATURE REPRESENTS AWARENESS OF THE EVENT AND ASSURANCE/AGREEMENT POLICE WILL BE MONITORING THE EVENT. POLICE INFORMATION AND SIGNATURE HERE.**

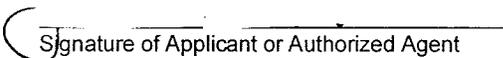
PRINT NAME: Sgt. Billy Halvorson DEPARTMENT: LCSO  
 SIGNATURE:  #220 DATE: 08 17 2016  
 PHONE NUMBER: \_\_\_\_\_

**PRIOR TO ISSUING A PARADE PERMIT, THE FOLLOWING MUST BE PROVIDED:**

- Certificate of Insurance
- Approval from the Oregon Dept. of Transportation (ODOT) must be obtained for the use of Territorial Road and Highway 126. Contact ODOT at 541-726-2526 for a permit application. Permit approval can take up to four weeks.
- Approval from the Lane County Public Works Department shall be obtained for the use of County Road. Contact Lane County Public Works at 541-582-6902 for a permit application. Permit approval can take a minimum of 6 weeks.

I, Stacy Cornelius, hereby certify that I will comply with City of Veneta ordinances pertaining to this permit. I also understand this permit is not valid without the necessary permits from the above mentioned agencies and a Certificate of Insurance

August 16, 2016  
Date

  
Signature of Applicant or Authorized Agent

S:\FORMS\Public Works\parade permt.docx

**GENERAL LIABILITY and AUTO LIABILITY ADDITIONAL PARTICIPANT CERTIFICATE**

<b>AGENCY/AGENT - ISSUING CERTIFICATE</b>	Date: 8/5/2016 <a href="#">Print</a>
WHA Insurance 2930 Chad Dr Eugene, OR 97408 Kelly McCorkle 800-852-6140	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENTS. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN ANY OF THE FOLLOWING PARTIES: THE AGENCY, NAMED PARTICIPANT, CERTIFICATE HOLDER AND/OR COMPANIES AFFORDING COVERAGE.

<b>NAMED PARTICIPANT/MEMBER - REQUESTING CERTIFICATE</b>	<b>ORGANIZATIONS AFFORDING COVERAGE</b>
Fern Ridge School District 28J 88834 Territorial Road Elmira, OR 97437-9756 Quannah Bennett (541) 935-2253	Company A - Property Casualty Coverage for Education (PACE) Company B - Genesis Insurance Company

**COVERAGES**

This is to certify that Coverage Documents listed herein have been issued to the Named Participant herein for the Coverage Period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the Coverage Documents listed herein is subject to all the terms, conditions and exclusions of such Coverage Documents. Aggregate Limits which are shown may have been reduced by paid Claims, Suits or Actions. The titles referenced under Type of Coverage are inserted solely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

OR/CO LTR	Type of Coverage	Coverage Document	Effective Date	Expiration Date	Limits	
A B	<b>General Liability</b>	31P60133-240	7/1/2016	6/30/2017	General Aggregate	\$20,000,000
	X Commercial General Liability				Each Occurrence	\$10,000,000
	X Public Officials Liability					
	X Employment Practices Liability					
	X Occurrence Form					
Employment Practices Deductible/SIR: \$0 Wrongful Acts Deductible/SIR: \$0 General Liability Deductible/SIR: \$0  *\$5,000 Minimum deductible for terminations if PACE or approved legal counsel is not consulted prior to an employment termination.						
A B	<b>Automobile Liability</b>	31P60133-240	7/1/2016	6/30/2017	General Aggregate	\$20,000,000
	X Scheduled Autos				Each Occurrence	\$10,000,000
	X Hired Autos & Non-Owned Autos					
	X Occurrence Form					
	X Deductible/SIR: \$0					

**Remarks:** When required by an Insured Contract certificate holder is an additional participant in respects to Elmira High School Homecoming Parade, October 7, 2016, but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of the certificate holder's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.

\*Information is provided as of the date this certificate was generated and issued and is subject to change.

<b>Certificate Holder - Requesting Certificate</b> Oregon Department of Transportation 3700 SW Philomath Blvd Corvallis, OR 97333	CANCELLATION: Should any of the Coverage Documents herein be cancelled before the expiration date thereof, PACE will endeavor to provide notice in accordance with the PACE General Liability Coverage Document provisions. Failure to mail such notice shall impose no obligation or liability of any kind upon PACE, its agents or representatives, or the issuer of this certificate.
	Authorized Representative of Named Participant: Date: August 5, 2016

**GENERAL LIABILITY and AUTO LIABILITY ADDITIONAL PARTICIPANT CERTIFICATE**

<b>AGENCY/AGENT - ISSUING CERTIFICATE</b>	Date: 8/5/2016 <a href="#">Print</a>
WHA Insurance 2930 Chad Dr Eugene, OR 97408 Kelly McCorkie 800-852-6140	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE COVERAGE DOCUMENTS. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN ANY OF THE FOLLOWING PARTIES: THE AGENCY, NAMED PARTICIPANT, CERTIFICATE HOLDER AND/OR COMPANIES AFFORDING COVERAGE.

<b>NAMED PARTICIPANT/MEMBER - REQUESTING CERTIFICATE</b>	<b>ORGANIZATIONS AFFORDING COVERAGE</b>
Fern Ridge School District 28J 88834 Territorial Road Elmira, OR 97437-9756 Quanah Bennett (541) 935-2253	Company A - Property Casualty Coverage for Education (PACE) Company B - Genesis Insurance Company

**COVERAGES**

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OR/CO LTR	Type of Coverage	Coverage Document	Effective Date	Expiration Date	Limits	
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	X Commercial General Liability				Each Occurrence	\$10,000,000
	X Public Officials Liability					
	X Employment Practices Liability					
	X Occurrence Form					
Employment Practices Deductible/SIR: \$0 Wrongful Acts Deductible/SIR: \$0 General Liability Deductible/SIR: \$0  *\$5,000 Minimum deductible for terminations if PACE or approved legal counsel is not consulted prior to an employment termination.						
A B	<b>Automobile Liability</b>	31P60133-240	7/1/2016	6/30/2017	General Aggregate	\$20,000,000
	X Scheduled Autos				Each Occurrence	\$10,000,000
	X Hired Autos & Non-Owned Autos					
	X Occurrence Form					
	X Deductible/SIR: \$0					

**Remarks:** When required by an Insured Contract certificate holder is an additional participant in respects to Elmira High School Homecoming Parade, October 7, 2016, but only with respects to negligence claims for Bodily Injury, Property Damage or Personal Injury where the Named Participant is deemed to have liability. In no event shall coverage extend to any party for any Claim, Suit or Action, however or whenever asserted, arising out of the certificate holder's sole negligence or for any Claim, Suit or Action which occurs prior to the execution of the contract or agreement.

\*Information is provided as of the date this certificate was generated and issued and is subject to change.

<b>Certificate Holder - Requesting Certificate</b> City of Veneta P.O. Box 458 Veneta, OR 97487	<b>CANCELLATION:</b> Should any of the Coverage Documents herein be cancelled before the expiration date thereof, PACE will endeavor to provide notice in accordance with the PACE General Liability Coverage Document provisions. Failure to mail such notice shall impose no obligation or liability of any kind upon PACE, its agents or representatives, or the issuer of this certificate.
	Authorized Representative of Named Participant: _____ Date: August 5, 2016

**CITY OF VENETA – FINANCE DIRECTOR  
EMPLOYMENT AGREEMENT**

**SECTION 1. PARTIES**

**THIS AGREEMENT** was acknowledged by the City Council on the 12th day of September, 2016, by and between the City of Veneta, Lane County, State of Oregon, an Oregon municipal corporation, thereafter referred to as “City” and Shauna Hartz, hereinafter referred to as “Finance Director,” both of whom agree and understand as follows:

**SECTION 2. RECITALS**

**WHEREAS**, the City desires to continue the employment and services of Finance Director; and

**WHEREAS**, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and set working conditions for Finance Director; and

**WHEREAS**, Finance Director desires continued employment with the City of Veneta;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, City, through its Administrator, and Finance Director agree as follows:

**SECTION 3. DUTIES**

City agrees to employ Shauna Hartz as City Finance and Administrative Services Director, to perform the functions and duties as specified in the Job Description attached hereto and to perform other legally permissible and proper duties and functions as City shall assign. Finance Director may not assign or transfer to any other person, firm or corporation, any of her obligations under this Agreement, without the consent of the City.

**SECTION 4. TERM**

- A. The initial term of this Agreement shall begin on August 26, 2016 and shall terminate on August 26, 2017, unless renewed as provided in Section 4.B. below.
- B. The Agreement shall automatically renew each year ending on the last day of August of each fiscal year, unless one party notifies the other in writing. The City shall provide notice at least 120 days prior to the expiration of the current term, of its desire not to extend the Agreement. Finance Director shall provide at least 60 days prior to the expiration of the current term, of her desire not to extend the Agreement. If notice is given by the City that the contract is not going to be renewed at least 120 days

prior to the end of the agreement, the provisions of Section 5.A. regarding severance pay, are not applicable.

- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of Finance Director at any time, subject only to the provisions set forth in this Agreement.
- D. Nothing in this Agreement shall prevent or otherwise interfere with the right of Finance Director to resign at any time from her position with the City, subject only to the provisions set forth in Section 5 of this Agreement.

## **SECTION 5. DISCIPLINE AND TERMINATION**

### **A. TERMINATION WITHOUT CAUSE BY CITY**

The City may terminate this Agreement and Finance Director, without cause, and at the pleasure of the City. In such event, Finance Director shall be paid on the date of termination a lump sum equivalent to one-half month's salary for every year Finance Director was employed with the City, but in no event shall such compensation exceed the equivalent of six (6) months' salary. Additionally upon such termination, the City shall provide one month of health coverage for every two years of employment with the City, but in no event shall the City provide more than six months of health insurance. In addition, Finance Director shall be entitled to compensation for all earned but unused vacation time. Finance Director acknowledges that this contract provision cannot be changed or modified by any Employee Handbook, statement or policy of City which would tend to indicate that Finance Director may not, at any time, be dismissed without cause, or that Finance Director is other than an "at will employee." Acceptance of severance by Finance Director shall constitute a waiver and release of all claims of Finance Director and any persons legally entitled to assert claims as a result of Finance Director's dismissal against the City, its mayor, council, employees, volunteers, agents or representatives, whether known or unknown to Finance Director at the time such severance pay is accepted.

### **B. TERMINATION WITHOUT CAUSE BY FINANCE DIRECTOR**

Finance Director may terminate this Agreement upon 60 days written notice to City. In such event, Finance Director shall continue to render services and shall be paid her regular compensation up to the date of termination. No severance benefits as set forth in Section 5.A. above shall apply.

## **C. DISCIPLINARY ACTION OR TERMINATION FOR CAUSE**

City may take appropriate disciplinary action or terminate for cause in accordance with Section 12.00 of the City Employee Handbook. No severance benefits as set forth in Section 5.A. above shall apply.

### **SECTION 6. SALARY**

City agrees to pay Finance Director for services rendered pursuant to an annual salary of seventy nine thousand seven hundred eighty-eight dollars (\$79,788) payable in installments consistent with City policy.

In addition, City through the City Administrator agrees to review Finance Director's base salary and/or other benefits to the extent City deems desirable. Such salary review shall be at the same time as similar consideration is given to other City positions. Additionally, Finance Director's shall be granted any annual COLA given to other City employees.

### **SECTION 7. PERFORMANCE EVALUATION**

City Administrator shall formally review and evaluate the performance of the Finance Director annually. The review and evaluation shall be in accordance with criteria developed by the City. Criteria may be added or deleted as the City may, from time to time, determine.

### **SECTION 8. EXTENT OF SERVICES**

Finance Director is an Administrative Officer of City and operates in accordance with the policies as set forth by the City Charter, ordinances and job description. During the term of this Agreement, Finance Director shall not be engaged in any business activities which interfere with her current duties or accept remuneration from other sources, except as approved by the City.

### **SECTION 9. REGULAR BENEFITS**

Finance Director is entitled to vacation, workers' compensation, sick leave, other leaves and holidays as provided in the City of Veneta Employee Handbook. With coordination with the City Administrator, Finance Director will be entitled to flex her work week, primarily by working four ten-hour shifts. With Wednesdays as her regularly scheduled day off.

### **SECTION 10. CITY BENEFITS**

Finance Director will be eligible for all City benefits as set forth in the Employee Handbook. This specifically includes benefits as set forth in Section 11.00 of the City Employee Handbook.

## **SECTION 11. INSURANCE**

Finance Director shall be entitled to health, vision, life, long term disability and dental insurance as provided by the City of Veneta Employee Handbook, and in accordance with such plan or plans as the City may adopt from time to time.

## **SECTION 12. RETIREMENT**

City shall provide Public Employee Retirement System (PERS) benefits for Finance Director with payments in accordance with policies of the City.

City agrees to pay an amount equivalent to twelve (12%) percent of Finance Director's annual salary into a deferred compensation account. Such amounts are to be paid into the deferred compensation account during bi-monthly payroll periods.

## **SECTION 13. DUES, SUBSCRIPTIONS AND DISCLOSURES**

- A. Membership and participation on any Board of Directors or attendance at professional organizations, conferences or training shall be at the expressed consent of the City Administrator.
- B. Finance Director is required to disclose any outside activities or interests that conflict, or may conflict, with the best interests of the City to the City Administrator. Prompt disclosure is required if the activity or interest is related, directly or indirectly, to an activity that Finance Director may be involved with on behalf of City.
- C. Membership and/or participation at local service club meetings are considered compensatory time and any membership dues shall be paid by the City.

## **SECTION 14. GENERAL EXPENSES**

City recognizes that certain expenses of a non-personal and job-related nature will be incurred by Finance Director, and hereby agrees to reimburse the expenses, upon receipt of duly executed purchase orders, receipts, statements, or personal affidavits, subject to compliance with policies of City.

## **SECTION 15. BONDING**

City shall bear the full cost of any fidelity or other bonds required of Finance Director under any law or ordinance.

## **SECTION 16. INDEMNIFICATION**

City agrees to defend, hold harmless and indemnify Finance Director from any and all demands, claims, suits, actions and legal proceedings brought against Finance Director

in her official capacity as agent and employee of City, to the extent required pursuant to the Oregon Tort Claims Act, ORS 30.260 to 30.300.

## **SECTION 17. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The City Administrator may modify terms and conditions of employment as he/she may determine from time to time and as referenced in the job description attached hereto, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City Charter, ordinances, federal or state law.

## **SECTION 18. CONFIDENTIALITY**

- A. Finance Director recognizes that City has and will have future plans, business affairs, employment, legal, and litigation matters, and other proprietary information that are valuable, special and unique assets of City and need to be protected from improper disclosure. Finance Director agrees not to, at any time or in any manner, either directly or indirectly, use any information for her own benefit, or divulge in any manner to any third party without the prior written consent of City. Finance Director will protect the information as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.
- B. If it appears that Finance Director has disclosed (or has threatened to disclose) information in violation of this Agreement, City shall be entitled to an injunction to restrain Finance Director from disclosing, in whole or in part, such information, or from providing any services to any party to whom such information has been disclosed or may be disclosed. City shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.
- C. The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

## **SECTION 19. NOTICES**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

City: City Administrator  
City of Veneta  
P.O. Box 458  
Veneta, OR 97487

Finance Director: Shauna Hartz  
86262 Smigley Road  
Veneta, OR 97487

Either party may change such addresses from time to time by providing written notice to the other in the manner set forth above.

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice or alternative method where actual notice is shown. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

## **SECTION 20. GENERAL PROVISIONS**

- A. The text herein shall constitute the entire Agreement between the parties and replaces any previous written or oral agreement.
- B. This Agreement shall be binding upon and inure to the benefits of the heirs at law and executors of Finance Director.
- C. This Agreement shall become effective commencing the 26th day of August, 2016.
- D. If any provision or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Upon termination of this Agreement, Finance Director shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in Finance Director's possession or under her control and that are City's property or relate to City's business.
- F. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
- F. By her signature below, Finance Director acknowledges that the City has used the services of J. Kenneth Jones and the Local Government Law Group for advice regarding the preparation of this document. She acknowledges that she has been advised to seek a legal representation of her choice for any questions or evaluation of the document and did not rely upon J. Kenneth Jones or the Local Government Law Group for any such advice or evaluation.
- G. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
- H. Laws of the State of Oregon shall govern this Agreement.

**IN WITNESS WHEREOF**, the City of Veneta has caused this Agreement to be signed and executed on its behalf by its City Administrator and Finance Director has signed and executed this Agreement, both in duplicate.

Dated this 12th day of September, 2016.

CITY OF VENETA

ADMINISTRATOR

By: XXXXXXXXXXXXXXXXXXXX  
R. Ric Ingham, City Administrator  
Date: \_\_\_\_\_, 2016

XXXXXXXXXXXXXXXXXXXX  
Shauna Hartz, Finance Director  
Date: \_\_\_\_\_, 2016



Name Calvin Kenney

Committee Applying for Planning

Date 7/27/16

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.)

Six years experience on planning commission. Over 20 years experience in construction and facility management.

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

I want to give back to the community that I call home and do my part to make it better for today and in the future.

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

Potentiality zoning issues of commercial applications, improved storm water management and increased awareness of those with special needs.

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

\* Over 6 years with the City of Veneta Planning Commission.

\* Served 5 years on the City of Veneta Budget Committee.

\* Fours years of volunteer work with the Santa Project.

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

NO

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?

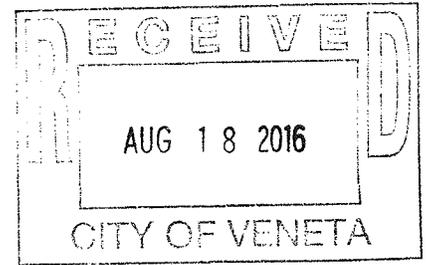
NO

S:\FORMS\Volunteers\Commission & Committee Application form.rtf





**Fern Ridge Jack Kelley Post 9448  
Veterans of Foreign Wars of The United States  
PO Box 764  
Veneta, OR 97487**



August 17, 2016

City of Veneta  
88184 8<sup>th</sup> Street  
Veneta, OR 97487

The Veterans of Foreign Wars of the United States is a Non-Profit Veterans organization. We have been holding our meetings at the Veneta Community Center. We still do not have a Post Home and would like to continue to hold meetings there.

We request the use of the Veneta Community Center to hold our meetings. We would like to use the Center for these meetings on the third Tuesday of each month at 7:00 PM. Meetings normally last for less than two hours. We would need access by 6:30 PM on the meeting nights.

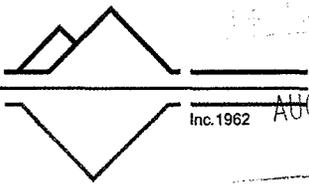
Since we are a non-profit organization with very little income, we request that the City of Veneta wave the normal rent for the hall for the monthly meetings and the requirement to provide General Liability Insurance for one calendar year.

Thank you for your consideration of this request.

Respectfully,

Michael Beyerlin  
Commander, Post 9448  
P.O. Box 1297  
Veneta, OR. 97487  
mlbbuzz@msn.com

**Fern Ridge Jack Kelley Post 9448  
Veterans of Foreign Wars of The United States  
PO Box 764  
Veneta, OR 97487**



PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* www.venetaoregon.gov

Mark one:  Private Party/Individual  Non-commercial  Senior citizen group  Governmental agency  
 Educational program

Name of Organization/Applicant: V.F.W Post 9448

Mailing Address: P.O. Box 764 City/Zip: VENETA 97487

Phone (s): 541-935-0937 Email: 6:30

Date (s) of Use: 3<sup>rd</sup> TUES. of Each Month Time: 7:00 to 9:00  
(Must include set-up & clean up time)

Estimated attendance: 30 Type of Event Business

**Requested Facility:**

**Community Center** (25192 E Broadway) Not to exceed 100 people (Includes use of full kitchen; 8-8' banquet tables; 4-4' round tables; and chairs for indoor use only.)

<u>Rental Rates:</u>	<u>Number in attendance</u>	<u>Min. Charge (1st 3 hrs.)</u>	<u>Each Add. Hour</u>
	1-10 People	\$35	\$15
	11-50 People	\$45	\$20
	51-100 People	\$55	\$25

- Deposit of \$50.00 required for all rentals even if fee is waived or reduced. Deposit refundable if key is returned and the Community Center is cleaned up as instructed in the Facilities Rental Rules and Agreements.
- Events or group activities sponsored by organized senior citizen groups will receive a 50% discount on above rental fee.
- Scheduled education programs may be scheduled on a 1 hour basis at the rate of \$15.00/hour.
- Non-profit organizations may submit written requests to the City Council for fee reductions or fee waivers for consideration by City staff or City Council.
- Failure to comply with Facilities Rental Rules & Agreements may affect continued and/or future waiver requests.
- Events sponsored by the City of Veneta and/or other governmental agencies may use the Community Center at no cost.
- Fee reductions and waivers do not include the key/cleaning deposit.

I certify that I am the authorized representative of the above group( s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the rules and agreements regarding use of the Cities facilities. I understand that violation of any of these policies may jeopardize current and future use of the facility. I have been given a copy of the rules and agreements and I and the organization I represent understand and agree to abide by them in their entirety.

[Signature]  
Signature of Applicant

8-18-2016  
Date

Rental Fee	\$ <u>450</u>	+ \$50.00 Deposit <u>(on file)</u>	Amount of Waiver Requested	\$ <u>450</u>
Total Due	\$ _____		Council Waiver Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt #	_____		Date Approved/Denied	____/____/____



## Fern Ridge School District 28J

Gary E. Carpenter, Jr.  
Superintendent

88834 Territorial Road, Elmira, OR 97437  
Phone: (541) 935-2253  
Fax: (541) 935-8222

August 19, 2016

City of Veneta Administrative Center  
Attention: Veneta City Council  
88184 8<sup>th</sup> St  
Veneta OR 97487

Re: Water Rate Reduction

Veneta City Council Members:

The Fern Ridge School District is currently in the process of completing the installation of new fire suppression water holding tanks on the campus of Elmira High School. The new sprinkler system is included in the bond project currently being completed at EHS. I am working with the Fire District to assist us in delivery of the water, and with the city to purchase the water. The 3 tanks will hold 80,000 gallons.

Any consideration by the city to give us the lowest possible bulk rate would be very much appreciated. Thanks you for your consideration.

Professionally,

Gary E. Carpenter, Jr.  
Superintendent

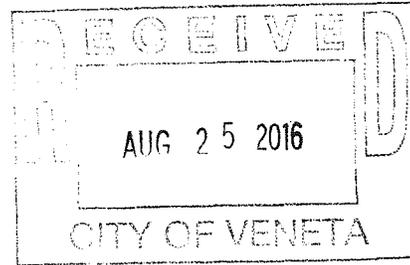
Pc: Jeff Thiessen, Maintenance Manager  
Greg Baker, Facilities Manager

*The Fern Ridge School District is an equal opportunity educator and employer.*



Fern Ridge Gleaners  
c/o Mid Lane Cares  
P.O. Box  
Veneta, Oregon 97487  
August 23, 2016

City of Veneta  
~~P.O. Box~~ 88184 8<sup>th</sup> St.  
Veneta, Oregon 97487



To whom it may concern:

The Fern Ridge Gleaners is a 501 (c)(3) non-profit organization under the sponsorship of Mid Lane Cares. It is our goal to assist those individuals who need help stretching their grocery budget by providing opportunities for self sufficiency through picking second harvest foods. We are an organized group of people who are willing to work very hard picking, sorting, dividing, distributing, and anything else that needs to be done to get the product ready for use and distributed.

We meet every 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Friday, and sometimes an occasional additional Friday, to sort second harvest foods to distribute to area families. To do this we are requesting the use of the Veneta Community Center on these Friday's from the hours of 4-8 pm. We are also requesting that the usual rental amount be waived.

You can contact Diana Waggoner (541-935-5466), Sue Richards (541-935-2554), or Pat Coy ([midlanecares3@gmail.com](mailto:midlanecares3@gmail.com)) with any questions. Thank you for your consideration.

Sincerely,

Diana Waggoner  
co-coordinator of the Fern Ridge Gleaners  
541-935-5466  
541-935-0346

Requested dates for 2016:

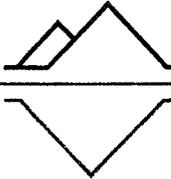
September 9, 23(30)  
October 14, 28  
November 11, 25  
December 9, 23, 30

Requested dates for 2017:

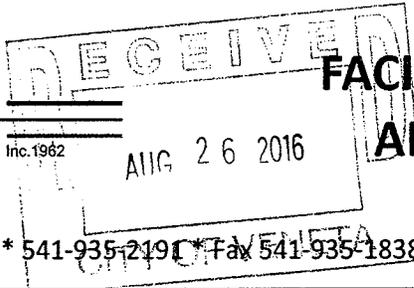
January 13, 27  
February 10, 24  
March 10, 24, 31  
April 14, 28  
May 12, 26  
June 9, 23, 30  
July 14, 28  
August 11, 25  
September 8, 22, 29

VENETA

oregon



inc. 1962



FACILITIES RENTAL APPLICATION

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* www.venetaoregon.gov

Mark one:  Private Party/Individual  Non-commercial  Senior citizen group  Governmental agency  Educational program

Name of Organization/Applicant: non profit mid lane Fern Ridge gleaners Suzanne Richards

Mailing Address: \_\_\_\_\_ City/Zip: Veneta 97487

Phone (s): \_\_\_\_\_ Email: \_\_\_\_\_

Date (s) of Use: 2nd, 4th, + 5th Friday every month Time: 4 P to 8 P  
(Must include set-up & clean up time)

Estimated attendance: 30-40 tops Type of Event distribution of food to needy

Requested Facility:

Community Center (25192 E Broadway) Not to exceed 100 people (Includes use of full kitchen; 8-8' banquet tables; 4-4' round tables; and chairs for indoor use only.)

Rental Rates:	Number in attendance	Min. Charge (1st 3 hrs.)	Each Add. Hour
	1-10 People	\$35	\$15
	11-50 People	\$45	\$20
	51-100 People	\$55	\$25

- Deposit of \$50.00 required for all rentals even if fee is waived or reduced. Deposit refundable if key is returned and the Community Center is cleaned up as instructed in the Facilities Rental Rules and Agreements.
- Events or group activities sponsored by organized senior citizen groups will receive a 50% discount on above rental fee.
- Scheduled education programs may be scheduled on a 1 hour basis at the rate of \$15.00/hour.
- Non-profit organizations may submit written requests to the City Council for fee reductions or fee waivers for consideration by City staff or City Council.
- Failure to comply with Facilities Rental Rules & Agreements may affect continued and/or future waiver requests.
- Events sponsored by the City of Veneta and/or other governmental agencies may use the Community Center at no cost.
- Fee reductions and waivers do not include the key/cleaning deposit.

I certify that I am the authorized representative of the above group( s ), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the rules and agreements regarding use of the Cities facilities. I understand that violation of any of these policies may jeopardize current and future use of the facility. I have been given a copy of the rules and agreements and I and the organization I represent understand and agree to abide by them in their entirety.

Suzanne Richards  
Signature of Applicant

8/26/16  
Date

Rental Fee	\$ <u>1820.00</u> + \$50.00 Deposit	Amount of Waiver Requested	\$ <u>1820.00</u>
Total Due	\$ _____	Council Waiver Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt #	_____	Date Approved/Denied	____/____/____

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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### Title/Topic: Establishing a Tobacco Retail Licensing Program

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Meeting Date: September 12, 2016  
Department: City Administration

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

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#### ISSUE STATEMENT(S)

Does the Council wish to conduct its second reading of Ordinance No. 538, requiring all retail outlets in Veneta to secure a Tobacco Retail License before selling tobacco products?

If so, does the council also wish to consider: 1) adopting associated licensing fees by resolution; and 2) approving an IGA which allocates all associated administrative and enforcement tasks to Lane County?

#### BACKGROUND

At its meeting on December 14, 2015, the Council heard a presentation by Lane County Public Health explaining changes made to Lane County Code Chapter 9 that enacted a tobacco retail licensing program in unincorporated areas of Lane County. At the January 25, 2016 meeting, the Council discussed several policy issues before directing staff and legal counsel to draft an ordinance mirroring Lane County's recently adopted tobacco retail licensing program. Both the City's and Lane County's ordinances and codes establish provisions to regulate tobacco and tobacco paraphernalia sales to minors and to establish a tobacco licensing requirement for all retail sellers of tobacco products. The proposed ordinance will also regulate and prohibit the sale and distribution of electronic smoking devices (ESDs) to minors.

At its August 8, 2016 meeting, the Council held its first reading of Ordinance No. 538. Subsequent to the reading of the Ordinance, Council asked whether tobacco retailers located within the Highway Commercial (HC) Zone could be exempted from the 1,000 foot school buffer. In response to this Council direction, the attached Ordinance No. 538 differs slightly from the version previously considered and held for first reading. Section 5.30.030(1) has been changed as follows (new language in bold):

“5.30.030 Limits on Eligibility for a Tobacco Retailer License.

(1) No license will be issued to a Tobacco Retailer located within 1,000 feet of any school as follows:

(a) Except as provided in subparagraph (b) of this subsection, no Tobacco Retailer license will be issued to a Tobacco Retailer located within one thousand (1,000) feet of a school as measured by a straight line from the nearest point of the property line of the lot or parcel on which the school is

located to the nearest point of the property line of the parcel on which the applicant's business is located. For the purposes of this chapter, "school" means a public kindergarten, elementary, middle, junior high or high school. (b) A Tobacco Retailer that has been in operation at a location consistently since the effective date of this ordinance **or that is located within the City's Highway Commercial (HC) Zone** is exempt from the requirements of subparagraph (a) of this subsection."

This minor addition ensures that tobacco retailers operating within the City's limited HC Zone may be located within 1,000 feet of a school.

Staff also made a minor change to Section 5.30.020(2) to allow the Council to set the incentive program amount by resolution. This will allow the Council to quickly change components of its program to reflect the County's program, if amended. This section was also edited to improve its clarity. This Section now reads:

(2) By resolution, the Council may provide for an incentive program reducing the annual license fee ~~by \$75~~ if **a Tobacco Retailer** ~~they~~: 1) ~~has~~ **has** no tobacco retail violations in the previous year and 2) ~~uses~~ **uses** a cash register that reads the magnetic strip on drivers' licenses to verify age.

A resolution establishing: 1) a licensing fee (reflecting the County's fee of \$200); and 2) the incentive program per Section 5.30.030(2), and setting \$75 as the potential license fee reduction is attached for Council approval. The resolution should only be considered and approved following the second reading and approval of Ordinance No. 538.

Per the Council's direction at its January 25 meeting, staff worked with Lane County to develop an Intergovernmental Agreement (IGA) that would allow Lane County to administer and enforce the City's tobacco retail licensing program, if adopted. The County approved IGA is included on tonight's agenda for Council's review and potential approval.

## **RELATED CITY POLICIES**

Staff is recommending that the Tobacco Retail Licensing program be adopted under Chapter 5 (Business License and Regulations) of our Veneta Municipal Code. The recently adopted ordinance prohibiting smoking within City Parks was adopted under Chapter 12 (Streets, Sidewalks and Public Places).

## **COUNCIL OPTIONS**

1. Approve Ordinance No. 538 for second reading.
2. Recommend further modifications to Ordinance No. 538 and request a first reading of the modified ordinance at a future date.
3. Choose not to enact Ordinance No. 538.

## **CITY ADMINISTRATOR RECOMMENDATION**

Approve Ordinance No. 538 for second reading, as presented. If approved, consider adoption of Resolution No. 1207 and the proposed IGA with Lane County.

**SUGGESTED MOTION #1:**

*“I make a motion to approve Ordinance No. 538, an Ordinance Establishing Veneta City Code Title 5, Chapter 30 Tobacco Retail Licensing for second reading, by title only and final enactment.”*

**SUGGESTED MOTION #2:**

*“I make a motion to approve Resolution No. 1207, a Resolution Establishing a Tobacco Retailer Licensing Fee and Reduction Thereto for certain Tobacco Retailers, as presented.”*

**SUGGESTED MOTION #3:**

*“I make a motion to approve the IGA with Lane County for Tobacco Retail Licensing Services, as presented.”*

**ATTACHMENT**

None



**CITY OF VENETA**

**ORDINANCE NO. 538**

**AN ORDINANCE ESTABLISHING VENETA CITY CODE TITLE 5, CHAPTER 30 TOBACCO RETAIL LICENSING**

**WHEREAS**, the City of Veneta wishes to be proactive against minors' observation and potential subsequent use of tobacco products; and

**WHEREAS**, the Veneta City Council has concluded that regulating tobacco retailers will limit minors' exposure to tobacco products and tobacco related paraphernalia; and

**WHEREAS**, the City Council believes that licensing tobacco retailers is an effective means to administer and enforce tobacco retail regulations; and

**WHEREAS**, the City Council desires to adopt a tobacco retail licensing program substantially similar to the County program, which commenced on August 25, 2015; and

**WHEREAS**, the City Council intends to contract with Lane County for the administration and enforcement of the tobacco retail licensing program adopted by this Ordinance.

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

**Section 1. Adoption.** Code provisions establishing a tobacco retail licensing program for the City of Veneta, attached hereto as Exhibit A and incorporated herein by this reference, are hereby adopted and inserted into the Veneta Municipal Code at Title 5, Chapter 30.

**Section 2. Severability.** The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**Section 3. Codification.** Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 2 through 4) need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

//

**Section 4. Effective Date.** This ordinance will go into full force and effect on the 30<sup>th</sup> day after City Council enactment.

READ FOR A FIRST TIME, BY TITLE ONLY, this 8<sup>th</sup> day of August, 2016, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this \_\_\_\_ day of \_\_\_\_\_, 2016, no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a \_\_\_\_ vote for and \_\_\_\_ against by the City of Veneta Council this \_\_\_\_, day of \_\_\_\_\_, 2016.

XXXXXXXXXXXXXXXXXXXX

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

Executed on \_\_\_\_\_

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

Executed on \_\_\_\_\_

**Exhibit A**  
**Tobacco Retail Licensing**

5.30.010 Definitions. For the purposes of this chapter, the words and phrases shall have the following meanings:

- (1) “Arm’s Length Transaction” means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the regulations of this chapter is not an Arm’s Length Transaction.
- (2) “Business” means any sole proprietorship, partnership, joint venture, corporation, company, association, or other entity formed for purposes that include profit-making.
- (3) “City” means the City of Veneta or designated Person.
- (4) “Electronic Smoking Device” (ESD) means any electronic product that delivers nicotine or any other substance to the person inhaling from the device, including, but not limited to an electronic cigarette, e-cigar, e-pipe, vape pen or e-hookah. Electronic Smoking Device includes any component, part, or accessory of such a product, whether or not sold separately. Electronic Smoking Device does not include drugs, devices, or combination products approved for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.
- (5) “Employee” means any Person who is employed by any Employer in consideration for direct or indirect monetary wages or profit, or any Person who volunteers services for an Employer.
- (6) “Employer” means any Business or Nonprofit Entity that retains the service of one or more Employees.
- (7) “Independent Contractor” means any Person who is retained with a contract by any Employer in consideration for direct or indirect monetary wages or profit.
- (8) “Nominal Cost” means the cost of any item imposed for the transfer from one Person to another for less than the total of: (1) twenty-five percent (25%) of the fair market value of the item exclusive of taxes and government fees; plus (2) all taxes and government fees previously paid and all taxes and government fees still due on the item at the time of transfer.
- (9) “Nonsale Distribution” means to give, furnish, or cause or allow to be given or furnished, wholly or for sampling, a Tobacco Product at no cost or at Nominal Cost to a Person who is not a Tobacco Retailer.
- (10) “Person” means any natural person, Business, employer, nonprofit entity, personal representative, receiver, trustee, assignee, or any other legal entity including a government agency.
- (11) “Proprietor” means a Person with an ownership or managerial interest in a business. An ownership interest is deemed to exist when a Person has a ten percent (10%) or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest is deemed to exist when a Person can or does have or share ultimate control over the day-to-day operations of a business.
- (12) “Self-Service Display” means the open display or storage of Tobacco Products or Tobacco Paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the Tobacco Retailer or employee of the Tobacco Retailer and a direct person-

to-person transfer between the purchaser and the Tobacco Retailer or employee of the Tobacco Retailer. A vending machine is a form of Self-Service Display.

(13) “Smoke” and “Smoking” mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, weed, plant, or other tobacco like product or substance in any manner or in any form. “Smoke” and “Smoking” also include the use of an Electronic Smoking Device which creates an aerosol, in any manner or in any form. A lighted smoking instrument includes an activated or “switched on” Electronic Smoking Device.

(14) “Tobacco Paraphernalia” means cigarette papers or wrappers, pipes, cigarette rolling machines, Electronic Smoking Device and any other item specifically designed for the consumption or preparation of Tobacco Products. Tobacco Paraphernalia does not include such items sold at a State licensed medical or recreational marijuana facility.

(15) “Tobacco Product” means any product that is tobacco, made from tobacco or derived from tobacco, which is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, snus, or an Electronic Smoking Device. Tobacco product does not include drugs, devices, or combination products approved for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

(16) “Tobacco Retailer” means any Person who sells, offers for sale, or exchange or offers to exchange for any form of consideration, Tobacco Products or Tobacco Paraphernalia. “Tobacco Retailing” means the doing of any of these things. This definition is without regard to the quantity of tobacco, Tobacco Products, or Tobacco Paraphernalia sold, offered for sale, exchanged, or offered for exchange.

#### 5.30.020 Requirements and Prohibitions.

(1) A Person commits a violation of these Tobacco Retail Licensing and Sale Regulations if the Person knowingly engages in the following conduct:

- (a) Selling, offering for sale, or exchanging or offering to exchange for any form of consideration, Tobacco Products or Tobacco Paraphernalia without first obtaining and maintaining a valid Tobacco Retailer’s license under this chapter for each location at which that activity is to occur. Tobacco Retailing without a valid Tobacco Retailer’s license is a nuisance as a matter of law.
- (b) Violating any local, state, or federal law applicable to Tobacco Products, Tobacco Paraphernalia, or Tobacco Retailing in the course of Tobacco Retailing or in the operation of the business or maintenance of the location for which a license was issued.
- (c) Failing to ensure that Employees know how to comply with tobacco control laws. Tobacco Retailers can be held responsible for violations committed by Employees.
- (d) Failing to prominently display a Tobacco Retailer license in a publicly visible location at the licensed location.
- (e) Failing to examine the identification and confirm that the holder is at least 18 years of age, before selling or transferring Tobacco Products or Tobacco Paraphernalia to a natural person who appears to be under 27 years of age.
- (f) Selling, giving, or furnishing, or causing to be sold, given or furnished, a Tobacco Product or Tobacco Paraphernalia to a natural person who is younger than 18 years of age.

- (g) Permitting a natural person who is younger than 18 years of age or younger than the minimum age established by state law for the purchase or possession of Tobacco Products to sell, offer for sale, or exchange or offer to exchange for any form of consideration, Tobacco Products or Tobacco Paraphernalia.
- (h) Engaging in Tobacco Retailing by means of a Self-Service Display.
- (i) Displaying Tobacco Products and Tobacco Paraphernalia to public view without a valid Tobacco Retailer license. The public display of Tobacco Products or Tobacco Paraphernalia in violation of this subsection constitutes Tobacco Retailing without a valid license under Section 5.30.130.
- (j) Displaying any advertisement relating to Tobacco Products or Tobacco Paraphernalia that promotes the sale or distribution of such products from the Tobacco Retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location without a valid Tobacco Retailer license.
- (k) Engaging in the Nonsale Distribution of Tobacco Products or Tobacco Paraphernalia.
- (l) Failing to conspicuously post an approved tobacco health warning in an area visible to all customers.
- (m) Failing to conspicuously post signage provided by the City that discloses current referral information about the Oregon Tobacco Quitline 1-800-QUIT-NOW.
- (n) Engaging in Tobacco Retailing within 1000 feet of any school, except as permitted by Section 5.30.030.

(2) By resolution, the Council may provide~~Tobacco Retailers will be eligible~~ for an incentive program reducing the annual license fee by \$75 if a Tobacco Retailer~~they~~: 1) has~~ve~~ no tobacco retail violations in the previous year and 2) uses a cash register that reads the magnetic strip on drivers' licenses to verify age.

5.30.030 Limits on Eligibility for a Tobacco Retailer License.

(1) No license will be issued to a Tobacco Retailer located within 1,000 feet of any school as follows:

(a) Except as provided in subparagraph (b) of this subsection, no Tobacco Retailer license will be issued to a Tobacco Retailer located within one thousand (1,000) feet of a school as measured by a straight line from the nearest point of the property line of the lot or parcel on which the school is located to the nearest point of the property line of the parcel on which the applicant's business is located. For the purposes of this chapter, "school" means a public kindergarten, elementary, middle, junior high or high school.

(b) A Tobacco Retailer that has been in operation at a location consistently since the effective date of this ordinance or that is located within the City's Highway Commercial (HC) Zone is exempt from the requirements of subparagraph (a) of this subsection.

(2) No license will be issued to a Tobacco Retailer not located at a fixed location. For example, Tobacco Retailing by Persons on foot or from vehicles or mobile units is prohibited.

5.30.040 Non-Retaliation.

Persons, Tobacco Retailers, and Employers are prohibited from intimidating, threatening any reprisal, or effecting any reprisal, for the purpose of retaliating against another Person that seeks to attain compliance with this chapter.

### 5.30.050 Application Procedure.

Application for a Tobacco Retailer's license must be submitted in the name of each Proprietor proposing to conduct retail tobacco sales and will be signed by each Proprietor or an authorized agent thereof.

(1) It is the responsibility of each Proprietor to be informed regarding all laws applicable to Tobacco Retailing, including those laws affecting the issuance of a Tobacco Retailer's license. The Proprietor will also train all employees in the applicable laws, and is required to provide proof of training with annual recertification.

(2) No Proprietor may rely on the issuance of a license as a determination that the Proprietor has complied with all laws applicable to Tobacco Retailing. A license issued contrary to 5.30.060, contrary to any other law, or on the basis of false or misleading information supplied by a Proprietor will be revoked pursuant to 5.30.120. Nothing in this chapter will be construed to vest in any Person obtaining and maintaining a Tobacco Retailer's license any status or right to act as a Tobacco Retailer in contravention of any provision of law.

(3) All applications will be submitted on a form supplied by the City and will contain the following information:

(a) The name, address, and telephone number of each Proprietor of the business seeking a license.

(b) The business name, address, and telephone number of the single fixed location for which a license is sought.

(c) A single name and mailing address authorized by each Proprietor to receive all communications and notices (the "Authorized Address") required by, authorized by, or convenient to the enforcement of this chapter. If an Authorized Address is not supplied, each Proprietor will be understood to consent to the provision of notice at the business address specified in subparagraph (b) of this subsection.

(d) Whether or not any Proprietor or any agent of the Proprietor has admitted violating, or has been found to have violated, this chapter and, if so, the dates and locations of all such violations within the previous five years.

(4) Such other information as the City deems necessary for the administration or enforcement of this chapter as specified on the application form required by this section.

(5) A licensed Tobacco Retailer must inform the City in writing of any change in the information submitted on an application for a Tobacco Retailer's license within ten (10) business days of a change.

(6) All information specified in an application pursuant to this section is subject to disclosure under the Oregon Public Records Act or any other applicable law, subject to the laws' exemptions.

### 5.30.060 Issuance of License.

Upon the receipt of a complete application for a Tobacco Retailer's license and the license fee required by 5.30.100, the City will issue a license to the applicant unless:

(1) The information presented in the application is inaccurate or false. Intentionally supplying inaccurate or false information will be a violation punishable under the provisions of this chapter.

(2) The application seeks authorization for Tobacco Retailing at a location for which 5.30.030 prohibits issuance of Tobacco Retailer licenses.

(3) The application seeks authorization for Tobacco Retailing for a Proprietor to whom this chapter prohibits a license to be issued.

(4) The application seeks authorization for Tobacco Retailing that is prohibited or unlawful pursuant to this Code or that is unlawful pursuant to any other law.

5.30.070 License Renewal and Expiration.

(1) A Tobacco Retailer's license is invalid if the appropriate fee is not timely paid in full or if the term of the license has expired. The term of a Tobacco Retailer license is one year. Each Tobacco Retailer will apply for the renewal of the Tobacco Retailer's license and submit the license fee no later than thirty days prior to expiration of the term.

(2) A Tobacco Retailer's license that is not timely renewed expires at the end of its term. To renew a license not timely renewed pursuant to subparagraph (a) of this subsection, the Proprietor must:

(a) Submit the license fee and application renewal form; and

(b) Submit a signed affidavit affirming that the Proprietor:

(i) has not sold and will not sell or display any Tobacco Product or Tobacco Paraphernalia after the license expiration date and before the license is renewed; or

(ii) has waited the period of time required by 5.30.130 for Tobacco Retailing without a valid license before seeking renewal of the license.

5.30.080 Licenses Nontransferable.

(1) A Tobacco Retailer's license may not be transferred from one Person to another or from one location to another. A new Tobacco Retailer's license is required whenever a Tobacco Retailing location has a change in Proprietor(s).

(2) Notwithstanding any other provision of this chapter, prior violations at a location will continue to be counted against a location and license ineligibility periods will continue to apply to a location unless:

(a) The location has been transferred to new Proprietor(s) in an Arm's Length Transaction; and

(b) The new Proprietor(s) provide the City with clear and convincing evidence that the new Proprietor(s) have acquired or are acquiring the location in an Arm's Length Transaction.

5.30.090 License Conveys a Limited, Conditional Privilege.

Nothing in this chapter grants any Person obtaining and maintaining a Tobacco Retailer's license any status or right other than the limited conditional privilege to act as a Tobacco Retailer at the location in the City identified on the face of the license. Nothing in this chapter renders inapplicable, supersedes, or applies in lieu of any other provision of applicable law, including but not limited to, any provision of this Code, or any condition or limitation on smoking in an enclosed place of employment under ORS 433.847 and OAR 333-015-0068 or other federal or local ordinances. Obtaining a Tobacco Retailer's license does not make the Tobacco Retailer a certified smoke shop under ORS 433.847 and OAR 333-015-0068.

5.30.100 Fee for License.

The fee to issue or to renew a Tobacco Retailer's license will be set by resolution of the City Council. The fee will be calculated so as to recover the cost of both the administration and enforcement of this Code, including the cost of issuing the license, administering the license program, Tobacco Retailer education, Tobacco Retailer inspection and compliance checks, documentation of violations, adjudications, convictions, and prosecution of violators. All fees are nonrefundable except as required by law and are permitted to be used exclusively to fund the costs outlined in this chapter. Fees will not be prorated.

5.30.110 Compliance Monitoring.

- (1) The City will monitor compliance with this chapter and may designate any number of additional Persons to assist monitoring compliance. In addition, any peace officer may enforce the penal provisions of this chapter.
- (2) The City will endeavor to inspect each licensed Tobacco Retailer at least one time per twelve month period. Nothing in this paragraph creates a right of action in any licensee or other Person against the City or its agents.
- (3) The City will not enforce any law establishing a minimum age for Tobacco purchases or possession against a natural person serving as a Youth Decoy. A Youth Decoy is a natural person under the age of 18 who:
  - (a) Is participating in an inspection supervised by a peace officer, code enforcement official, or the Person designated by the City to monitor compliance with 5.30.020;
  - (b) Is acting as an agent of a Person designated by the City to monitor compliance with 5.30.020; or
  - (c) Is participating in an inspection funded in part, either directly or indirectly through subcontracting, by the City or the Oregon Health Authority.

5.30.120 Suspension or Revocation of License.

- (1) In addition to any other penalty authorized by law, a Tobacco Retailer's license will be suspended or revoked if any court of competent jurisdiction determines, or the City finds based on a preponderance of the evidence, after the licensee is afforded notice and an opportunity to be heard, that the licensee, or any of the licensee's agents or employees, has violated any of the requirements, conditions, or prohibitions of this chapter or has pleaded guilty, "no contest" or its equivalent, or admitted to a violation of any law designated in this chapter above.
  - (a) Upon a finding by the City of a first violation of this chapter at a location within any twenty-four month period, the license will be suspended for ten days or a \$1,650 fine imposed.
  - (b) Upon a finding by the City of a second violation of this chapter at a location within any twenty-four month period, the license will be suspended for thirty days or a \$4,950 fine imposed.
  - (c) Upon a finding by the City of a third violation of this chapter at a location within any twenty-four-month period, the license will be suspended for thirty days.
  - (d) Upon a finding by the City of four or more violations of this chapter at a location within any twenty-four month (24) period, the license will be revoked.
- (2) A decision of the City to suspend or revoke a license is appealable to the City Manager and any appeal must be filed in writing with the City Manager within ten days of mailing of the City's decision. If such an appeal is timely made, it will stay enforcement of the appealed action.

An appeal to the City Manager is not available for a revocation made pursuant to subsection (3) below.

(3) A Tobacco Retailer's license will be revoked if the City finds, after the licensee is afforded notice and an opportunity to be heard, that one or more of the bases for denial of a license under 5.30.060 existed at the time application was made or at any time before the license issued. The decision by the City will be final. Such a revocation will be without prejudice to the filing of a new license application.

#### 5.30.130 Tobacco Retailing Without a Valid License.

(1) In addition to any other penalty authorized by law, if a court of competent jurisdiction determines, or the City finds based on a preponderance of evidence, after notice and an opportunity to be heard, that any Person has engaged in Tobacco Retailing at a location without a valid Tobacco Retailer's license, either directly or through the Person's agents or employees, the Person will be ineligible to apply for, or to be issued, a Tobacco Retailer's license as follows:

(a) After a first violation of this section at a location within any twenty-four month period, no new license may issue for the Person or the location (unless ownership of the business at the location has been transferred in an Arm's Length Transaction), until thirty days have passed from the date of the violation.

(b) After a second violation of this section at a location within any twenty-four month period, no new license may issue for the Person or the location (unless ownership of the business at the location has been transferred in an Arm's Length Transaction), until ninety days have passed from the date of the violation.

(c) After of a third or subsequent violation of this section at a location within any twenty-four month period, no new license may issue for the Person or the location (unless ownership of the business at the location has been transferred in an Arm's Length Transaction), until two years have passed from the date of the violation.

(2) Tobacco Products and Tobacco Paraphernalia offered for sale or exchange in violation of this chapter are subject to seizure by the City or any peace officer and will be forfeited after the licensee and any other owner of the Tobacco Products and Tobacco Paraphernalia seized is given reasonable notice and an opportunity to demonstrate that the Tobacco Products and Tobacco Paraphernalia were not offered for sale or exchange in violation of this chapter. The decision by the City may be appealed under 5.30.120. Forfeited Tobacco Products and Tobacco Paraphernalia will be destroyed after all internal appeals have been exhausted and the time in which to seek judicial review pursuant to Oregon law has expired without the filing of a lawsuit or, if such a suit is filed, after judgment in that suit becomes final.

(3) For the purposes of the civil remedies provided in 5.30.140, the following constitute separate violations:

(a) Each day on which a Tobacco Product or Tobacco Paraphernalia is offered for sale in violation of this chapter; or

(b) Each instance in which an individual retail Tobacco Product or item of Tobacco Paraphernalia distributed, sold, or offered for sale in violation of this chapter.

#### 5.30.140 Penalties and Additional Remedies.

(1) The remedies provided by this section are cumulative and in addition to any other remedies available at law or in equity.

(2) Violations of this chapter are punishable by a fine per violation as follows:

- a. After a first violation, a \$1,650 fine or suspension of license;
- b. After a second violation, a \$4,950 fine or suspension of license; and
- c. After a third violation, a suspension of license as described in 5.30.120.

Persons found in violation of this chapter will be responsible for all costs associated with the prosecution of those violations.

(3) In addition to all applicable penalties under the Code, any employee involved in tobacco product sales to anyone under 18 years of age is subject to civil action pursuant to ORS 163.575, endangering the welfare of a minor, punishable by a civil fine per violation of not less than \$100 nor exceeding \$500.

(4) Causing, permitting, aiding, abetting, or concealing a violation of any provision of this chapter is punishable in accordance with subsection (2) of this section.

(5) Violations of this chapter are hereby declared to be public nuisances.

(6) In addition to other remedies provided by this chapter or by other law, any violation of this chapter may be remedied by a civil action including, for example, through administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.

**RESOLUTION NO. 1207**

**A RESOLUTION ESTABLISHING A TOBACCO RETAILER LICENSING FEE AND REDUCTION THERETO FOR CERTAIN TOBACCO RETAILERS**

**WHEREAS**, Veneta Municipal Code (VMC) Title 5.30.100 authorizes the City Council to establish a Tobacco Retailer License fee by resolution; and

**WHEREAS**, VMC 5.30.020(2) authorizes the Council to provide for an incentive program reducing the annual license fee by resolution under certain circumstances; and

**WHEREAS**, the City Council has provided an opportunity for public comment as required by ORS 294.160.

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

**SECTION 1 Tobacco Retailer License Fee.** A Tobacco Retailer License Fee in an amount of \$200 per license is hereby established pursuant VMC 5.30.100.

**SECTION 2 Incentive Program.** An incentive program reducing the annual license fee by \$75 is hereby established for a Tobacco Retailer who: (1) had no tobacco retail violations within the previous year; and (2) uses a cash register that reads the magnetic strip on drivers' licenses to verify age.

**SECTION 3 Effective Date.** This resolution shall take effect as of the effective date of Veneta Ordinance No. 538.

PASSED AND ADOPTED by the Veneta City Council this 12<sup>th</sup> day of September, 2016.

XXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder



**INTERGOVERNMENTAL AGREEMENT  
FOR  
TOBACCO RETAILING LICENSING  
\_\_\_\_\_, 2016**

This Agreement is entered into between Lane County, a political subdivision of the State of Oregon ("Lane"), and the City of Veneta, an Oregon municipality ("Veneta"), each a unit of local government as defined by ORS 190.003, for the purpose of providing cost effective tobacco retail licensing administrative and enforcement services, as follows:

**RECITALS**

- ORS 190.010 and the Lane County Home Rule Charter provide that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers or agents, have authority to perform; and
- Lane and Veneta have the authority to perform the functions and activities set forth in this Agreement; and
- Veneta has adopted Veneta Municipal Code (VMC) Chapter 5.30, establishing a tobacco retail licensing program; and
- Veneta has need for the administration and enforcement of VMC 5.30; and
- Lane has the ability to provide, and experience in providing tobacco retail licensing administrative and enforcement services; and
- There are increased efficiencies through intergovernmental cooperation, which benefit both Veneta and Lane.

**AGREEMENT**

**A. Obligations of the Parties:**

1. In general, Lane agrees to administer and enforce VMC 5.30, regarding tobacco retail licensing within the corporate limits of the City of Veneta. Specifically, Lane will:
  - a. Review applications for retail licenses and verify the appropriateness of and eligibility for issuance, including verification of all standards established in VMC 5.30, including proximity to schools.
  - b. Collect retail tobacco licensing fees and any fines.
  - c. Issue annual retail tobacco licenses, as applied for and approved by Lane.
  - d. Verify compliance with all standards and requirements of VMC 5.30, including at least one on-site visit per retailer, per twelve-month period.
  - e. Issue citations, suspend, revoke or not renew tobacco retail licenses per VMC 5.30.
  - f. Commence legal actions and prosecutions as needed to enforce VMC 5.30, including actions taken against tobacco retailers operating without a valid license.
  - g. Seize all products offered for sale or exchange in violation of VMC 5.30.
  - h. Maintain all records related to the administration and enforcement of VMC 5.30 on behalf of City.

- i. Verify compliance with all VMC 5.30 signage and fixed location requirements, including a posted valid license, required health warnings, Quit Line information, prohibited self-service displays, prohibited free samples, and that the retailer's location is not temporary nor movable.
  - j. Ensure retailer compliance with age verification requirements.
  - k. Verify retailer employee training.
  - l. Verify compliance with all applicable state or federal laws or regulations applicable to the sale of tobacco products or paraphernalia.
  - m. Conduct regular inspections and either conduct or provide for "minor decoy inspections".
  - n. Provide services per this Agreement at no cost to City, relying only upon the collection of fees and fines, as set forth in VMC 5.30 and Section A(1)(b), above.
  - o. Advise City in advance of any proposed fee adjustments to County's Tobacco Retail Licensing Ordinance 15-05.
  - p. Provide annual reporting of regular inspection results and the "minor decoy inspections", within 90 days of conclusion of inspection period.
  - q. Provide City with an annual list of licensed retailers, including license status updates.
  - r. Process all retailer complaints, and apprise City staff of Lane's actions relating to VMC 5.30 administration and the resolution of all complaints filed.
2. City will establish a City staff point of contact and provide Lane with that staff's full contact information in order to allow for the efficient and timely performance of Lane's obligations under this Agreement.

**B. Term & Termination:**

- 1. This Agreement is effective when signed by all parties and expires on \_\_\_\_\_, unless extended by written mutual agreement.
- 2. Termination: This Agreement shall continue through its term or until terminated by mutual written agreement or as provided in Section B(3), below.
- 3. This Agreement may be terminated by either party upon providing written notice to the other party on or before December 31st of each year, effective July 1st of the following year.

**C. Dispute Resolution.** The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the persons directly responsible for the administration of this Agreement. In the event that the parties alone are unable to resolve any conflict under this Agreement, the parties agree to use good faith efforts to resolve their differences through mediation, if agreed to by both parties, or binding arbitration.

**D. Indemnification.** To the extent permitted by the Oregon Constitution and by the Oregon Tort Claims Act, and to the extent otherwise provided for in private contracts of insurance, each party agrees to indemnify, defend, and hold the other, its elected officials, agents, officers and employees, harmless from all damages, losses and expenses, including but not limited to

attorney fees, and to defend all claims, proceedings, lawsuits, and judgments arising out of or resulting from that party's performance or failure to perform under this Agreement. However, neither party will be required to indemnify or defend the other for any liability arising solely out of the wrongful acts of its own elected officials, officers, employees, or agents.

**E. Amendments.** This Agreement may only be modified by written agreement signed by all parties.

**F. Waiver.** The failure of any party to enforce any provision of this Agreement does not waive that or any other provision.

**G. Force Majeure.** Neither party will be held responsible for delay nor default due to Force Majeure acts, events or occurrences unless they could have been avoided by the exercise of reasonable care, prudence, foresight, and diligence by that party.

**H. Merger.** This Agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement binds any party unless in writing and signed by all parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

EACH PARTY, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**Lane County**

XXXXXXXXXXXXXXXXXXXXXXXXXXXX \_\_\_\_\_  
Steve Mokrohisky, County Administrator Date

**City of Veneta**

XXXXXXXXXXXXXXXXXXXXXXXXXXXX \_\_\_\_\_  
Ric Ingham, City Administrator Date



# **VENETA CITY COUNCIL**

## **AGENDA ITEM SUMMARY**

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Title/Topic: Ordinance Allowing Oregon's Herbal Remedies to Locate Within 500 Feet of West Lane Technical Learning Center, Once Oregon's Herbal Remedies Transitions to a Recreational Marijuana Retail Facility

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Meeting Date: September 12, 2016  
Department: Administration

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

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### **ISSUE STATEMENT**

Jeff Schlageter, owner of Oregon's Herbal Remedies, approached City staff about adoption of an ordinance by the City Council that would allow Oregon's Herbal Remedies to remain at its current location once it transitions to a recreational marijuana retail facility licensed by the Oregon Liquor Control Commission.

### **BACKGROUND**

Oregon's Herbal Remedies is a medical marijuana dispensary located at 88344 Territorial Road in the West Lane Shopping Center in the City of Veneta. After Oregon's Herbal Remedies located in the West Lane Shopping Center, West Lane Technical Learning Center, a charter high school, also moved into the West Lane Shopping Center. West Lane Technical Learning Center is located within 500 of Oregon's Herbal Remedies.

Oregon law generally prohibits medical marijuana dispensaries and recreational marijuana retail facilities from locating within 1000 feet of a public or private elementary or secondary school. However, ORS 475B.455 provides that if a medical marijuana dispensary is already in existence and a school locates within 1000 feet of the medical marijuana dispensary, the medical marijuana dispensary is not required to move. Therefore, if Oregon's Herbal Remedies continues to operate as a medical marijuana dispensary, its proximity to West Lane Technical Learning Center is not a problem.

Jeff Schlageter, the owner of Oregon's Herbal Remedies, has indicated that he hopes to transition Oregon's Herbal Remedies from a medical marijuana dispensary to a recreational marijuana retail facility. Once Oregon's Herbal Remedies transitions to a recreational marijuana retail facility it will no longer be protected by ORS 475B.455 and it will be prohibited from staying in its current location unless the City Council adopts an ordinance allowing Oregon's Herbal Remedies to remain where it is.

During the most recent Legislative Session, the Oregon Legislature adopted Senate Bill 1511, which allows cities to adopt an ordinance permitting a recreational retail marijuana facility licensed by the OLCC to be located within 500 feet of a public or private elementary or secondary school if the City Council determines that "a physical or geographic barrier capable of preventing children from traversing to the school" separates the recreational marijuana facility from the school.

Jeff Schlageter requested that the City Council consider the attached ordinance, which would allow Oregon's Herbal Remedies to remain at its current location and transition to a recreational retail marijuana facility. If the Council is not interested in adopting the attached ordinance, Oregon's Herbal Remedies will either have to move or will have to remain a medical marijuana dispensary.

**RELATED CITY POLICIES**

Oregon's Herbal Remedies is appropriately located in the City's Highway Commercial Zone.

**COUNCIL OPTIONS**

- A. Approve the attached ordinance to allow Oregon's Herbal Remedies to remain at its current location if it transitions to a recreational marijuana retail facility for a first reading by title only.
- B. Recommend modifications to the attached ordinance and request a first reading at a future date.
- C. Decline to adopt the attached ordinance.

**CITY ADMINISTRATOR'S RECOMMENDATION**

Approve Ordinance as presented.

**SUGGESTED MOTION**

*"I make a motion to approve Ordinance No. 539, an Ordinance Allowing Oregon's Herbal Remedies, A Licensed Recreational Marijuana Retail Facility, To Locate within 500 Feet of West Lane Technical Learning Center, for a first reading by title only."*

**ATTACHMENTS**

- A. Map of West Lane Shopping Center showing Oregon's Herbal Remedies and West Lane Technical Learning Center.





**CITY OF VENETA**

**ORDINANCE NO. 539**

**AN ORDINANCE ALLOWING OREGON'S HERBAL REMEDIES, A LICENSED RECREATIONAL MARIJUANA RETAIL FACILITY, TO LOCATE WITHIN 500 FEET OF WEST LANE TECHNICAL LEARNING CENTER**

**WHEREAS**, Section 4 of the City of Veneta Charter of 1999 provides as follows:

**POWERS OF THE CITY.** The city has all powers which the constitutions, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers; and

**WHEREAS**, ORS 475B.450(3)(d) provides that a medical marijuana dispensary registered with the Oregon Health Authority pursuant to ORS 475B.450 may not be located within 1000 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a); however,

**WHEREAS**, ORS 475B.455 provides that if a school locates within 1000 feet of a pre-existing medical marijuana dispensary, the dispensary is not required to move; and

**WHEREAS**, Oregon's Herbal Remedies, a medical marijuana dispensary registered pursuant to ORS 475B.450, was issued a final occupancy permit for its current location at 88344 Territorial Road in the City of Veneta on July 3, 2014; and

**WHEREAS**, West Lane Technical Learning Center (WLTLC), a charter school chartered by the Fern Ridge School District, was issued a final occupancy permit for its current location at 24967 Highway 126 in the City of Veneta on July 7, 2015; and

**WHEREAS**, WLTLC is located within 500 feet of Oregon's Herbal Remedies; and

**WHEREAS**, because Oregon's Herbal Remedies opened in its current location prior to WLTLC moving to its current location, Oregon's Herbal Remedies is protected under ORS 475B.455; however,

**WHEREAS**, Oregon's Herbal Remedies wishes to transition from a registered medical marijuana dispensary to a licensed recreational marijuana retail facility; and

**WHEREAS**, ORS 475B.110(2)(d) provides that a recreational marijuana retail facility for which a license has been issued pursuant to ORS 457B.110 may not be located within 1000 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a); therefore,

**WHEREAS**, once Oregon’s Herbal Remedies transitions to a recreational marijuana retail facility, it will no longer be protected by ORS 475B.455; however,

**WHEREAS**, Chapter 83, Oregon Laws 2016 specifically provides that a city may adopt an ordinance allowing a recreational marijuana retail facility for which a license has been issued pursuant to ORS 457B.110 to be located within 500 feet of a public elementary or secondary school for which attendance is compulsory under ORS 339.020 or a private or parochial elementary or secondary school teaching children as described in ORS 339.030(1)(a) if the city determines that a physical or geographic barrier capable of preventing children from traversing to the school separates the recreational marijuana retail facility from the school; and

**WHEREAS**, WLTLC and Oregon’s Herbal Remedies are physically separated by eight (8) businesses; and

**WHEREAS**, WLTLC fronts Highway 126 to the South; and

**WHEREAS**, Oregon’s Herbal Remedies fronts Territorial Road to the East; and

**WHEREAS**, the entrance to Oregon’s Herbal Remedies is not within line of sight of the entrance to WLTLC; and

**WHEREAS**, WLTLC is also located in close proximity to a liquor store, a smoke shop and a lottery retail outlet, all of which are strictly regulated by the State of Oregon; and

**WHEREAS**, Oregon’s Herbal Remedies is a responsibly run local business and a valuable member of the business community in the City of Veneta; and

**WHEREAS**, the Council is not aware of any adverse impacts on attendees of WLTLC due to WLTLC’s proximity to Oregon’s Herbal Remedies; and

**WHEREAS**, the State of Oregon has not provided any specific guidance regarding what constitutes a “a physical or geographic barrier capable of preventing children from traversing to the school;”

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

**Section 1. Adoption.** The above-stated recitals are hereby adopted by the City Council as support for this ordinance.

**Section 2. Findings.** Pursuant to the City of Veneta’s Home Rule Authority and Chapter 83, Oregon Laws, 2016, the City Council finds that a physical or geographic barrier capable of preventing children from traversing directly between Oregon’s Herbal Remedies and West Lane Technical Learning Center separates Oregon’s Herbal Remedies and West Lane Technical Learning Center.

**Section 3. Declaration.** The City Council hereby declares that when Oregon’s Herbal Remedies is licensed as a recreational marijuana retail facility by the Oregon Liquor Control Commission, Oregon’s Herbal Remedies may continue to operate as a recreational marijuana retail facility at 88344 Territorial Road, Veneta, Oregon 97487.

**Section 4. Severability.** The sections, subsections, paragraphs, and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, and clauses.

**Section 5. Effective Date.** This ordinance shall take effect on the 30<sup>th</sup> day after its adoption.

READ FOR A FIRST TIME, BY TITLE ONLY, this \_\_\_ day of September, 2016, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this \_\_\_ day of \_\_\_\_\_, 2016, no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a \_\_\_\_\_ vote for and \_\_\_\_\_ against by the City of Veneta Council this \_\_\_\_\_, day of \_\_\_\_\_, 2016.

XXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra H. Larson  
Executed on \_\_\_\_\_

ATTEST:

XXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, City Recorder  
Executed on \_\_\_\_\_



# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Veneta Business Connect Report

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Meeting Date: September 12, 2016  
Department: Economic Development

Staff Contact: Claudia Denton or Steve Dobrinich  
Email: [cdenton@ci.veneta.or.us](mailto:cdenton@ci.veneta.or.us)  
[sdobrinich@ci.veneta.or.us](mailto:sdobrinich@ci.veneta.or.us)  
Telephone Number: 541-935-2191 Ext. 312

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## ISSUE STATEMENT

The purpose of this agenda item is to provide a formal update on Veneta Business Connect, the City of Veneta's Business Retention & Expansion program. This report will include a recap on program goals, an overview of program findings, and information about next steps in addressing local business needs.

## BACKGROUND

During goal setting sessions the City of Veneta's Economic Development Committee prioritized the development of an outreach program designed to better understand and meet the needs of local businesses. This led to a partnership with Rural Development Initiatives and the establishment of a business retention & expansion program, Veneta Business Connect. The goal of Veneta Business Connect is to support existing and emerging businesses located in Veneta and learn more about the challenges, barriers, and opportunities they face.

Over the course of a seven-week period, 23 businesses were interviewed as part of the Veneta Business Connect visitation process. Key themes from interviews were then synthesized into the Veneta Business Connect Summary Report and shared during a community presentation in June.

Overview of businesses interviewed:

- 9% operate seasonally
- 96% have a physical location
- 39% formed within the last three years
- 39% own their own facility
- 96% have an online presence
- Businesses generally reported an increase in sales and revenue. Positive increases were attributed to several factors including an improving economy, strong residential construction market, and more consumers shopping close to home.

When asked about Veneta's business climate, many interviewees felt that it is a friendly community and an asset to business. Veneta Business Connect, infrastructure improvements, and responsive local leadership were all mentioned as positive assets. Other input suggested that Veneta is a challenging place to start a business due to local and state development regulations and the high cost

of acquiring and developing land. In general, Veneta is seen as being an average place to conduct business.

Several key business challenges were identified during the interview process:

- Availability of skilled labor
- Availability/access to working capital
- Availability of business development services
- Access to broadband with adequate bandwidth
- Connecting with community and other businesses

Top priorities for the local business community include:

- High-speed internet improvements
- Special events or promotions
- Business support services (planning, counseling, advising, bookkeeping)
- Increased security (lighting, cameras, police presence, etc.)
- Exterior atmosphere (landscaping, street trees, store fronts, sidewalks, signage, cleanliness, etc.)
- Finance packaging/capital access
- Sales and marketing

A business follow-up process designed to address key needs and connect businesses with local resources is now taking place. Next steps include establishing subcommittees tasked with tackling long-term challenges and refining program implementation to improve future business outreach.

Proposed subcommittees include:

- Workforce Development Subcommittee
- Business Infrastructure Subcommittee
- Business Tools, Resources, and Relationship Building Subcommittee

Subcommittee meetings will begin in the coming weeks with implementation activities included as part of the RARE work plan.

## **RELATED CITY POLICIES**

Economic Development Committee Action Prioritization

Veneta Economic Development Strategy: Five-Year Action Plan, 2015-2019

## **COUNCIL OPTIONS**

Informational item only, no Council action required.

## **CITY ADMINISTRATOR'S RECOMMENDATION**

No recommendation.

## **SUGGESTED MOTION**

None.

## **ATTACHMENTS**

A. Veneta Business Connect Summary Report

B. Veneta Business Connect PowerPoint Presentation \*Cxcckrdrg"Wf qp"Tgs wguv+



**City of Veneta  
Business Retention and Expansion Program**

**Summary Report  
July 8, 2016**



This project and report is made possible with the generous support of the following sponsors:



Additional partners include the following:



The following provides technical support for the Business Retention and Expansion Program:



Michael Held, Chris Lyman, and Anne Mitchell of Rural Development Initiatives author this report.

### Executive Summary

The City of Veneta recognizes that the key to business vitality is having a strong, thriving business base that has the capacity to endure and grow in today's rapidly changing economy. In order to help local businesses succeed, community leaders, including private and public representatives, came together to form *Veneta Business Connect* (VBC) which is a collaborative of organizations, community leaders, and businesses working together to better understand local business needs and issues while connecting resources and support when opportunities surfaced through coordinated business outreach.

Studies from across the country continuously highlight the importance of supporting existing local businesses rather than attracting new businesses. Nearly 80% of job growth is the result of local businesses expanding. Through this recognition, the City of Veneta partnered with Rural Development Initiatives (RDI) to establish a Business Retention and Expansion (BR&E) Program or *Veneta Business Connect*.

Veneta conducted twenty-two interviews with a cross-section of local businesses asking a series of questions to determine important business development factors and keys to success. Over a six-week period, volunteers and practitioners gathered data and information through interviews which was then synthesized using a data spreadsheet and analyzed for key themes and immediate follow-up assistance opportunities. The following themes represent important insights for local leaders, economic development professionals, and the community:

1. Veneta has a diverse business base with needs equally diverse.
2. Most businesses are generally satisfied with conducting business in Veneta.
3. Most businesses recognize Veneta as a quality place to live, own, and operate a business.
4. Workforce quality and skilled, qualified labor is a top concern and a fundamental key to Veneta's business success.
5. Infrastructure, both public and business-specific, is important for success and an identified area for improvement.
6. Relationship building amongst businesses and between businesses and the community is a top priority.
7. Access to business development tools and resources delivered in the area is in high demand – particularly around business and financial planning and meeting technology and automation advances in both production and retail sectors.
8. Access to capital and increased cash flow is a commonly identified business need.
9. Communication between regulatory/governmental agencies and businesses, particularly more recently established businesses, is critical for success.



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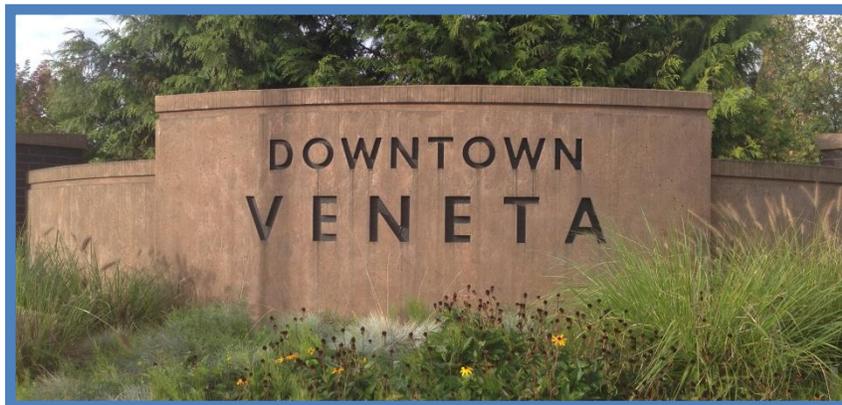
July 8, 2016

### Introduction

The City of Veneta has invested significant resources over the past several years to improve infrastructure including water and sewer, streetscape improvements, a transit center, and sidewalk and crosswalk improvements. In order to build upon the progress in the community's physical environment, City leaders determined simultaneous attention must be made toward supporting the success of local businesses so that they can take advantage of recent infrastructure improvements. Additionally, the connection between business needs and future development must be aligned to ensure that economic development efforts have the greatest impact.

Under the guidance of City's staff and the Veneta Economic Development Committee (EDC), a task force was formed to lead the formation and development of a Business Retention and Expansion program (BR&E), later named Veneta Business Connect (VBC). Per Committee bylaws a key component and purpose of the EDC is to support existing businesses. In addition to the City and EDC, the Veneta Business Connect task force is comprised of multiple organizations including Rural Development Initiatives (RDI) and Lane County Community and Economic Development. Additional support and guidance is provided by Business Oregon.

In 2015, the City of Veneta, with support from the University of Oregon Community Service Center, completed an Economic Opportunities Analysis and Five Year Economic Development Strategy to analyze opportunities for advancing economic development in the area. The purpose of this analysis was to assist the community in identifying and prioritizing projects of which the support and development of existing businesses was identified as a top priority which launched the development of a Business Retention and Expansion project, or, Veneta Business Connect. The following report summarizes research methodology, study findings, lessons learned, common themes, and various supportive addendums. This report is written as both a reflection on the existing business community and as a strategy forward for Veneta economic development efforts.



## About Veneta Business Connect and BR&E

Business Retention and Expansion (BR&E) is a proven economic development strategy designed to address the three following primary objectives:

1. Retain or keep businesses in a community
2. Provide assistance for businesses to expand
3. Create a stronger pro-business climate

Additional project objectives include the following:

- Help existing businesses grow and create new jobs
- Stabilize jobs and retain businesses to provide economic security for local families
- Create a long-term outreach strategy that involves locally trained and skilled leaders
- Better connect local businesses with public and private resources to help them succeed
- Build capacity within Veneta to help its businesses respond to change and foster productive relationships

## Veneta Business Connect Process

BR&E follows a common, yet adaptable, template. Veneta Business Connect tailored this project to reflect local community and economic conditions. The following steps were completed:

- 1. Plan and organize stakeholders and community to do the following:**
  - Identify businesses with potential to resolving issues that affect their long-term success
  - Assess the condition of local businesses and the type and extent of assistance needed by using a customized business outreach and visitation process
- 2. Develop business outreach and visitation process that includes the following:**
  - Organize and train a local task force or Visitation Team to conduct business visitations
  - Recruit and visit pre-determined businesses
  - Develop immediate follow-up assistance strategies
  - Review and synthesize gathered business information
- 3. Leverage and deliver existing local and regional resources to businesses and connect to outside expertise. This may include the following:**
  - Broker public and private sector resources to small businesses in a community
  - Help business owners obtain business planning assistance and other tools
  - Connect businesses to capital providers or other technical expertise
  - Help businesses apply for financing
  - Identify specific aspects of management or operations where business owners may be deficient and help them find appropriate assistance
- 4. Develop solutions and celebrate success:**
  - Develop short, medium, and long-term strategies to address common business strategies

July 8, 2016

- Implement strategies to address common business needs and evaluate efforts
- Distribute project findings and celebrate successes

Through the implementation of Veneta Business Connect, the community is working to take the steps to create a sustained campaign to support the growth and success of local businesses. Additionally, the community has the opportunity to engage additional partners on an ongoing basis to assess local strengths, weaknesses, and opportunities while routinely adapting economic and business development strategies in a timely manner.

### Methodology and Business Visitation Process

In consultation with RDI, the City of Veneta and the Veneta Economic Development Committee selected a cross-section of businesses to interview for the BR&E visitation process. The diversity of businesses selected represents the following recognition:

- Veneta businesses are diverse in size, scale, and industry type.
- The success of *all types* of businesses is paramount to a healthy business base.

Specific attention was also placed on the following targeted industry sectors as highlighted in the 2015 Economic Opportunities Analysis as key sectors for future growth:

- Food processing
- Professional, scientific, and technical services
- Secondary wood products
- Small-scale specialty agriculture
- Tourism and wine industry.

The EDC also placed emphasis on interviewing anchor businesses, large employers, closed businesses, retail, new/emerging and home based businesses, and medical services.

Over the course of a seven-week period, the following 23 businesses were interviewed as part of the visitation process. All business information is held confidential; however, we would like to acknowledge the time each business took to speak with our visitation teams.

Broadway Grill	Holte Manufacturing
Countryside Pizza and Grill	L'Etolie Farm
Domaine Meriwether Winery	Our Daily Bread
Fern Ridge Review	Pet Paws Dog Wash
First Call Resolution	Plough Monday
Goaty Girls Milk Soaps	Ray's Food Place

## Veneta Business Connect Report

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July 8, 2016

Robbie's Windowbox Cafe	Veneta Crossfit
Sweet Cheeks Childcare	Veneta Downtown Farmers' Market
Sweet Creek Foods	Veneta Family Dental
Taste	Veneta Rub Company
The Farm Store	Yurtel
Veneta Chiropractic Clinic	

A combination of nineteen local volunteers and community economic development practitioners comprised the Visitation Team. Teams were divided into pairs and interviewed between two and four businesses each. Every Visitation Team member participated in mandatory three hour training in preparation for conducting the business visits. Topics covered included an orientation to BR&E, interview best practices, and data reporting methodology. Members were required to sign confidentiality statements and all business information is securely held with Rural Development Initiatives. We would like to thank each team member for his/her involvement and dedication to the project. Without his/her support this project would not have been possible. Thank you to the following:

Jason Alansky	Marti Stevens Byers	Claudia Denton
Linda Boothe	Dave D'Avanzo	Steve Dobrinich
Len Goodwin	Heidi Khokar	Laura Ruff
Maia Hardy	Chris Lyman	Sean Stevens
Carolyn Heckler	Anne Mitchell	Herb Vloedman
Michael Held	Ron Osibov	
Ric Ingham	Charles Ruff	

## Business Follow-up and Flag Warning Review

After all interviews were completed, data tabulated, and information synthesized, the Business Connect Leadership team, led by RDI and City staff, conducted follow-up outreach to businesses seeking support on a myriad of issues. Businesses were prioritized based on criteria such as potential for growth and other business needs using a “flag warning review” system. Businesses that needed immediate assistance were given a red flag and those that needed limited assistance a green flag. Follow-up is ongoing and will continue on a case-by-case basis. Service providers vary depending on business needs and other factors.

## Business Characteristics and Climate

Twenty-two businesses participated and ranged in type, size, and sector to reflect Veneta's diverse business base. Types of businesses ranged from food and beverage production, hospitality, value added agricultural products, and general retail and medical services, to name a few. Approximately 64% of businesses are located within the City of Veneta and the remaining 36% within the immediately adjacent surrounding area- commonly referred to as the Fern Ridge area. Overall, 25 businesses were targeted with 23 agreeing to participate for a 92% participation rate. In typical BR&E programs, participation rates average between 65-70%. The higher than average rate represents an engaged and active business community and a testament to the volunteers who supported the project.

**The higher than average business participation rate represents an engaged and active business community and a testament to the volunteers who supported the project.**

Other notable business characteristics include the following:

- 9% of businesses operate seasonally
- 96% of businesses had a physical location
- 39% of businesses formed within the last three years
- 39% of businesses owned their own building/facility
- 96% of businesses had an online presence

## Business Climate

As businesses range in type so too do perceptions of Veneta's business climate. Overall opinions ranged considerably. For instance, business owners expressed gratitude towards the city saying services are "excellent" while other businesses thought the community was "below average." Despite the paradoxical responses several themes emerged and are captured below:

- Veneta is a personable and friendly community.
- Veneta and the surrounding natural environment are key assets.
- Veneta is perceived to be a challenging place to start a business due to high building and land costs.
- Quality building space to own and rent is lacking.

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- Many businesses are unsatisfied with "the number of hoops to jump through" at the local and state level.
- Interest in businesses being able to better connect to other businesses and to the broader community exists.

Although perceptions of Veneta's business climate vary greatly, the overall consensus is that the community is an average place to conduct business. As in most communities, there are areas in which Veneta thrives and areas where improvement is needed. Future strategy discussion should build upon the gathered information which serves as one piece to an overall puzzle on the path to creating an economically vibrant community.

### Business Health and Key Competitive Advantages

Businesses overwhelmingly detailed an increase in annual sales and revenue while others were consistent or stable. The positive increases were attributed to several factors including an overall improving economy, strong housing and construction market, and more consumers "staying home" to shop. Several businesses attributed their strong and stable growth to maintaining consistent product lines and expansion into niche or specialty markets. Additionally, businesses frequently sighted that their most productive method of increasing sales is through word of mouth exchanges.

**Businesses overwhelmingly detailed an increase in annual sales and revenue while others were consistent or stable.**

Each business has its own unique set of attributes that makes it competitive in respective market places. While it is difficult to discern common themes from such diverse businesses, several noteworthy elements important for existing and future business success exist. They are the following:

- Limited competition from other businesses.
- Access to niche markets and the development of specialty services is a differentiating factor for several businesses.
- Quality customer care helps retain a loyal and growing customer base; however, it is increasingly difficult to attain with the quality of the local labor force.
- Personal relationships are foundational to success.
- Quality of product and service matters.

The above business health and competitive advantage indicator factors are important as economic development professionals, and the community, consider strategies to support the growth and sales of local businesses.

### Business Expansions and Opportunities for Growth

Sixty-five percent of businesses have plans or are considering developing plans for future expansions. Several businesses expressed the need for new building space and technical services such as business planning and financial counseling in order to grow. While each business must ultimately pave its own path toward success, the opportunity for continued investment, support, and nurturing from local and

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regional economic development service providers present a tremendous opportunity for future business growth in Veneta. Additionally, with 39% of the interviewed businesses having formed in the last three years, the need for routine and ongoing support across the business maturation cycle is imperative to any future strategy.

Many of the Veneta businesses are planning to seize market opportunities for growth in the next few years. Business plans include increasing product lines to diversify revenue streams, upgrade of production systems, expanding capacity through acquisition or renovation of larger production facilities or retail spaces, and diversifying point of sale opportunities. Many expressed optimism in plans for increasing revenues through developing new and unique products, and identification and accessing new markets.

**Sixty-five percent of businesses have plans or are considering developing plans for future expansions.**

### Business Challenges

With a diverse business mix, comes a fairly broad range of challenges. The most common challenges expressed were related to the availability of a local skilled labor force from which to draw. Many called out the lack of adequate basic job skills for entry-level positions. In addition, businesses that require a labor force with specialized education, training, or experience, are challenged by a complete lack of local candidates resulting in an inability to fill open positions in a timely manner or without a substantial investment in additional training.

Other common business challenges focused on the availability and ability to access working capital, to support adequate employment levels, business expansion, and acquisition or renovation of necessary facility space. The types of capital needed ranged in nature from capital investments and loans for infrastructure and equipment to supporting cash flow for more consistent product inventory and management and marketing.

Additional challenges expressed include the following:

- Access to assistance for business development or expansion, legal consultation, and business planning
- Difficulty in working with various agencies, ODOT, and local utilities to address safety and essential services for businesses located on Hwy 126
- Access to Broadband Internet service with adequate speed and bandwidth to conduct or expand online business
- Ability to connect with the general community and other businesses
- Automation and new efficiencies impact jobs and the skills required for production and retail jobs

## Veneta Business Innovation and Technology Opportunities

As consumers are increasingly making decisions and purchases online and Internet sales expand, local retail businesses must invest in new hardware and software technology or web-based and merchant services to be successful. Several businesses expressed the need for learning about and developing systems to continue advancing online sales while meeting the rapidly changing consumer behaviors that require significant investments and upgrades. Additionally, access to education and tools in how to use available technologies is a common need across Veneta businesses. Specifically, assistance in developing web-based purchase ordering systems and improving product coding were listed as needs.

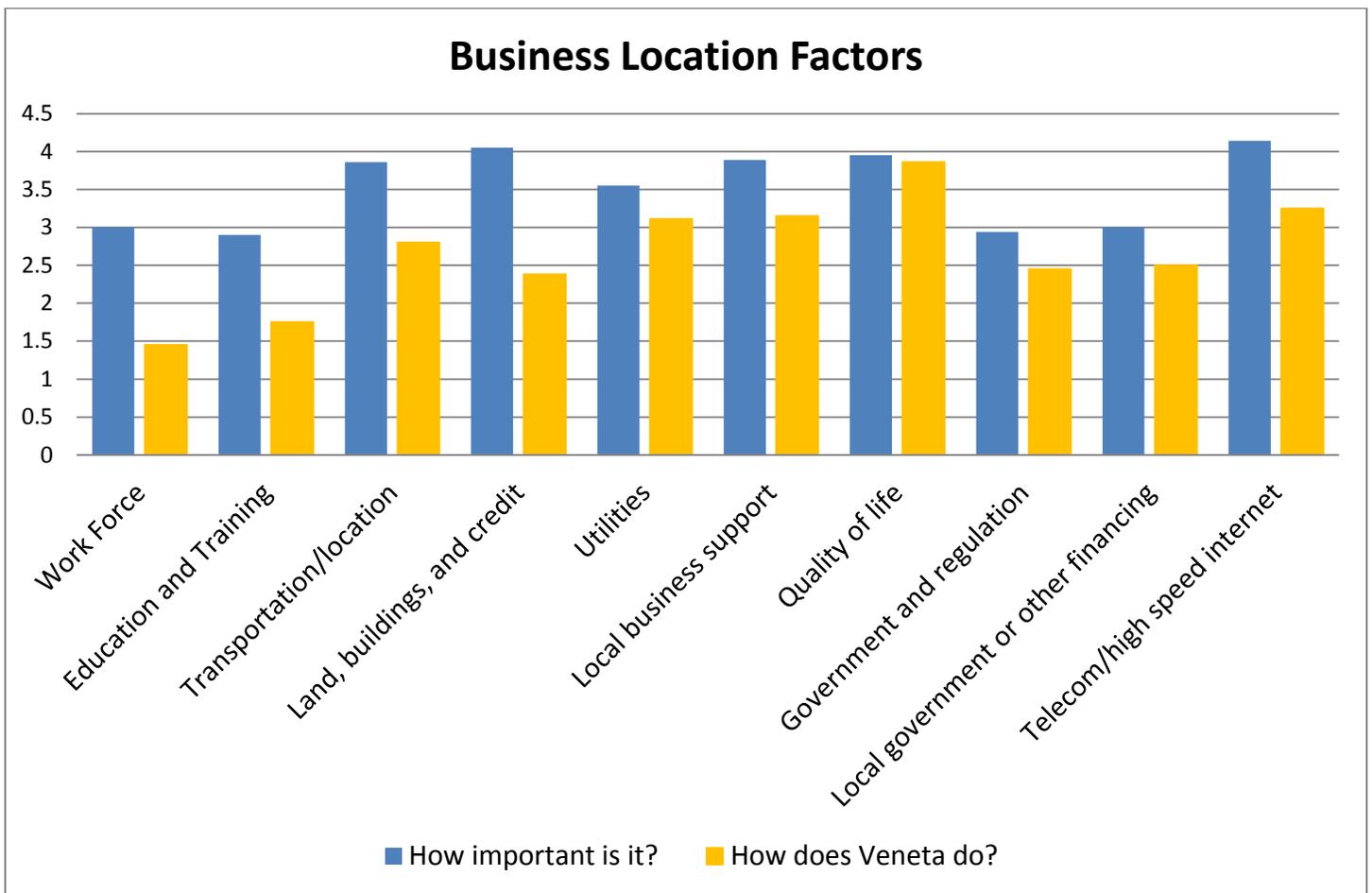
**Across the range of Veneta businesses involved in production, direct services, and retail, they expressed the importance of being able to upgrade systems and processes to utilize technological innovation and change.**

As technologies rapidly advance, the need for skilled labor also advances. Several local businesses offer employee trainings yet struggle to maintain a skilled workforce due to attrition and technology changes. Often, the return on investment is significant for retailers as they also must factor in new processes for packaging and distribution to on-line customers as well. Additionally, production equipment and processes are constantly upgraded, modernized, automated, and more efficient, which creates the need for investment in new equipment and employee training.

In addition, scale automation can mean that small, local businesses in Veneta cannot compete with larger volume automated production either in Eugene or elsewhere. In order to compete, businesses must reduce production and labor costs or develop strategies to market unique products or services, based on "local" attributes. Several employers have shifted business models by changing customers or accessed new markets to meet changing market needs. Businesses expressed the desire to have support in learning about strategies for reaching new markets.

### Business Location Factors

Businesses were requested to describe the most important factors important for their success. Factors included transportation, access to capital, and utilities. Due to interview collection methods, the data below contains interviewer biases. Biases were attempted to be removed; but due to interview time constraints and other factors, several interviewers completed scoring based on qualitatively disclosed information rather than businesses answering the question on their own. Interviewers were instructed to validate scoring by confirming a given score with the respondent. NOTE: Scoring is on a scale of 1 to 5, with 5 representing “very important for success” and 1 representing “not important for success.”



## Quality of Available Business Resources

Many businesses were unaware of available assistance and unsure about how providers could help their businesses. Those receiving and/or those who have received services are generally satisfied with the quality and availability of business resources; however, there are several opportunities for improvements. Specifically, the need for business planning, financial planning, and other business development services to be delivered in the community with some regularity were a top priority identified by interview teams based on the prevalence of such requests for support. Several businesses expressed a desire to connect with business coaches or mentors while others needed support in accessing capital. Based on the input received, several recommendations follow as long-term business development strategies are developed and implemented:

- Improve and increase education and awareness around availability of existing services and resources
- Continue to connect businesses to services on a regular and sustained basis
- Build upon and continue engaging partnerships to bring services to Veneta
- Continue identifying service gaps and increase in-community services where appropriate

Additionally, multiple businesses expressed the importance and value of having banking services in the community. Basic business amenities and services such as banking, bookkeeping, and insurance should be routinely evaluated. The departure of a key amenity, such as a bank, will negatively impact Veneta and, therefore, be monitored by community leaders.

## Business Priorities

The following table identifies business priorities that would support businesses the most:

Business Priority	Business (Percentage)
High-speed Internet improvements	44.44
Special events or promotions (Friday night movies, music events, sidewalk sales, etc.)	44.44
Business support services (business planning, financial advising, bookkeeping, etc.)	44.44
Increased security (lighting, security cameras, increased police presence, etc.)	38.89
Exterior atmosphere of the area (front and rear entrances, landscaping, street trees, store fronts, sidewalks, cleanliness, signage, etc.)	38.89
Finance packaging/capital access	38.89
Sales and marketing	38.89
Shared business advertising	33.33
Property development	27.78
Dealing with government regulation	22.22
Improved rental facilities	22.22

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<b>Traffic flow or transportation</b>	16.67
<b>Customer service training</b>	11.11
<b>Parking</b>	11.11
<b>Public restrooms</b>	5.56
<b>Merchandising training</b>	5.56

Businesses were also asked to share their “magic wand wish” for one thing that could be done tomorrow to most support their success. While such wands do not exist, the answers illuminated a variety of opportunities for future support and strategies to consider developing. Below are a few snapshot responses:

- Better able to connect with other businesses
- Less government regulation
- Business classes
- More square footage for expansion
- Support to access loans
- Improved advertising and marketing
- Grow the community bigger
- Business mentor and counselor
- Fix traffic on Hwy 126
- An educated workforce
- Capital

### Overall Issues, Themes, and Conclusion

The City of Veneta and the immediately adjacent area contain over 100 active businesses and many more in the surrounding Fern Ridge area. Veneta Business Connect reached nearly a quarter of these established businesses. Of those interviewed, 70% anticipated needing assistance implementing their business plans over the next 1-3 years; therefore, it can reasonably be assumed that about 70 businesses have an identified challenge or opportunity, both negatively and/or positively impacting their business, which will require some sort of support over the next 1-3 years. Continued business outreach and relationship building with existing Veneta businesses is a sound economic development strategy worth pursuing. Furthermore, ongoing partnering with service providers is critical in meeting this demand.

**Ultimately, each business paves its own success; yet, the opportunity to provide meaningful support and resources is overwhelmingly present.**

**It can reasonably be presumed that about 70 or more businesses have an identified challenge or opportunity that will need to be addressed in the next**

In the meantime, several key themes and issues surfaced and merit further research, conversation, and action during the coming weeks. As the community, local leaders, and resource provider partners come to the table to discuss strategies for addressing “big ticket items,” the following several important factors should be considered during decision-making processes:

- Existing organizational capacities and bandwidth
- Availability of existing business services and resources
- Long-term investment and commitment of key partners to supporting existing businesses
- Desired outcomes and metrics
- Funding and sustainability of projects

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- Utilization of local resources and capacities beyond the “ordinary suspects”

### Key Issues and Themes

#### 1. Public Infrastructure

- Continued improvements to Hwy 126 to improve safety and access- particularly for downtown and other high-incident areas
  - Potential action item to build upon from *Veneta Economic Development Strategy, 2015*: Collaborate with Oregon Department of Transportation to increase way-finding signage and direct traffic off of Highway 126 into downtown Veneta
- Improvement of and increased access to fiber/Internet availability
  - Potential action item to build upon from *Veneta Economic Development Strategy, 2015*: Pursue expansion and installation of a fiber optics line
- Continued improvements to the built infrastructure, particularly in the downtown area, to accommodate existing business growth potential
  - Potential action items to build upon from *Veneta Economic Development Strategy, 2015*: Create a vibrant downtown core area... and invest resources into infrastructure upgrades to existing... and potential businesses

#### 2. Business Infrastructure

- Lack of available, quality, and affordable commercial rental spaces, particularly downtown, to allow businesses to grow and upgrade- Specific needs expressed included commercial kitchen space for production and storage, retail space for point-of-purchase sales and consignment space
- Business specific utility challenges such as adequate on-site power location, fiber access, and access issues - Specific needs vary in scale and scope

#### 3. Business to Business Relationship Building

- Lack of coordination and availability of opportunities to connect with other businesses
- Lack of information and awareness of existing services and opportunities to connect with other businesses

#### 4. Business to Community Relationship Building

- Businesses want better ways to bring their services and/or products to the local market place
- Businesses desire the community to be part of, and share with, their success

#### 5. Business Tools and Resources

- Businesses are seeking business development tools and resources and need help in learning and accessing them
  - Primary services needed include, business planning, financial planning, mentorship and counseling, and adapting to changing technologies.

6. Workforce
  - Availability of qualified and skilled labor – both entry level and specialized education, training, and experience is lacking creating the inability to timely fill positions
    - Potential action item to build upon from *Veneta Economic Development Strategy, 2015*: Collaborate with Lane Workforce Partnership to support workforce development.
  - Challenges in maintaining employee training systems to meet technological changes
7. Access to Capital
  - Businesses express limited knowledge or awareness of existing loan/capital resources.
  - Businesses lack necessary understanding and/or plans of how to access, qualify, and manage incoming capital.

## Business Follow-up Process, Summary, and Outcomes

Perhaps the most important step in the BR&E process is connecting businesses to resources when opportunities and needs are surfaced. RDI, in coordination with the VBC Leadership Team and City of Veneta staff, have made strides in connecting identified needs to support. The VBC Team prioritized opportunities with outreach commencing on May 10, 2016. Follow-up duties and responsibilities were determined as a team and conducted on a case-by-case basis. Each conversation and subsequent support is tracked and confidentially held by RDI. While some businesses require immediate assistance, others require periodic or less frequent check-ins and, therefore, have yet to receive services. Additionally, other businesses have been contacted multiple times without successfully connecting with the follow-up team. Ultimately, businesses must take initiative to advance their success; but it is also important for the VBC Team, the EDC, and RDI to continuously monitor outreach strategies and adapt if necessary. To this end, more in depth follow-up is needed at the local level including the following: in-person visits to specific businesses, continued relationship building with service providers, and business roundtable discussions. Over the next several weeks, efforts will be made to adapt and adopt these changes.

While strides have been made in connecting businesses to support, significant work still needs to be done to ensure that help is appropriately provided. The business follow-up process is an inherently messy, long term activity that takes time and dedicated staff and attention. RDI will continue to provide support while the City of Veneta transitions RARE participants and engages additional support to move forward the Veneta Business Connect initiative. **Below is a snapshot in time (7/7/16) of the business follow-up work to date:**

- Total number of calls and contacts with businesses placed: 12
- Total number of calls and contacts with businesses made: 5
- Total Number of service referrals:
  - Number of business referrals for capital: 3

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- Number of business referrals to technical assistance: 2
- Number of businesses connected to mentors or outside experts: 1
- Number of Connected City Resources (Signage, incentives, redevelopment toolkit, etc.): 5
- Number of follow-ups completed: 1
- Number of businesses with future scheduled check-ins from VBC Team: 4

### Community Celebration and Priorities Selected

On June 23, 2016, a community celebration was held at Domaine Meriwether Winery. The event's dual purpose was to educate the public and business community of the findings of the Veneta Business Connect effort and to begin prioritizing key themes and issues for later focusing. The City of Veneta partnered with Department of Land Conservation and Development to present market data findings to help the community better understand purchasing habits and consumer potential within the Veneta area. RDI facilitated the discussion and presented findings.

The audience was instructed to consider which themes or issues, if addressed, would have the greatest impact. Additionally, several factors were considered prior to prioritization including the following:

- Existing organizational capacities and bandwidth
- Availability of existing business services and resources
- Long-term investment and commitment of key partners to supporting existing businesses
- Desired outcomes and metrics
- Funding and sustainability of projects

The top three themes and issues selected in order are the following;

1. Workforce
2. Business Infrastructure
3. Business Tools and Resources

The audience then self-selected which of the three themes to spend the remaining time to discuss and begin generating possible strategies and projects. Input received at the community celebration is being used by the EDC to help inform their focus and prioritization. Further focusing and organizational structures will occur upon the draft of this document and added at a later date.



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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### **TITLE/TOPIC: Public Comment and Adoption of Resolution No. 1206 - Reduction of Transportation System Development Charges for Non-Residential Development**

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Meeting Date: September 12, 2016  
Department: Community Development

Staff Contact: Kay Bork, Director  
Email: kbork@ci.veneta.or.us  
Telephone Number: 541-935-2191 Ext.314

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#### **ISSUE STATEMENT**

Council is being asked to take public comment and adopt a Resolution that will reduce the Transportation System Development Charge for Non-Residential development by 50%. A modification to the City's SDC requires public comment before passing a resolution.

#### **BACKGROUND**

In 2015 Council passed Resolution No. 1166 which sunsets at midnight on September 30, 2016. The SDC reduction is intended to promote commercial development in Veneta. Commercial development activity has been increasing in Veneta over the last year and creating economic development opportunities is a high priority Council Goal for 2016/17. Staff is therefore bringing forward Resolution No. 1206 forward for Council consideration.

For commercial development, the transportation SDCs is generally the highest SDC paid. Below is an example of total SDCs that would be required for a new 5,000 square foot retail building.

SDC Type	Total SDC	% of Total SDC
Parks SDC	N/A	
Stormwater	\$ 630.00	1.2%
Wastewater	\$ 14,500.88	27.7%
Water (500 gpd)	\$ 7,654.67	14.6%
Transportation	\$ 29,531.01	56.4%
<b>TOTAL</b>	<b>\$ 52,316.55</b>	<b>100.0%</b>

#### **RELATED CITY POLICIES**

Resolution No. 1206 is identical to Resolution NO. 1166 (adopted 2015) except it extends the sunset clause to September 30, 2017. The City passed the original SDC reduction with Resolution No. 1067 in 2011. The sunset clause was extended in 2012 and 2013.

#### **COUNCIL OPTIONS**

1. Adopt Resolution No. 1206 for temporary Transportation SDC reduction for one year.
2. Do not adopt Resolution No. 1206 for temporary Transportation SDC reduction for one year.
3. Direct staff to modify Resolution No. 1206 for consideration at the next meeting.

#### **CITY ADMINISTRATOR'S RECOMMENDATION**

Adopt Resolution No. 1206 for temporary Transportation SDC reduction for one year.

**SUGGESTED MOTION**

“I make a motion to adopt Resolution No. 1206 providing for a 50% reduction of transportation system development charges for non-residential development for one year.

**ATTACHMENTS**

None

**RESOLUTION NO. 1206**

**RESOLUTION PROVIDING FOR THE TEMPORARY REDUCTION OF  
TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR  
NONRESIDENTIAL DEVELOPMENT**

**WHEREAS**, the City of Veneta (City) has adopted Veneta Municipal Code Chapter 13.25, an ordinance authorizing the establishment of provisions for the development and use of system development charges (SDCs); and

**WHEREAS**, the City has adopted Resolution No. 889, establishing a methodology for calculating transportation SDCs in compliance with Oregon Revised Statutes 223.304; and

**WHEREAS**, the City has adopted Resolution No. 895, establishing a Transportation System Development Charge improvement fee; and

**WHEREAS**, the City continues to suffer from a lack of new nonresidential development and a jobs/housing imbalance created by large numbers of new residential units built over the last 10 years; and

**WHEREAS**, the City has determined that incentivizing new nonresidential development is in the community's long term interest; and

**WHEREAS**, the City has determined that a significant reduction in Transportation SDC improvement fees for non-residential development may stimulate new businesses within Veneta; and

**WHEREAS**, the City has determined that such a reduction will temporarily apply only to the fee established by Resolution No. 895, and will not constitute a change to the methodology adopted by Resolution 889.

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

**Section 1.** Definition. As used in this Resolution, the terms "eligible projects" means all new non-residential development or re-development, including non-residential components of mixed use projects.

**Section 2.** Reduction of Transportation SDC Fee. The City's System Development Charge (SDC) improvement fee for transportation, established by Resolution No. 895, is hereby reduced by 50% for all eligible projects.

**Section 3.** Sunset Clause. The Transportation SDC fee reduction authorized by this Resolution is temporary in duration, and shall extend only through September 30, 2017. It shall expire on Midnight of September 30, 2017, at which

time this Resolution shall be automatically repealed and the full non-residential Transportation SDC fee reinstated.

**Section 4.** Effective Date. This resolution shall take effect and be in full force and effect when signed by the Mayor.

Passed and adopted by the Veneta City Council this \_\_\_\_ day of September, 2016.

\_\_\_\_\_  
Sandra Larson, Mayor

ATTEST:

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

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Rules of the Council Amendment

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Meeting Date: September 12, 2016  
Department: Finance

Staff Contact: Shauna Hartz  
Email: shartz@ci.veneta.or.us  
Telephone Number: 541-935-2191 Ext. 305

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## ISSUE STATEMENT

Does the Council wish to amend the Rules of the Council? They were last amended in 1995.

## BACKGROUND (include prior council or committee action)

The Rules of the Council were created in November 1981 by Resolution No. 260 and last modified in November 1995 by Resolution No. 690. Resolution No. 82 provides guidance on conducting public hearings by the City Council and the Planning Commission. The Planning Commission relies on ORS 197.763 to conduct public hearings and public hearing guidance for the Council is included in the “Rules of the Council” which makes Resolution No. 82 obsolete. Staff is recommending the Rules be amended to be more in line with the current business environment. The proposed changes can be split into three groups. They are listed and explained below:

- Administrative. Broad changes made to the numbering system, moving sections, removing obsolete terms and re-wording the Rules to enhance the Rules and provide clarity and consistency.
- Specific Amendments. Substantial changes were made in numerous sections. One example, is updating the expense reimbursement guidelines to be based on the IRS Meals & Incidental Expenses (M&IE) schedule rather than on fixed amounts.
- New Contents. Several new sections were added to make the Rules of the Council more comprehensive.

Attachment A to this summary is the Rules of the Council that are currently being used. A red-lined version of the Rules that also includes all the proposed additions (text is blue) is also attached (Attachment B).

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

Resolution No. 690 and Resolution No. 82

## COUNCIL OPTIONS (include financial impacts)

1. Adopt the amended Rules of the Council as presented or with minor revisions.
2. Provide comments and suggestions for future adoption.
3. Reject changes and continue to use the existing Rules of the Council.

**CITY ADMINISTRATOR’S RECOMMENDATION**

Approve the amended Rules of the Council as presented.

**SUGGESTED MOTION**

*“I make a motion to approve Resolution No. 1205, a resolution amending the Rules of the Council and repealing Resolution No. 690 and Resolution No. 82.”*

**ATTACHMENTS**

- A. Current Rules of the Council adopted in 1995.
- B. Proposed Rules of the Council with track changes.

**RULES OF THE COUNCIL**  
ADOPTED BY RESOLUTION 690  
November 27, 1995

**Section I. MEETINGS.**

1. Regular Meetings. The Council shall meet in regular session on the Second and Fourth Mondays of each month at the Veneta Community Center or such other specified location within the City of Veneta beginning at ~~7:30~~ 7:00 p.m. In the event that the regular session is scheduled for a holiday, the meeting shall be held the following day at a time and place to be determined by the Mayor.

2. Special Meetings. Special meetings of the Council shall be held when called by the Mayor or when two council members request that the Mayor call a special meeting. Notice of special meetings including the subject, time, and place of the meeting shall be given to all council members then in the City. Public notice of special meetings shall be given to the press and interested persons and posted at Veneta city hall 24 hours prior to the meeting. In case of an actual emergency a special meeting may be called and the public given what notice is reasonable, based upon the emergency.

3. Work Sessions. Special meetings may be held as work sessions of the Council to give the Council members an opportunity to discuss issues in an informal discussion setting. No motions shall be made at a work session. Decisions on items considered at a work session must be made at a regular council meeting.

**Section II. OPEN MEETINGS LAW.** The Council concurs that an informed public, aware of the deliberations and decisions of the City of Veneta, is beneficial to the community. In recognition of this policy, the Council shall comply with the Oregon Open Meetings Law, O.R.S. 192.610 to 192.710.

**Section III. CONDUCT OF MEETINGS.** The presiding officer shall conduct meetings in accordance with the rules of the Council and the Charter of the City of Veneta. All parliamentary questions which arise shall be decided by the Council using Roberts Rules of Order as a guide.

**Section IV. QUORUM.** Three members of the Council shall constitute a quorum. If a quorum is not present, the Recorder shall immediately inform the absent members, except those known to be unavailable for the meeting, that their presence is required to enable the council to proceed.

If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time and place or until the next regular meeting. In the absence of the Mayor and Council President, the remaining members shall call the

meeting to order and elect a presiding officer who shall conduct the meeting.

**Section V. AGENDA.** The Recorder shall prepare an agenda, approved by the City Administrator and Mayor, of the business to be presented at a Council meeting. No item of business shall be added to the agenda of a regular council meeting after 5:00 p.m. on the Wednesday of the week preceding the Council meeting. The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a council member.

Agendas shall be posted at the Veneta City Hall and made available to the public 24 hours prior to the meeting. No item of business may be added to the agenda of a special meeting unless it is added 24 hours prior to the meeting with the approval of the Mayor and notice of the new agenda item is given to the public and the press as required under Section I of these Rules.

**Section VI. CONSENT AGENDA.** In order to make more efficient use of meeting time, ordinances, resolutions, requests of minute approval, bills and other items which are routine in nature and concerning which no debate is expected, shall be placed on a "Consent Agenda." Any item placed on the consent agenda shall be removed at the request of any council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all council members present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote.

**Section VII. ORDER OF BUSINESS.**

1. REGULAR COUNCIL MEETINGS. The order of business at regular council meetings shall be as follows:

- (1) Call to Order
- (2) Public Comment. Maximum time 20 minutes.  
Speakers will be limited to 3 minutes and may not yield their time to other speakers.
- (3) Consent Agenda
- (4) Public Hearings
- (5) Presentations from the Public
- (6) Department Reports
  - (a) From Councilors
  - (b) From Committee Liaisons
- (7) Staff Reports
  - (a) Public Works Superintendent
  - (b) City Attorney

- (c) City Engineer
- (d) City Administrator
- (8) New Business
- (9) Old Business
- (10) Other
- (11) Executive Session
- (12) Adjourn

2. Information shall be made at the end of the Agenda regarding the consent agenda as follows: 'CONSENT AGENDA' - All matters listed under the consent agenda are considered to be routine by the Veneta city Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda to be considered separately. THIS MEETING WILL BE TAPE-RECORDED."

3. To assist in the timely accomplishment of the council meetings, an estimate of the time that each category could take will be shown on the left side of the agenda.

4. Public Hearings. The council may hold Public Hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council. The order of business of Public Hearings concerning land use issues shall follow Resolution No. 82. The order of business for all other public hearings shall be as follows:

- (1) Call to Order
- (2) Declaration of Potential Conflict of Interest and Ex-Parte Contacts
- (3) Staff Report
- (4) Proponents
- (5) Opponents
- (6) Questions from the Council
- (7) Close of Hearing
- (8) Decision on the Issue

5. The Council may modify the order of business at any meeting as is deemed appropriate by the Council for the efficient administration of its business.

**Section VIII. VOTING.** A majority of the council members present at a meeting shall be necessary to decide any questions before the Council.

**Section IX. CONFLICT OF INTEREST.** Whenever a Council member believes such Council member has a potential or actual conflict of interest on any matter coming before the Council, the Council member shall publicly announce such potential or actual conflict of interest and describe the nature of the conflict.

Conflicts of interest must be announced at each meeting where the matter comes before the Council.

1. An "actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated except as defined in ORS 244.020.

2. A "potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(2) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. The commission may by rule limit the minimum size of or otherwise establish criteria for or identify the smaller classes that qualify under this exception.

(3) Membership in or memberships on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When met with a potential conflict of interest after it has been publicly announced, the councilor may take any action thereon in the capacity of a public official. When met with an actual conflict of interest after being publicly announced. A public official shall refrain from participating as a public official in any discussion or debate on the issue arising out of the actual conflict or from voting on the issue. The public official may vote even if there is an actual conflict of interest, if the official's vote is necessary to meet a requirement of a minimum number of votes to take official action. After this announcement, the public

official may vote but not participate in any discussion or debate on the issue out of which the actual conflict arose.

**Section X. DECORUM.** Except by permission of the presiding officer, a council member shall address any remarks to the council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the council relative to any matter being considered by the council at that time. All persons speaking in a council meeting shall address the question under consideration, and shall be courteous to the council, staff and audience.

**Section XI. ORDINANCE ADOPTION.** Ordinances shall be adopted using the following procedures:

1. Land Use Ordinances.

(1) The Planning Commission shall consider a proposed land-use ordinance and a staff report at a public hearing and the Commission shall make a written Findings Report and recommend to the Council that the Ordinance be approved or disapproved.

(2) The Council shall consider the proposed ordinance and planning commission recommendation at a public hearing and shall make a written Findings Report prior to taking final action to enact or disapprove the Ordinance.

2. General Ordinance.

(1) Public Notice. The City Recorder will notify the press and public of proposed ordinances seven (7) days prior to the first reading of the ordinance. A copy of the proposed ordinance will be posted at Veneta Cityhall. Notice may be given by any means, including mail, posting of property, publication of a notice in a newspaper of general circulation, or by any other means designed to inform affected citizens of the proposed ordinance.

(2) First Reading. At the time of the first reading of an ordinance the Council will consider the proposed ordinance, a staff report, and call for public testimony. By motion, the Council shall ~~either~~ approve, modify or disapprove the ordinance as read.

(3) Second Reading. Prior to the second reading and final enactment of an ordinance, the City Recorder

will read any amendments to the Ordinance in full and will incorporate the amendments into the written copy of the ordinance.

(4) Title Reading. Any reading of an ordinance may be by title only, unless a member of the council requests that the ordinance be read in full.

(5) Two-Meeting Passage. All ordinances will be considered at two meetings unless the rules are suspended by unanimous consent of all council members present.

(6) Amendments. Amendment of a proposed ordinance at a public meeting shall not require any new or additional public notice as set forth in (1) above.

**Section XII. ORDINANCE RECORDING.** All ordinances passed by the Council, signed by the Mayor and the Recorder, shall be kept in a book for that purpose.

**Section XIII. MAYOR'S DUTIES.**

The Mayor shall have the following duties and responsibilities:

1. To serve as Chairman of the Council and preside over its deliberations;
2. To have the authority to preserve order enforce the rules of the council and determine the order of business at all meetings;
3. To sign all minutes, resolutions, ordinances, warrants, bonds, checks, and other documents of the City upon adoption b the Council or under the authorization of the Council; and
4. Not to have any power to veto any actions passed by the council.

**Section XIV. PRESIDENT OF THE COUNCIL.** A President of the Council shall be elected by the Council at its first meeting of each odd-numbered year. The President of the Council shall preside over all Council meetings in the absence of the Mayor. He shall serve as Acting Mayor whenever the Mayor is unable to perform the duties of his office, and shall have all the powers of the Mayor while acting in that capacity.

**Section XV. APPOINTMENTS.** The Mayor shall appoint one or more council members to serve as the city's representative to all committees, boards, or agencies outside the city government in which the city has an interest. Appointments shall be ratified by a vote of the council.

**Section XVI. DEPARTMENT ASSIGNEMENTS.** The Mayor shall appoint one or more council members to serve as liaison with the Public Works Department and City Engineer to coordinate water, sewer, streets, and parks programs and actions. The Mayor shall serve as Administrative liaison to the City Administrator, City Engineer, City Attorney and other staff on general administrative matters.

**Section XVII. COMMITTEES.**

1. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

Budget Committee	5 council members	5 citizen members
Economic Development	15 citizen members	
Park Board	5 citizen members	
Planning Commission	5 citizen members	

The Mayor shall also appoint a council member to serve as a non-voting representative to each standing committee.

2. Filling Vacancies on Committees. When a vacancy exists on a standing committee, the City Administrator shall notify the public that a vacancy exists. Interested individuals may apply for the vacant position by submitting a letter of interest to the City. The Mayor shall then appoint a person to the committee. The Mayor shall discuss the proposed appointment with the City council prior to making an official appointment.

3. Student Committee Members. The council shall establish on the Council and each standing committee list in No. 1 of this Section" no more than two student representatives per standing committee". This position shall be appointed by the Mayor in the same manner as used to appoint other members of the committees described in No. 2 of this Section. The position shall be non-voting, and shall be a current member of the student body of area High Schools. At such time as a student representative vacancy exists on a standing committee, the city will notify the area School District of the vacancy and request that they advise the area High School student body of the vacancy and that interested persons should contact the city Recorder for additional information.

**Section XVIII. MUNICIPAL COURT.** Municipal Court will be held at 8:30 a.m. on the third Thursday of each month at Veneta City Hall. Trials and other court sessions may be set at a time and place determined by the Municipal Judge to permit the orderly transaction of court business.

**Section XIX. EXPENSES REIMBURSED.**

1. Mileage. Employees, committee members, and city councilors may be reimbursed for personal mileage on city business at the effective IRS rate for that year. All persons must submit bills or summaries of mileage to the bookkeeper prior to reimbursement.

2. Meals. Employees, committee members and city councilors may be reimbursed for meals and incidental expenses incurred in the conduct of city business. Alcoholic beverages are not reimbursable. Exceptions to this rule shall only apply to City-related conferences and training sessions. Meals may be reimbursed up to the maximum allowed per meal:

Breakfast:	\$ 5.00
Lunch:	\$ 7.00
Dinner:	\$10.00

3. Property Damage. Employees, committee members and councilors may be reimbursed for property damage to vehicles in an amount up to \$50.00 when all of the following conditions are met:

- (1) The damage was caused by or incurred during the conduct of city business;
- (2) The claim was not covered by insurance;
- (3) The person was not reimbursed for mileage; and
- (4) The city council approved reimbursement of the claim.

**Section XX. SUSPENSION OF RULES.** Any rule prescribed in this resolution, Rules of the Council, may be suspended by the Council upon a majority vote of the council members present at a meeting.

ADOPTED BY RESOLUTION 690  
November 27, 1995

RULES OF THE COUNCIL  
Exhibit A to Resolution No. 1205

The Veneta City Charter requires the City Council to adopt Rules of the Council by Resolution to govern its meetings and proceedings. These rules will decide questions and give direction on meetings, conduct, agendas, and other matters.

**1. Council Authority.**

The Council has the right to require persons attending or participating in any meeting of the Council or addressing the Council to conform to or abide by the rules of the Council and directions of the Mayor or Presiding Officer.

**~~Section I. MEETINGS.~~ 2. Meetings.**

All meetings of the Veneta City Council will be open to the public with the exception of Executive Sessions. All meetings will be held in a location accessible to the public and in accordance with the Oregon Public Meeting Law. All meetings will be noticed in accordance with the Oregon Public Meeting Law.

The types of meetings are:

**2.1. Regular Meetings.** The Council shall meet in regular session on the Second and Fourth Mondays of each month at the Veneta Administrative Center, 88184 8<sup>th</sup> St., Veneta, Oregon or such other specified location within the City of Veneta beginning at ~~7:30~~ ~~7:00~~ 6:30 p.m. In the event that the regular session is scheduled for a holiday, the meeting day, time and place shall be determined by the Mayor.

**2.2. Work Sessions.** Meetings may be held as work sessions of the Council to give the Council members an opportunity to discuss issues in an informal setting. Motions shall not be made at a work session. Decisions on items considered at a work session must be made at a regular Council meeting; however, general direction or consensus is allowable.

**2.3. Special Meetings.** Special meetings of the Council shall be held when called by the Mayor or in the absence of the Mayor, the Council President, or when two Council members request ~~that the Mayor call~~ a special meeting. Notice of special meetings including the subject, time, and place of the meeting shall be given to all Council members. Public notice of special meetings shall be given to the press and interested persons and posted at Veneta Administrative Center 24 hours prior to the meeting. In case of an actual emergency a special meeting may be called and the public given what notice is reasonable, based upon the emergency.

**2.4. Emergency Meetings.** An Emergency Meeting of the Council may be called with less than 24 hours' notice pursuant to Oregon Public Meeting Laws. The meeting notice and minutes of the meeting must identify the specific emergency that exists. Only business directly associated with the actual emergency will be discussed and/or acted upon during the meeting.

**2.5. Executive Sessions.** Executive Sessions may be held during Regular, Special, Emergency or Work Session meetings if the Executive Session complies with all applicable provisions of the Oregon Public Meeting Law. The Council shall not vote or make any commitment regarding future votes during an Executive Session, although the Council may reach a consensus in Executive Session which must be confirmed by a formal vote taken in open session. The Mayor and Councilors are expected to maintain the confidentiality of the information discussed in an Executive Session.

### **3. Calling a Meeting.**

A Special or Emergency Meeting of the Council may be called by the Mayor, or in the Mayor's absence, by the Council President or two Councilors. A member of the Council desiring to call a Special or Emergency meeting shall first contact the Mayor or, in the Mayor's absence, the Council President. The Mayor or Council President will contact the City Administrator, who will contact other members of the Council, determine if a quorum is available, and determine whether all applicable Oregon Public Meetings Law requirements are met. The City Administrator may schedule a Work Session, Special or Emergency meeting if they determine that such a meeting is needed to carry out Council business. Future Work, Special or Emergency meetings may also be set by the Council at a Work, Regular, Special or Emergency Meeting.

### **4. Cancellation of a Meeting.**

The Mayor, upon the recommendation of the City Administrator, may cancel a meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given at least 72 hours prior to the scheduled meeting, if possible.

### **~~Section II.—OPEN MEETING LAW.~~ 5. Open Meeting Law.**

The Council concurs that an informed public, aware of the deliberations and decisions of the City of Veneta, is beneficial to the community. In recognition of this policy, the Council shall comply with the Oregon Open Meetings Law, ORS 192.610 to 192.~~740~~ 690.

### **~~Section III.—CONDUCT OF MEETING.~~ 6. Conduct of Meetings.**

The presiding officer shall conduct meetings in accordance with the Rules of the Council and the Charter of the City of Veneta.~~All parliamentary questions which arise shall be decided by the Council using Roberts Rules of Order as a guide.~~

### **~~Section IV.—QUORUM.~~ 7. Quorum.**

Three members of the Council shall constitute a quorum. If a quorum is not present, the ~~Recorder~~ City Administrator shall immediately inform the absent members, except those known to be ~~unavailable for the meeting~~, unavoidably detained, that their presence is required. ~~to enable the council to proceed~~. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time and place or until the next regular meeting. In the absence of the Mayor and Council President, the remaining members shall call the meeting to order and elect a presiding officer who shall conduct the meeting.

### **8. Attendance, Excused Absences.**

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Administrator or City Recorder, who shall convey the message to the Mayor. Absent Councilors who do not follow the above process will be considered unexcused, which shall be so noted in the minutes.

### **9. Rules of Order.**

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. The following Rules of Order should be liberally construed to that end. Council Members should avoid invoking the fine points of parliamentary procedure when such points serve only to obscure the issues before the Council and/or confuse the audience at public meetings and citizens in general.

**9.1. Presiding Officer.** The Mayor or in the Mayor's absence, the Council President, shall serve as the Presiding Officer. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by the Council.

**9.2. Pro-tem Presiding Officer.** In the event of the absence of the Mayor and the Council President, the City Administrator shall call the Council to order and call the roll of the members. If a quorum is present, those Councilors present shall elect, by majority vote, a Pro-tem Presiding Officer for that meeting. Should the Mayor or Council President arrive, the Pro-tem Officer shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

**9.3. Council Discussion/Debate.** Every Councilor desiring to speak shall first address the Presiding Officer, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

No Councilor shall address the Presiding Officer or demand the floor while a vote is being taken.

Councilors should limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. Members of the Council should refrain from speaking more than once upon any subject until other members of the Council have had a chance to speak to the topic. After all Councilors have had their opportunity to speak, the Presiding Officer will entertain Council action as necessary.

Councilors desiring to question administrative staff shall address questions to the City Administrator or the author of the Agenda Item Summary, who shall be entitled to either answer the inquiry or designate a staff member to do so.

A Councilor, once recognized by the Presiding Officer, shall not be interrupted while speaking, unless called in order by the Presiding officer or a point of order is raised by any member of the Council while they are speaking. In this case, the speaker shall immediately cease speaking until the point is determined. If the presiding officer rules that the speaker is in order, the speaker shall be permitted to proceed speaking; if ruled to be out of order, the speaker shall remain silent or shall alter their remarks to comply with the ruling.

All members shall accord the utmost courtesy to each other, staff and the public and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Members shall confine their questions to the particular matters before the assembly and, in debate, shall confine their remarks to the issue before the Council.

Members shall be removed from the meeting for failure to comply with the decisions of the Presiding Officer and/or for continued violations of the rules of the Council. If the Presiding Officer fails to act, any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require the Presiding Officer to act.

All members of the Council shall give undivided attention to the discussions and business of the Council during Council meetings. Members shall refrain from personal conversations or correspondence with other members of the Council, staff or public.

**9.4. Right to Appeal.** Any Councilor may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other question than, "Shall the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

**9.5. Excusal During the Meeting.** No Councilor may leave the Council meeting while in regular session without permission from the Presiding Officer.

**10. Minutes of a Council Meeting.**

Written minutes shall be taken for all meetings of the Council, except Executive Sessions for which minutes may be kept in the form of audio recordings. No transcript of Executive Session minutes shall be made unless otherwise required by law. The written minutes of the Council meetings need not be verbatim transcripts, but shall give a true reflection of the matters discussed at the meeting and the views of those participating in the discussions.

~~Section V.—AGENDA.~~ **11. Agenda.**

The City ~~Recorder~~ Administrator or designee shall prepare an agenda, approved by the ~~City Administrator~~ Mayor, of the business to be presented at a Council meetings. No item of business shall be added to the agenda of a Regular Council meeting after 5:00 p.m. on the Wednesday of the week preceding the Council meeting. ~~The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a council member.~~

~~Agendas shall be posted at the Veneta City Hall and made available to the public 24 hours prior to the meeting. No item of business may be added to the agenda of a special meeting unless it is added 24 hours prior to the meeting with the approval of the Mayor and notice of the new agenda item is given to the public and the press as required under Section I of these Rules.~~

For all other meetings, no agenda item can be added after public notice of the meeting has been given. The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a Council member. The Mayor and members of the Council shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. Items that meet the deadline may be placed on the agenda by any of the following methods:

1. A majority vote of the Council;
2. Consensus of the Council;
3. By any Councilor in a request to the City Administrator (the agenda item will identify the Councilor who requested the item to be placed on the agenda);
4. By the City Administrator or City Attorney.

~~No item shall be added to the agenda after the applicable deadline without the unanimous vote of the council present at the meeting.~~

~~Section VII.—ORDER OF BUSINESS.~~ **12. Order of Business.**

~~REGULAR COUNCIL MEETINGS.~~ The order of business at Regular Council Meetings, as they apply, shall be as follows:

1. Call to Order
2. Public Comment. Maximum time 20 minutes; speakers will be limited to 3 minutes and may not yield their time to other speakers.
3. Consent Agenda
4. Public Hearings
5. Special Presentations ~~from the Public~~
6. Department Reports
  - a. From Councilors
  - b. From Committee Liaisons
7. Staff Reports
  - a. ~~Public Works Superintendent~~ Community Services Director
  - b. ~~City Attorney~~ Finance Director
  - c. ~~City Engineer~~ Public Works Director
  - d. City Administrator
  - e. ~~New Business~~
  - f. ~~Old business~~

- 8. Other
- 9. Executive Session
- 10. Adjourn

~~2. Information shall be made at the end of the Agenda regarding the consent agenda as follows: "CONSENT AGENDA" All matters listed under the consent agenda are considered to be routine by the Veneta city Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda to be considered separately. THIS MEETING WILL BE TAPE RECORDED."~~

**3.12.1.** To assist in the timely accomplishment of the Council meetings, an estimate of the time that each **category-agenda item** could take will be shown on the **left side of the** agenda.

**5.12.2.** The Council may modify the order of business at any meeting as is deemed appropriate by the Council for the efficient administration of its business.

**13. Public Comment.**

There shall be a period of time, not to exceed 20 minutes, near the beginning of each Regular Meeting for questions or statements on items of concern whether or not they appear on the agenda. Except items having a separate public comment time. This time is not for additional comments or repetitive comments on issues addressed in prior meetings. Comments shall be limited to three minutes or less per person.

**4.14. Public Hearings.**

The Council may hold Public Hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council. ~~The order of business of Public Hearings concerning land use issues shall follow Resolution No. 82. The order of business for all other public hearings shall be as follows:~~

- ~~(1) Call to Order~~
- ~~(2) Declaration of Potential Conflict of Interest~~
- ~~and Ex-Parte Contacts~~
- ~~(3) Staff Report~~
- ~~(4) Proponents~~
- ~~(5) Opponents~~
- ~~(6) Questions from the Council~~
- ~~(7) Close of Hearing~~
- ~~(8) Decision on the Issue~~

There are two types of public hearings, legislative and quasi-judicial, and it is important to understand the distinction between them.

**14.1. Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses such matters as comprehensive land use plans or the annual or biennial budget. Legislative public hearings are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the courts; if challenged, they are reviewed only to determine whether the decision was based upon the complete record, are constitutional and in compliance with state law. For example, a court will not review whether the basic budgetary decisions made by a city council or county commission were correctly made. On the other hand, comprehensive plans in Growth Management Act (GMA) counties may be reviewed by a growth management hearings board, and maybe later by a court, for consistency with the GMA. Legislative Public Hearings held by

local government bodies are used to approve resolutions, ordinances, budgets, etc. and will be conducted by the City Council as follows:

1. Open Hearing
2. Staff Report
3. Public comments
4. Specific Council questions of public testifying
5. Close of Public Hearing
6. City Council deliberation and decision

**14.2 Quasi-judicial Public Hearings.** Unlike legislative decisions, quasi-judicial decisions involve the legal rights of specific parties. The decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site specific rezones, preliminary plats, variances, and conditional uses, and will be conducted by the City Council as follows:

1. Open Hearing
2. Declaration of Conflict of Interest or Ex-Parte Contacts
3. Staff Report
4. Applicant/Proponents
5. Opponents
6. Neutral testimony
7. Applicant rebuttal
8. Questions from the City Council/Planning Commission
9. Close of Public Hearing
10. Deliberation and Decision

**~~Section VI.—CONSENT AGENDA.~~ 15. Consent Agenda.**

In order to make more efficient use of meeting time, ~~ordinances, resolutions,~~ requests of minute approval, bills and other items which are routine in nature and ~~concerning~~ for which no debate is expected, shall be placed on a "Consent Agenda." Any item placed on the consent agenda shall be removed at the request of ~~the Mayor or~~ a Council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all Council members present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote. ~~Items removed shall be considered separately.~~

**~~Section XI.—ORDINANCE ADOPTION.~~ 16. Ordinance Adoption.**

Ordinances shall be adopted using the following procedures:

**~~1.~~ 16.1. Land Use Ordinances.**

(1) The Planning Commission shall consider a proposed land-use ordinance and a staff report at a public hearing and the Commission shall make a written Findings Report and recommend to the Council that the Ordinance be approved or disapproved.

(2) The Council shall consider the proposed ordinance and planning commission recommendation at a public hearing and shall make a written Findings Report prior to taking final action to enact or disapprove the Ordinance.

**~~2.~~ 16.2. General Ordinance.**

(1) ~~Public Notice.~~ ~~The City Recorder will notify the press and public of proposed ordinances seven (7) days prior to the first reading of the ordinance. A copy of the~~

~~proposed ordinance will be posted at Veneta City hall. Notice may be given by any means, including mail, posting of property, publication of a notice in a newspaper of general circulation, or by any other means designed to inform affected citizens of the proposed ordinance.~~

A copy of the ordinance is provided for each Council member. Three copies of the ordinance are available for public inspection in the office of the custodian of City records; and notice of their availability is given by written notice posted at the City Hall and two other public places in the City, or advertised in a newspaper of general circulation in the City.

(2) First Reading. At the time of the first reading of an ordinance the Council will consider the proposed ordinance, a staff report, and call for public ~~testimony~~ comment. By motion, the Council shall approve, modify or disapprove the ordinance as read by title only.

(3) Second Reading. Prior to the second reading and final enactment of an ordinance, the ~~City Recorder will~~ staff person presenting the ordinance to the Council shall read any amendments to the Ordinance in full and will incorporate the amendments into the written copy of the ordinance.

(4) Title Reading. Any reading of an ordinance may be by title only, unless a member of the Council requests that the ordinance be read in full.

(5) Two-Meeting ~~Passage-Adoption~~. All ordinances will be considered at two meetings unless the rules are suspended by unanimous consent of all Council members present.

(6) Amendments. Amendment of a proposed ordinance at a public meeting shall not require any new or additional public notice as set forth in Section ~~(4)~~ 16.2(1) above.

(7) Effective Date. Non-emergency ordinances shall become effective on the 30<sup>th</sup> day from the second reading and final enactment. All resolutions and franchises shall become immediately effective upon adoption by the City Council and approval by the Mayor.

(8) Emergency Clause. Whereas when adoption of an ordinance is deemed to be necessary for the preservation of the public health, safety and welfare of the citizens of the City of Veneta, an emergency is hereby declared to exist, and the ordinance shall be in full force and effect upon its adoption by the City Council and approval of the Mayor.

~~Section XII. ORDINANCE RECORDING.~~ **17. Ordinance Recording.**

All ordinances passed by the Council, signed by the Mayor and the Recorder, shall be kept in a book for that purpose.

~~Section XIII. MAYOR'S DUTIES.~~ **18. Mayor's Duties.**

The Mayor shall have the following duties and responsibilities:

1. To serve as Chairman of the Council and preside over its deliberations;
2. To have the authority to preserve order, enforce the rules of the Council and determine the order of business at all meetings;
3. To sign all minutes, resolutions, ordinances, ~~warrants,~~ bonds, ~~loans,~~ contracts, ~~checks~~ and other documents of the City upon adoption by the Council or under the authorization of the Council; and
4. Not to have any power to veto any actions passed by the Council.

~~Section VIII.—VOTING.~~ **19. Voting Generally.**

A majority of the Council members present at a meeting shall be necessary to decide any questions before the Council.

**20. Duty to Vote.**

Every Councilor who is present will vote for or against the question before the Council unless the Council excuses that Councilor from voting. A Councilor may refrain for just legal cause without being excused by the Council. Councilors must announce the legal reason or justification for abstaining from voting.

~~Section IX.—CONFLICT OF INTEREST.~~ **21. Conflict of Interest.**

Whenever a Council member believes such Council member has a potential or actual conflict of interest on any matter coming before the Council, the Council member shall publicly announce such potential or actual conflict of interest and describe the nature of the conflict. Conflicts of interest must be announced at each meeting where the matter comes before the Council.

1. An “actual conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated except as defined in ORS 244.020.

2. A “potential conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(2) Any action in the person’s official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. The commission may by rule limit the minimum size of or otherwise establish criteria for or identify the smaller classes that qualify under this exception.

(3) Membership in or memberships on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When met with a potential conflict of interest after it has been publicly announced, the Councilor may take any action thereon in the capacity of a public official. When met with an actual conflict of interest after being publicly announced, a public official shall refrain from participating as a public official in any discussion or debate on the issue arising out of the actual conflict or from voting on the issue. The public official may vote even if there is an actual conflict of interest, if the official’s vote is necessary to meet a requirement of a minimum number of votes to take official action. After this announcement, the public official may vote but not participate in any discussion or debate on the issue out of which the actual conflict arose.

~~Section X.—DECORUM.~~ **22. Decorum.**

Except by permission of the presiding officer, a Council member shall address any remarks to the Council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the Council relative to any matter being considered by the Council at that time. All persons speaking in a Council meeting shall address the question

under consideration, and shall be courteous to the Council, staff and audience. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared and a recess called until order is restored.

**23. Seating Capacity and Safety Requirements.**

The safe occupancy and seating capacity of the Council Chambers as determined by the Fire Marshal shall be posted within the Chambers. The limitations on occupancy and seating capacity shall be complied with at all times. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the Council Chambers, and shall not pass beyond the restraining barriers unless requested to do so by the Presiding Officer.

**24. Flags, Signs and Posters.**

No flags, posters, placards or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any meeting hall in which the Council is officially meeting, or any meeting hall in which a public meeting is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

**25. News Media.**

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

**26. Effect of Rules.**

These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business.

**27. Failure to Follow Rules.**

Failure to follow the rules of the Council in conducting business or to not abide by the rules of procedure does not invalidate the decisions of the Council nor will it be grounds to later challenge the validity of the decision.

~~Section XX. SUSPENSION OF RULES.~~ **28. Suspension of Rules.**

Any rule prescribed in this resolution, Rules of the Council, may be suspended by the Council upon a majority vote of the Council members present at a meeting. These rules may be permanently amended at any meeting at which prior notice of the proposed change was provided to each member of the Council. A majority of those Council members present and voting is needed to effect an amendment or an addition to these rules.

~~Section XIV. PRESIDENT OF THE COUNCIL.~~ **29. President of the Council.**

A President of the Council shall be elected by the Council at its first meeting of each odd-numbered year. The President of the Council shall preside over all Council meetings in the absence of the Mayor. ~~He shall~~ The President of the Council shall also serve as Acting Mayor whenever the Mayor is unable to perform the duties of his office, and shall have all the powers of the Mayor while acting in that capacity.

~~Section XV. APPOINTMENTS.~~ **30. Appointments.**

The Mayor shall appoint one or more Council members to serve as the City's representative to ~~all City of Veneta~~ committees, boards, or agencies outside the City government in which the City has an interest. Appointments shall be ratified by a ~~vote~~ consensus of the Council.

~~Section XVI. DEPARTMENT ASSIGNMENTS.~~ **31. Liaison Assignments.**

The Mayor may appoint Council members to serve as liaisons to the Veneta Economic Development Committee, Veneta Park Board, Fern Ridge School District 28J, Veneta-Fern Ridge Chamber of Commerce, and other local government agencies. The Mayor shall serve as Administrative liaison to the City Administrator, City Engineer, City Attorney and other staff on general administrative matters.

~~Section XVII. COMMITTEES.~~ **32. Committees.**

1. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

Budget Committee	5 Council members	5 citizen members
Economic Development	9 citizen members	
Park Board	9 citizen members	
Planning Commission	5 citizen members	

~~The Mayor may also appoint a Council member to serve as a non-voting representative to each standing committee.~~

2. Filling Vacancies on Committees. When a vacancy exists on a standing committee, the City Recorder shall notify the public that a vacancy exists. Interested individuals may apply for the vacant position by completing and submitting a Committee/Commission application to the City. The Mayor shall propose a person to appoint to the committee. The Mayor shall discuss the proposed appointment with the City Council prior to making an official appointment.

3. Student Committee Members. The Council shall establish on the ~~Council and each standing committee list in No. 1 of this section~~ **no more than two student representatives per standing committee**. Park Board, as standing positions, no more than two student representatives. ~~This position~~ **These positions** shall be appointed by the Mayor in the same manner as used to appoint other members of the committees described in No. 2 of this Section. The positions shall ~~be non-voting~~ **have voting rights and appointees shall** be current members of the student body of area High Schools. ~~At such time as a student representative vacancy exists on a standing committee, the city will notify the area School District of the vacancy and request that they advise the area High School student body of the vacancy and that interested persons should contact the city Recorder for additional information.~~

~~Section XVIII. MUNICIPAL COURT. Municipal Court will be held at 8:30 a.m. on the third Thursday of each month at Veneta City Hall. Trials and other court sessions may be set at a time and place determined by the Municipal Judge to permit the orderly transaction of court business.~~

~~Section XIX. EXPENSES REIMBURSED.~~ **33. Expenses Reimbursed.**

1. Mileage. City Councilors may be reimbursed for mileage if using their personal vehicle on City business at the effective IRS rate for that year. All persons must submit bills or summaries of mileage to the City Administrator prior to reimbursement.

2. Meals. City Councilors may be reimbursed for meals and incidental expenses incurred while conducting City business or attending conferences and trainings in their official capacity. Alcoholic beverages are not reimbursable. Meals may be reimbursed ~~up to the maximum allowed per meal~~ **based on the IRS meals and incidental expense (M&IE) per diem rate for that year.**

<del>_____</del>	<del>Breakfast:</del>	<del>_____</del>	<del>\$5.00</del>
<del>_____</del>	<del>Lunch:</del>	<del>_____</del>	<del>\$7.00</del>
<del>_____</del>	<del>Dinner:</del>	<del>_____</del>	<del>\$10.00</del>

3. Property Damage. ~~Employees, committee members, and~~ City Councilors may be reimbursed for property damage to vehicles in an amount up to ~~\$50~~ \$200 when all of the following conditions are met:

- (1) The damage was caused by or incurred during the conduct of City business;
- ~~(2) The claim was not covered by insurance;~~
- ~~(3) The person was not reimbursed for mileage;~~ and
- (4) The City Council approved reimbursement of the claim.

Adopted by the Veneta City Council on the \_\_\_\_ day of \_\_\_\_\_, 2016 by Resolution No. 1205.

XXXXXXXXXXXXXXXXXXXX  
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX  
Darci Henneman, City Recorder



**CITY OF VENETA**

**RESOLUTION NO. 1205**

**A RESOLUTION AMENDING THE RULES OF THE COUNCIL AND REPEALING  
RESOLUTION NO. 690 AND RESOLUTION NO. 82**

**WHEREAS**, the City Council first adopted Rules of the Council (Rules) in 1981;  
and

**WHEREAS**, the last review and amendment of the Rules was completed in 1995  
with Resolution No. 690; and

**WHEREAS**, it is good practice to periodically review and update the Rules of the  
Council; and

**WHEREAS**, proposed amendments are required in order for the Rules of the Council to  
conform to the provisions of the City of Veneta Charter; and

**WHEREAS**, Resolution No. 82 adopts rules of procedure for the conduct of public  
hearings related to Land Use matters; and

**WHEREAS**, the amended Rules of the Council include public hearing procedures for the  
City Council to follow for Land Use and other matters; and

**WHEREAS**, the Veneta Planning Commission has relied on public hearing procedures  
found in the Oregon Revised Statute (ORS) 197.763 for Land Use matters; and

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

**SECTION 1 Amendment.** The Rules of the Council, attached to and  
incorporated herein as Exhibit A are hereby adopted.

**SECTION 2 Effective Date.** This Resolution shall take effect on September  
\_\_\_\_, 2016.

**SECTION 3 Repealing Clause.** Resolution No. 690 and Resolution No. 82 are  
hereby repealed.

PASSED AND ADOPTED by the Veneta City Council this \_\_\_\_\_ day of  
September, 2016.

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

ATTEST:  
XXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, City Recorder



**RULES OF THE COUNCIL**  
**Exhibit A to Resolution No. 1205**

The Veneta City Charter requires the City Council to adopt Rules of the Council by Resolution to govern its meetings and proceedings. These rules will decide questions and give direction on meetings, conduct, agendas, and other matters.

**1. Council Authority.**

The Council has the right to require persons attending or participating in any meeting of the Council or addressing the Council to conform to or abide by the rules of the Council and directions of the Mayor or Presiding Officer.

**2. Meetings.**

All meetings of the Veneta City Council will be open to the public with the exception of Executive Sessions. All meetings will be held in a location accessible to the public and in accordance with the Oregon Public Meeting Law. All meetings will be noticed in accordance with the Oregon Public Meeting Law.

The types of meetings are:

**2.1. Regular Meetings.** The Council shall meet in regular session on the Second and Fourth Mondays of each month at the Veneta Administrative Center, 88184 8<sup>th</sup> St., Veneta, Oregon or such other specified location within the City of Veneta beginning at 6:30 p.m. In the event that the regular session is scheduled for a holiday, the meeting day, time and place shall be determined by the Mayor.

**2.2. Work Sessions.** Meetings may be held as work sessions of the Council to give the Council members an opportunity to discuss issues in an informal setting. Motions shall not be made at a work session. Decisions on items considered at a work session must be made at a regular Council meeting; however, general direction or consensus is allowable.

**2.3. Special Meetings.** Special meetings of the Council shall be held when called by the Mayor or in the absence of the Mayor, the Council President, or when two Council members request a special meeting. Notice of special meetings including the subject, time, and place of the meeting shall be given to all Council members. Public notice of special meetings shall be given to the press and interested persons and posted at Veneta Administrative Center 24 hours prior to the meeting. In case of an actual emergency a special meeting may be called and the public given what notice is reasonable, based upon the emergency.

**2.4. Emergency Meetings.** An Emergency Meeting of the Council may be called with less than 24 hours' notice pursuant to Oregon Public Meeting Laws. The meeting notice and minutes of the meeting must identify the specific emergency that exists. Only business directly associated with the actual emergency will be discussed and/or acted upon during the meeting.

**2.5. Executive Sessions.** Executive Sessions may be held during Regular, Special, Emergency or Work Session meetings if the Executive Session complies with all applicable provisions of the Oregon Public Meeting Law. The Council shall not vote or make any commitment regarding future votes during an Executive Session, although the Council may reach a consensus in Executive Session which must be confirmed by a formal vote taken in open session. The Mayor and Councilors are expected to maintain the confidentiality of the information discussed in an Executive Session.

**3. Calling a Meeting.**

A Special or Emergency Meeting of the Council may be called by the Mayor, or in the Mayor's absence, by the Council President or two Councilors. A member of the Council desiring to call a Special or Emergency meeting shall first contact the Mayor or, in the Mayor's absence, the Council President. The Mayor or Council President will contact the City Administrator, who will contact other members of the Council, determine if a quorum is available, and determine whether all applicable Oregon Public Meetings Law requirements are met. The City Administrator may schedule a Work Session, Special or Emergency meeting if they determine that such a meeting is needed to carry out Council business. Future Work, Special or Emergency meetings may also be set by the Council at a Work, Regular, Special or Emergency Meeting.

**4. Cancellation of a Meeting.**

The Mayor, upon the recommendation of the City Administrator, may cancel a meeting. Council members will be notified of the cancellation prior to notice being given to the public. Notice of cancellation will be given at least 72 hours prior to the scheduled meeting, if possible.

**5. Open Meeting Law.**

The Council concurs that an informed public, aware of the deliberations and decisions of the City of Veneta, is beneficial to the community. In recognition of this policy, the Council shall comply with the Oregon Open Meetings Law, ORS 192.610 to 192.690.

**6. Conduct of Meetings.**

The presiding officer shall conduct meetings in accordance with the Rules of the Council and the Charter of the City of Veneta.

**7. Quorum.**

Three members of the Council shall constitute a quorum. If a quorum is not present, the City Administrator shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time and place or until the next regular meeting. In the absence of the Mayor and Council President, the remaining members shall call the meeting to order and elect a presiding officer who shall conduct the meeting.

**8. Attendance, Excused Absences.**

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Administrator or City Recorder, who shall convey the message to the Mayor. Absent Councilors who do not follow the above process will be considered unexcused, which shall be so noted in the minutes.

**9. Rules of Order.**

The Council has an obligation to be clear and simple in its procedures and the consideration of the questions coming before it. The following Rules of Order should be liberally construed to that end. Council Members should avoid invoking the fine points of parliamentary procedure when such points serve only to obscure the issues before the Council and/or confuse the audience at public meetings and citizens in general.

**9.1. Presiding Officer.** The Mayor or in the Mayor's absence, the Council President, shall serve as the Presiding Officer. The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal by the Council.

**9.2. Pro-tem Presiding Officer.** In the event of the absence of the Mayor and the Council President, the City Administrator shall call the Council to order and call the roll of the members. If a quorum is present, those Councilors present shall elect, by majority vote, a Pro-tem Presiding Officer for that meeting. Should the Mayor or Council President arrive, the Pro-tem Officer shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

**9.3. Council Discussion/Debate.** Every Councilor desiring to speak shall first address the Presiding Officer, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

No Councilor shall address the Presiding Officer or demand the floor while a vote is being taken.

Councilors should limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. Members of the Council should refrain from speaking more than once upon any subject until other members of the Council have had a chance to speak to the topic. After all Councilors have had their opportunity to speak, the Presiding Officer will entertain Council action as necessary.

Councilors desiring to question administrative staff shall address questions to the City Administrator or the author of the Agenda Item Summary, who shall be entitled to either answer the inquiry or designate a staff member to do so.

A Councilor, once recognized by the Presiding Officer, shall not be interrupted while speaking, unless called in order by the Presiding officer or a point of order is raised by any member of the Council while they are speaking. In this case, the speaker shall immediately cease speaking until the point is determined. If the presiding officer rules that the speaker is in order, the speaker shall be permitted to proceed speaking; if ruled to be out of order, the speaker shall remain silent or shall alter their remarks to comply with the ruling.

All members shall accord the utmost courtesy to each other, staff and the public and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Members shall confine their questions to the particular matters before the assembly and, in debate, shall confine their remarks to the issue before the Council.

Members shall be removed from the meeting for failure to comply with the decisions of the Presiding Officer and/or for continued violations of the rules of the Council. If the Presiding Officer fails to act, any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require the Presiding Officer to act.

All members of the Council shall give undivided attention to the discussions and business of the Council during Council meetings. Members shall refrain from personal conversations or correspondence with other members of the Council, staff or public.

**9.4. Right to Appeal.** Any Councilor may appeal a ruling of the Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other question than, "Shall the decision of the Presiding Officer stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the Presiding Officer is sustained; otherwise it is overruled.

**9.5. Excusal During the Meeting.** No Councilor may leave the Council meeting while in regular session without permission from the Presiding Officer.

**10. Minutes of a Council Meeting.**

Written minutes shall be taken for all meetings of the Council, except Executive Sessions for which minutes may be kept in the form of audio recordings. No transcript of Executive Session minutes shall be made unless otherwise required by law. The written minutes of the Council meetings need not be verbatim transcripts, but shall give a true reflection of the matters discussed at the meeting and the views of those participating in the discussions.

**11. Agenda.**

The City Administrator or designee shall prepare an agenda, approved by the Mayor, of the business to be presented at Council meetings. No item of business shall be added to the agenda of a Regular Council meeting after 5:00 p.m. on the Wednesday of the week preceding the Council meeting.

For all other meetings, no agenda item can be added after public notice of the meeting has been given. The Council shall consider at the regular meeting only matters that appear on the agenda for that meeting or are introduced by the Mayor or a Council member. The Mayor and members of the Council shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda. Items that meet the deadline may be placed on the agenda by any of the following methods:

1. A majority vote of the Council;
2. Consensus of the Council;
3. By any Councilor in a request to the City Administrator (the agenda item will identify the Councilor who requested the item to be placed on the agenda);
4. By the City Administrator or City Attorney.

**12. Order of Business.**

The order of business at Regular Meetings, as they apply, shall be as follows:

1. Call to Order
2. Public Comment. Maximum time 20 minutes; speakers will be limited to 3 minutes and may not yield their time to other speakers.
3. Consent Agenda
4. Public Hearings
5. Special Presentations
6. Department Reports
  - a. From Councilors
  - b. From Committee Liaisons
7. Staff Reports
  - a. Community Services Director
  - b. Finance Director
  - c. Public Works Director
  - d. City Administrator
8. Other
9. Executive Session
10. Adjourn

**12.1.** To assist in the timely accomplishment of the Council meetings, an estimate of the time that each agenda item could take will be shown on the agenda.

**12.2.** The Council may modify the order of business at any meeting as is deemed appropriate by the Council for the efficient administration of its business.

**13. Public Comment.**

There shall be a period of time, not to exceed 20 minutes, near the beginning of each Regular Meeting for questions or statements on items of concern whether or not they appear on the agenda. Except items having a separate public comment time. This time is not for additional comments or repetitive comments on issues addressed in prior meetings. Comments shall be limited to three minutes or less per person.

**14. Public Hearings.**

The Council may hold Public Hearings as part of any meeting when it desires to obtain testimony from the public on any question before the Council.

There are two types of public hearings, legislative and quasi-judicial, and it is important to understand the distinction between them.

**14.1. Legislative Public Hearings.** The purpose of a legislative public hearing is to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses such matters as comprehensive land use plans or the annual or biennial budget. Legislative public hearings are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the courts; if challenged, they are reviewed only to determine whether the decision was based upon the complete record, are constitutional and in compliance with state law. For example, a court will not review whether the basic budgetary decisions made by a city council or county commission were correctly made. On the other hand, comprehensive plans in Growth Management Act (GMA) counties may be reviewed by a growth management hearings board, and maybe later by a court, for consistency with the GMA. Legislative Public Hearings held by local government bodies are used to approve resolutions, ordinances, budgets, etc. and will be conducted by the City Council as follows:

1. Open Hearing
2. Staff Report
3. Public comments
4. Specific Council questions of public testifying
5. Close of Public Hearing
6. City Council deliberation and decision

**14.2 Quasi-judicial Public Hearings.** Unlike legislative decisions, quasi-judicial decisions involve the legal rights of specific parties. The decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site specific rezones, preliminary plats, variances, and conditional uses, and will be conducted by the City Council as follows:

1. Open Hearing
2. Declaration of Conflict of Interest or Ex-Parte Contacts
3. Staff Report
4. Applicant/Proponents
5. Opponents

6. Neutral testimony
7. Applicant rebuttal
8. Questions from the City Council/Planning Commission
9. Close of Public Hearing
10. Deliberation and Decision

**15. Consent Agenda.**

In order to make more efficient use of meeting time, requests of minute approval, bills and other items which are routine in nature and for which no debate is expected, shall be placed on a "Consent Agenda." Any item placed on the consent agenda shall be removed at the request of the Mayor or a Council member prior to the time a vote is taken on the consent agenda items. All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all Council members present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote. Items removed shall be considered separately.

**16. Ordinance Adoption.**

Ordinances shall be adopted using the following procedures:

**16.1. Land Use Ordinances.**

(1) The Planning Commission shall consider a proposed land-use ordinance and a staff report at a public hearing and the Commission shall make a written Findings Report and recommend to the Council that the Ordinance be approved or disapproved.

(2) The Council shall consider the proposed ordinance and Planning Commission recommendation at a public hearing and shall make a written Findings Report prior to taking final action to enact or disapprove the Ordinance.

**16.2. General Ordinance.**

(1) Public Notice. A copy of the ordinance is provided for each Council member. Three copies of the ordinance are available for public inspection in the office of the custodian of City records; and notice of their availability is given by written notice posted at the City Hall and two other public places in the City, or advertised in a newspaper of general circulation in the City.

(2) First Reading. At the time of the first reading of an ordinance the Council will consider the proposed ordinance, a staff report, and call for public comment. By motion, the Council shall approve, modify or disapprove the ordinance as read by title only.

(3) Second Reading. Prior to the second reading and final enactment of an ordinance, the staff person presenting the ordinance to the Council shall read any amendments to the Ordinance in full and will incorporate the amendments into the written copy of the ordinance.

(4) Title Reading. Any reading of an ordinance may be by title only, unless a member of the Council requests that the ordinance be read in full.

(5) Two-Meeting Adoption. All ordinances will be considered at two meetings unless the rules are suspended by unanimous consent of all Council members present.

(6) Amendments. Amendment of a proposed ordinance at a public meeting shall not require any new or additional public notice as set forth in Section ~~(4)~~ 16.2(1) above.

(7) Effective Date. Non-emergency ordinances shall become effective on the 30<sup>th</sup> day from the second reading and final enactment. All resolutions and franchises shall become immediately effective upon adoption by the City Council and approval by the Mayor.

(8) Emergency Clause. Whereas when adoption of an ordinance is deemed to be necessary for the preservation of the public health, safety and welfare of the citizens of the City of Veneta, an emergency is hereby declared to exist, and the ordinance shall be in full force and effect upon its adoption by the City Council and approval of the Mayor.

**17. Ordinance Recording.**

All ordinances passed by the Council, signed by the Mayor and the Recorder, shall be kept in a book for that purpose.

**18. Mayor's Duties.**

The Mayor shall have the following duties and responsibilities:

1. To serve as Chairman of the Council and preside over its deliberations;
2. To have the authority to preserve order, enforce the rules of the Council and determine the order of business at all meetings;
3. To sign all minutes, resolutions, ordinances, bonds, loans, contracts, and other documents of the City upon adoption by the Council or under the authorization of the Council; and
4. Not to have any power to veto any actions passed by the Council.

**19. Voting Generally.**

A majority of the Council members present at a meeting shall be necessary to decide any questions before the Council.

**20. Duty to Vote.**

Every Councilor who is present will vote for or against the question before the Council unless the Council excuses that Councilor from voting. A Councilor may refrain for just legal cause without being excused by the Council. Councilors must announce the legal reason or justification for abstaining from voting.

**21. Conflict of Interest.**

Whenever a Council member believes such Council member has a potential or actual conflict of interest on any matter coming before the Council, the Council member shall publicly announce such potential or actual conflict of interest and describe the nature of the conflict. Conflicts of interest must be announced at each meeting where the matter comes before the Council.

1. An "actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated except as defined in ORS 244.020.

2. A "potential conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which

the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

(1) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.

(2) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. The commission may by rule limit the minimum size of or otherwise establish criteria for or identify the smaller classes that qualify under this exception.

(3) Membership in or memberships on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

When met with a potential conflict of interest after it has been publicly announced, the Councilor may take any action thereon in the capacity of a public official. When met with an actual conflict of interest after being publicly announced, a public official shall refrain from participating as a public official in any discussion or debate on the issue arising out of the actual conflict or from voting on the issue. The public official may vote even if there is an actual conflict of interest, if the official's vote is necessary to meet a requirement of a minimum number of votes to take official action. After this announcement, the public official may vote but not participate in any discussion or debate on the issue out of which the actual conflict arose.

## **22. Decorum.**

Except by permission of the presiding officer, a Council member shall address any remarks to the Council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the Council relative to any matter being considered by the Council at that time. All persons speaking in a Council meeting shall address the question under consideration, and shall be courteous to the Council, staff and audience. If a meeting is disrupted by members of the audience, the presiding officer or a majority of the Council present may order that the Council chambers or other meeting hall be cleared and a recess called until order is restored.

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## **24. Flags, Signs and Posters.**

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**25. News Media.**

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting.

**26. Effect of Rules.**

These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business.

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Failure to follow the rules of the Council in conducting business or to not abide by the rules of procedure does not invalidate the decisions of the Council nor will it be grounds to later challenge the validity of the decision.

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Any rule prescribed in this resolution, Rules of the Council, may be suspended by the Council upon a majority vote of the Council members present at a meeting. These rules may be permanently amended at any meeting at which prior notice of the proposed change was provided to each member of the Council. A majority of those Council members present and voting is needed to effect an amendment or an addition to these rules.

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A President of the Council shall be elected by the Council at its first meeting of each odd-numbered year. The President of the Council shall preside over all Council meetings in the absence of the Mayor. The President of the Council shall also serve as Acting Mayor whenever the Mayor is unable to perform the duties of office, and shall have all the powers of the Mayor while acting in that capacity.

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The Mayor shall appoint one or more Council members to serve as the City's representative to committees, boards, or agencies outside the City government in which the City has an interest. Appointments shall be ratified by a consensus of the Council.

**31. Liaison Assignments.**

The Mayor may appoint Council members to serve as liaisons to the Veneta Economic Development Committee, Veneta Park Board, Fern Ridge School District 28J, Veneta-Fern Ridge Chamber of Commerce, and other local government agencies. The Mayor shall serve as Administrative liaison to the City Administrator, City Engineer, City Attorney and other staff on general administrative matters.

**32. Committees.**

1. Standing Committees. The Council may create standing or ad hoc committees to serve as advisory committees to the Council. Standing committees of the City shall include, but not be limited to, the following committees:

Budget Committee	5 Council members	5 citizen members
Economic Development	9 citizen members	
Park Board	9 citizen members	
Planning Commission	5 citizen members	

2. Filling Vacancies on Committees. When a vacancy exists on a standing committee, the City Recorder shall notify the public that a vacancy exists. Interested individuals may apply

for the vacant position by completing and submitting a Committee/Commission application to the City. The Mayor shall propose a person to appoint to the committee. The Mayor shall discuss the proposed appointment with the City Council prior to making an official appointment.

3. Student Committee Members. The Council shall establish on the Park Board, as standing positions, no more than two student representatives. These positions shall be appointed by the Mayor in the same manner as used to appoint other members of the committees described in No. 2 of this Section. The positions shall have voting rights and appointees shall be current members of the student body of area High Schools.

**33. Expenses Reimbursed.**

1. Mileage. City Councilors may be reimbursed for mileage if using their personal vehicle on City business at the effective IRS rate for that year. All persons must submit bills or summaries of mileage to the City Administrator prior to reimbursement.

2. Meals. City Councilors may be reimbursed for meals and incidental expenses incurred while conducting City business or attending conferences and trainings in their official capacity. Alcoholic beverages are not reimbursable. Meals may be reimbursed based on the IRS meals and incidental expense (M&IE) per diem rate for that year.

3. Property Damage. City Councilors may be reimbursed for property damage to vehicles in an amount up to \$200 when all of the following conditions are met:

- (1) The damage was caused by or incurred during the conduct of City business;  
and
- (2) The City Council approved reimbursement of the claim.

Adopted by the Veneta City Council on the \_\_\_\_ day of \_\_\_\_\_, 2016 by Resolution No. 1205.

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

ATTEST:

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

City of Veneta  
 Financial Activity and Fund Balance Report  
 For July 1, 2015 through June 30, 2016

PRELIMINARY PENDING AUDIT COMPLETION

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance June 30, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
<b>GENERAL:</b>	829,886	\$ 1,073,922.49							689,185	\$ 1,442,603.86
Property Taxes			253,404	\$ 263,977.85	104%					
Governmental Agencies			71,565	258,047.90	361%					
Franchise Fees			107,542	107,006.32	100%					
User Fees			12,980	28,888.68	223%					
Interest Earnings			4,152	7,030.62	169%					
Grants and Donations			6,550	57,276.44	874%					
Licenses & Permits			32,188	149,106.45	463%					
Fines			13,000	20,449.94	157%					
Loan Proceeds			-	-	n/a					
All Other			61,497	54,966.37	89%					
Transfers-In			1,000	1,000.00	100%					
Personal Services						311,833	\$ 284,765.85	91%		
Materials & Services						334,746	294,208.35	88%		
Transfers-Out						-	-	n/a		
Capital Outlay						58,000	95.00	0%		
Contingency						-	-	n/a		
<b>DEBT SERVICE:</b>	104,000	125,417.39							105,329	137,989.12
Property Taxes			87,800	96,282.78	110%					
Interest Earnings			529	834.52	158%					
Debt Service						87,000	84,545.57	97%		
<b>LAW ENFORCEMENT:</b>	314,231	358,526.72							231,245	249,059.16
Property Taxes			701,125	707,467.55	101%					
Interest Earnings			2,236	2,480.88	111%					
Licenses & Permits			60,800	19,570.62	32%					
Grants and Donations			-	-	n/a					
Transfers-In			5,000	5,000.00	100%					
All Other			50	-	0%					
Materials & Services						847,197	843,986.61	100%		
Capital Outlay						2,500	-	0%		
Contingency						2,500	-	0%		
<b>PARKS &amp; RECREATION:</b>	392,087	493,873.30							307,365	544,236.65
Property Taxes			204,543	220,360.74	108%					
Governmental Agencies			40,268	23,726.34	59%					
User Fees			46,700	50,737.81	109%					
Interest Earnings			1,000	3,253.03	325%					
Grants and Donations			50	-	0%					
All Other			100	3,313.22	3313%					
Transfers-In			20,000	20,000.00	100%					
Personal Services						220,517	192,652.58	87%		
Materials & Services						137,066	78,375.21	57%		
Capital Outlay						39,800	-	0%		
Contingency						-	-	n/a		

City of Veneta  
 Financial Activity and Fund Balance Report  
 For July 1, 2015 through June 30, 2016

PRELIMINARY PENDING AUDIT COMPLETION

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance June 30, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
<b>PLANNING</b>	177,850	212,257.35							95,067	205,202.69
Property Taxes			136,033	137,160.85	101%					
Governmental Agencies			-	-	n/a					
User Fees			6,000	45,196.82	753%					
Interest Earnings			1,023	1,408.28	138%					
Grants and Donations			25	-	0%					
All Other			50	6,525.81	13052%					
Personal Services						154,891	150,042.61	97%		
Materials & Services						59,623	47,303.81	79%		
Capital Outlay						6,400	-	0%		
Contingency						5,000	-	0%		
<b>MUNICIPAL WATER:</b>	1,583,616	1,949,117.05							1,657,385	2,128,527.31
User Fees			943,050	969,561.94	103%					
Interest Earnings			9,359	12,660.57	135%					
Licenses & Permits			12,000	29,597.44	247%					
All Other			188,839	18,946.85	10%					
Transfers-In			-	-	n/a					
Personal Services						284,051	265,927.47	94%		
Materials & Services						409,428	328,161.99	80%		
Transfers-Out						5,000	5,000.00	100%		
Capital Outlay						22,000	8,846.25	40%		
Debt Service						259,000	243,420.83	94%		
Contingency						100,000	-	0%		
<b>MUNICIPAL SEWER:</b>	1,789,683	2,030,536.27							1,122,372	1,743,737.58
User Fees			979,805	1,005,365.16	103%					
Interest Earnings			8,188	11,333.00	138%					
Licenses & Permits			3,000	10,254.29	342%					
All Other			9,625	31,207.74	324%					
Transfers-In			-	-	n/a					
Personal Services						346,085	326,074.16	94%		
Materials & Services						652,844	474,413.42	73%		
Transfers-Out						430,000	430,000.00	100%		
Capital Outlay						22,000	303.20	1%		
Debt Service						117,000	114,168.10	98%		
Contingency						100,000	-	0%		

City of Veneta  
 Financial Activity and Fund Balance Report  
 For July 1, 2015 through June 30, 2016

PRELIMINARY PENDING AUDIT COMPLETION

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance June 30, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
<b>STREETS</b>	1,376,599	1,366,122.98							1,107,573	1,112,260.64
Governmental Agencies			230,614	253,146.32	110%					
Franchise Fees			107,542	107,006.37	100%					
User Fees			111,960	92,097.32	82%					
Interest Earnings			7,693	8,873.71	115%					
Grants and Donations			50,000	-	0%					
Licenses & Permits			600	1,400.00	233%					
All Other			25	2,005.12	8020%					
Transfers-In			100,000	-	0%					
Personal Services						162,954	153,941.19	94%		
Materials & Services						572,706	529,159.86	92%		
Capital Outlay						36,800	30,290.13	82%		
Transfers-Out						5,000	5,000.00	100%		
Contingency						100,000	-	0%		
<b>STORMWATER DRAINAGE:</b>	137,990	163,209.34							114,029	166,527.24
User Fees			58,830	61,590.61	105%					
Interest Earnings			689	1,060.15	154%					
All Other			25	62.26	249%					
Personal Services						32,089	30,496.28	95%		
Materials & Services						10,016	3,898.84	39%		
Capital Outlay						6,400	-	0%		
Transfers-Out						25,000	25,000.00	100%		
Contingency						10,000	-	0%		
<b>PUBLIC WORKS EQUIPMENT:</b>	184,000	176,339.98							174,733	192,485.41
Interest Earnings			733	1,145.43	156%					
Transfers-In			15,000	15,000.00	100%					
All Other			-	4,900.00	n/a					
Capital Outlay						25,000	-	0%		
<b>CAPITAL CONSTRUCT: GOV'T</b>	854,000	935,919.46							967,247	1,191,083.29
User Fees			112,990	252,143.16	223%					
Interest Earnings			3,857	6,079.30	158%					
Capital Outlay						3,600	3,058.63	85%		
<b>CAPITAL CONSTRUCT: WATER S</b>	177,873	237,828.10							94,666	293,569.73
User Fees			93,810	214,837.74	229%					
Interest Earnings			2,008	1,544.83	77%					
Transfers-In			-	-	n/a					
Materials & Services						25	-	0%		
Capital Outlay						-	-	n/a		
Debt Service						179,000	160,640.94	90%		

City of Veneta  
 Financial Activity and Fund Balance Report  
 For July 1, 2015 through June 30, 2016

PRELIMINARY PENDING AUDIT COMPLETION

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance June 30, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
<b>CAPITAL CONSTRUCT: SEWER S</b>	2,094,829	2,373,445.32							1,818,989	2,230,113.76
User Fees			82,020	198,510.17	242%					
Interest Earnings			11,140	15,416.83	138%					
Transfers-In			-	-	n/a					
Materials & Services						34,000	38,024.00	112%		
Capital Outlay						174,000	161,847.00	93%		
Debt Service						161,000	157,387.56	98%		
<b>2007 INVERSE CONDEMNATION</b>	21,000	56,233.36							28,898	66,510.63
Interest Earnings			10	365.27	3653%					
Transfers-In			100,000	100,000.00	100%					
Materials & Services						100	-	0%		
Debt Service						92,012	90,088.00	98%		
<b>ZUMWALT CAMPGROUND:</b>	130,000	108,299.77							129,175	124,335.27
User Fees			66,050	67,563.00	102%					
Interest Earnings			400	703.45	176%					
All Other			50	540.00	1080%					
Materials & Services						42,325	27,770.95	66%		
Transfers-Out						25,000	25,000.00	100%		
<b>BUSINESS ASSISTANCE GRANT:</b>	156,346	155,864.67							116,766	155,877.10
Interest Earnings			450	1,012.43	225%					
All Other			20	-	0%					
Materials & Services						39,050	-	0%		
Transfers-Out						1,000	1,000.00	100%		
<b>CAP PROJ-NEW POOL FACILITIE</b>	6,500	7,083.48							6,525	7,279.50
Interest Earnings			-	46.02	n/a					
Grants and Donations			25	150.00	600%					
Materials & Services						-	-	n/a		
<b>CAP PROJ-W. B'WAY DEVELOP</b>	44,600	57,632.17							44,650	58,006.52
Interest Earnings			150	374.35	250%					
Grants and Donations			50	-	0%					
All Other			-	-	n/a					
Transfers-In				-						
Materials & Services						150	-	0%		
Capital Outlay						-	-	n/a		
<b>LOCAL IMPROVEMENTS</b>	108,036	100,460.64							158,077	336,821.79
Interest Earnings			360	652.54	181%					
All Other			66,367	126,854.94	191%					
Transfers-In			350,000	350,000.00	100%					
Materials & Services						550	-	0%		
Capital Outlay						350,000	225,123.15	64%		
Debt Service						16,136	16,023.18	99%		

City of Veneta  
 Financial Activity and Fund Balance Report  
 For July 1, 2015 through June 30, 2016

PRELIMINARY PENDING AUDIT COMPLETION

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance June 30, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
<b>RESERVE: GOV'T</b>	1,149,593	1,150,549.60							1,051,807	1,158,023.04
Interest Earnings			2,214	7,473.44	338%					
Transfers-In			-	-	n/a					
Transfers-Out						100,000	-	0%		
<b>RESERVE: ENTERPRISE</b>	1,336,800	1,339,739.12							1,342,919	1,348,441.52
Interest Earnings			6,119	8,702.40	142%					
<b>CITY WIDE TOTALS:</b>	<b>\$ 12,969,519</b>	<b>\$ 14,472,378.56</b>	<b>\$ 5,612,877</b>	<b>\$ 6,281,254</b>	<b>111.9%</b>	<b>\$ 7,218,394</b>	<b>\$ 5,856,041</b>	<b>81.1%</b>	<b>\$ 11,364,002</b>	<b>\$ 14,892,692</b>

Property Taxes	1,382,905.00	1,425,249.77	Personal Services	1,512,420.00	1,403,900.14
Franchise Fees	215,084.00	214,012.69	Materials & Services	3,139,826.00	2,665,303.04
Governmental Agencies	342,447.00	534,920.56	Transfers-Out	591,000.00	491,000.00
Interest Earnings	62,310.00	92,451.05	Capital Outlay	746,500.00	429,563.36
Loan Proceeds	-	-	Debt Service	911,148.00	866,274.18
Transfers-In	591,000.00	491,000.00	Contingency	317,500.00	-
Grants and Donations	56,700.00	57,426.44	Total	<u>\$ 7,218,394.00</u>	<u>\$ 5,856,040.72</u>
All Other	326,648.00	249,322.31			
Licenses & Permits	108,588.00	209,928.80			
Fines	13,000.00	20,449.94			
User Fees	2,514,195.00	2,986,492.41			
Total	<u>\$ 5,612,877.00</u>	<u>\$ 6,281,253.97</u>			



**CITY OF VENETA  
OVERLAPPING FISCAL YEAR WORK PLAN  
JANUARY 2016 - JUNE 2017**

**Updated February 9, 2016 by Shauna, Updated 2/8 -RI, Updated 2/18-RI, Updated 8-11-16-KS, KB 8-16-16, SH 8-16-16, RI 8-30-16**

<b>Council Goals:</b>							<b>Criteria for Prioritization:</b>	
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		
<b>1</b>	<b>Public Safety</b>							
	<b>Disaster Preparedness:</b>							
	Placement & Start-up of new RARE participant	Mar-16	Dec-16	\$ 22,000	RI	Done - Received 1st drawdown		
	Adoption of Natural Hazard Mitigation Plan	Apr-16	May-16		RI	County consultant delayed proj. 9/12 WS planned		
	Draft & Adopt Emergency Operation Plan	Mar-16	Sep-16		RI	EOP draft complete. Working on Annexes		
	Disaster Preparedness Training	Sep-16	Nov-16	\$ 8,000	RI	FEMA training underway. Tabletop 10/10		
<b>2</b>	<b>Economic Development</b>							
	<b>Advocate for Improvements to Hwy 126</b>							
	Fiber contract and buildout industrial park	Mar-16	May-16	\$ 30,000	RI	Ongoing		
	<b>Determine feasibility of participating with LS Network's Community Broadband Initiative</b>	Sep-16	Nov-16		SD & RI			
	<b>Determine feasibility of Veneta's Designation as a E-Commerce Zone</b>	Oct-16	Nov-16		SD & RI			
	Implementation of Business Retention & Expansion Program	Feb-16	Jun-16		RI & CD	1st round completed. Establishing subcommittees		
	Development of economic incentive program	Feb-16	Apr-16		RI & CD	Done		
	Re-work business loan criteria and program rules	Mar-16	May-16		RI & CD	Done		
	Second year evaluation of RARE position	Apr-16	Jun-16	\$ 22,000	RI	2nd Year Participants starts 9/12		
<b>2</b>	<b>Urban Renewal (UR Agency)</b>							
	Revised redevelopment tool-kit and adoption	Feb-16	Apr-16		CD, RI, & KB	Done		
	Legislative passage of New Market Tax Credits	Ongoing			RI	Unsuccessful. Federal release in Fall '16		
	Issue RFP and secure a consultant to conduct Market Analysis and Downtown Development & Implementation Strategy	May-16	May-16	40,000/15,000	KB	Work to be completed in-house w/RDI Staff		
	Implement projects prioritized by City Council	Apr-16	Jun-16			Agency Update 10/10		
	Continue to address blighted properties (Video Store)	Ongoing		\$ 9,000	KB	Next Steps TBD		
<b>3 &amp; 4</b>	<b>Bicycle &amp; Pedestrian Projects</b>							
	Develop sidewalk connectivity plan including project list, construction costs, and schedule and potential for LIDs	Apr-16	Aug-16		KB	Council to review 9/26		
	Sidewalk Improvements on Territorial at R/R Tracks	Feb-16	Mar-16		KS	TBD		
	Advance design and engineering for Southern Route Multi-Use Path	Jun-16	Dec-16	\$ 16,024	KB	Agmt to be signed by CC 9/12		
	Update Regional Trails & Multi-use Path Plan – coordinate with Lane County and City TSP update	Ongoing			KB	Is being addressed with LC and COV TSP Update		
	Lane County Rural Bike & Ped Connectivity Plan (eco-devo, tourism & recreation)	Jan-16	Ongoing		KB	First Bike Tourism Workshop 10/20		
	<b>Pursue alternative funding sources for Veneta-Elmira Multi-Use Path</b>				RI	Ongoing		
<b>5</b>	<b>Parks, Recreation &amp; Cultural Enhancement</b>							
	Review Park Master Plan and prioritize projects (including BHSC)	Apr-16	Oct-16		KB, KS, LG	In review		
	Fundraising and Const. of Toddler Pool/Water Feature	Jan-16	Jun-16	\$37-72,000 + 5,000	KB, KS	50% match secured, grant writer assisting with foundation req.		
	Short & long range plan for City Park	Sep-16	Dec-16	\$ 15,000	KB	RFQ released, due 9/2, contract award 9/12		
	Garden Club/Boy Scout Recognition Sign at 4-Corners				RI, KS, Kip			
	Cameras at Skate Park	Sep-16	Dec-16	\$ 10,000	KS	Waiting for new proposal from contractor		
<b>6</b>	<b>Community Awareness</b>							
	Implement Social Media program	Feb-16	Oct-16		Ann	In process hoping to launch in September		
	<b>Sewer</b>							
	Air piping project	Jun-15	Mar-16		KS	Complete		
	Mixing Zone Study	May-15	Jun-16		KS	Report complete, DEQ completed review and accepted 8-10-16		
	Wastewater Master plan	Oct-15	Jun-16		KS	Final draft under review - 8/26 WS		
	In-stream diffuser	Aug-16	Dec-16	\$ 150,000	KS	Working with Engineer to finalize what is required per new mixing zone study		
	8th Street wastewater improvement design and engineering	Aug-15	Apr-16		KS	Design complete. Trying to work with property owners on alternatives.		
	8th Street wastewater improvement construction	Jul-16	Nov-16	\$ 150,000	KS	TBD		
	Design & Engineering Jeans Rd. Lift Station				KS	TBD after Master Plan has been adopted		

**CITY OF VENETA  
OVERLAPPING FISCAL YEAR WORK PLAN  
JANUARY 2016 - JUNE 2017**

Council Goal	Program Area:	Start Date	End Date	Budget	Lead	Status
<b>3</b>	<b>Streets</b>					
	Next phase of street preservation	Jul-16	Nov-16	\$ 425,000	KS	Project bid out and awarded. September construction.
	Construction of 2nd and 3rd Streets Broadway-Dunham	Jul-16	Nov-16		KS	Project bid was too high. Will re-bid in February 2017
	Design 2nd and 3rd Streets Broadway-Dunham	Jul-15	Mar-16	\$ 34,000	KS	Design complete
	Design 4th street Broadway-Dunham	Sep-16	Mar-17	\$ 20,000	KS	TBD
	Next phase of Four-corners improvements			\$ 15,000	KB	On hold until development proposals from adjacent prop received
	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
<b>1</b>	<b>Animal Control</b>					
	Reduction in turkey population	WIP			KS, KO	Ongoing. Permits acquired from ODFW.
	Continuation of PetSmart feral cat program	Mar-16	Mar-17	\$ 3,000	TW, KB	???? supplies, volunteer appreciation
	Renew Animal Shelter and Adoption Services Agreement with Lane County Humane Society	Jun-16	Aug-16		TW, KB	Complete
<b>3 &amp; 4</b>	<b>Planning</b>					
	Jeans & Territorial Intersection: Work with ODOT identifying timing of mitigation measures and finance plan	Jun-16	Aug-16		KB	Can be addressed during TSP update.
	Transportation System Plan Update: ODOT Agreement, Project Plan, Adoption	Sep-16	Sep-17		KB	On schedule to begin project in fall.
	Stormwater Manual Review and Adoption	Mar-16	Dec-16		KB, KS,	Reviewing small city template. Adoption postponed.
	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	In process with Planning Commission
	Assist with Tiny House Project (affordable housing project)	Sep-16	?		KB	Start date TBD. Grant received by non-profit.
	<b>Water</b>					
	Secure water reservoir site				RI	TBD
	Well abandonment (Wells #2 and #7)	Jul-16	Nov-16	\$ 8,000	KS	TBD
	Water line 3rd Street from Broadway to Hunter	Jul-16	Oct-16	\$ 135,000	KS	Bid as part of 2nd and 3rd St. Improvements. Will re-bid separately in September.
	<b>Fiscal &amp; Administrative Services</b>					
	Development of 2016-17 budget	Jan-16	Jul-16		Shauna	Completed
	Fall General Elections	Jun-16	Dec-16		Darci	In process
	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	Jan-17		Shauna	Started, then put on hold
	Update of Council Rules	Feb-16	Sep-16		Darci	In process
	Reporting liens on-line	WIP	Feb-16		Darci/Ann	Completed
	VMC amendments regarding utility billing	WIP	Apr-16		Shauna	Completed
	Develop plan for upgrading accounting software	Sep-16	Jun-17	\$ 85,000	Shauna	
	Create "lay-persons" financial pamphlet	Mar-16	Sep-16		Shauna/Ann	In process
	<b>Council Direction &amp; Other</b>					
	Municipal Code:					
<b>1</b>	Tobacco Retail Licensing	Jan-16	Apr-16		RI	1st Reading 8/8/16, 2nd 9/12/16
<b>1</b>	Place on ballot Recreational Marijuana Tax	Aug-16	Nov-16	\$ 5,000	RI & CD	CC Ordinance adopted 8/8
	<b>Develop proposal and timeline for placing Gas Tax on Ballot</b>	Jan-17	Feb-17		RI & DH	
	ADA project in honor of Fred Miller	Ongoing		\$ 2,000		Will review with Master Plan
	Implement Lane County Ticketing Program for Zumwalt	Jan-16	Jul-16		Mindy	Done
<b>1</b>	<b>Public Safety</b>					
	<b>Law Enforcement/FRCPD:</b>					
	City co-adoption of BOC Board orders forming district					All projects on hold.
	Council talking points/FAQ					
	Community response to property tax levy roll back					
	Design, permitting and construction of new substation (if measure passes)					

**CITY OF VENETA - CITY ADMINISTRATOR  
EMPLOYMENT AGREEMENT**

**SECTION 1. PARTIES**

**THIS AGREEMENT** was approved by the City Council on September 12, 2016 by and between the City of Veneta, Lane County, State of Oregon, an Oregon municipal corporation, hereinafter referred to as "City," and R. Ric Ingham, hereinafter referred to as "City Administrator," both of whom agree and understand as follows:

**SECTION 2. RECITALS**

**WHEREAS**, City desires to employ the services of R. Ric Ingham as the City Administrator for the City of Veneta as provided by the Charter; and

**WHEREAS**, it is the desire of the City of Veneta to provide certain benefits, establish certain conditions of employment, and to set working conditions for the said City Administrator; and

**WHEREAS**, it is the desire of City to:

1. Retain the services of City Administrator and to provide inducement for City Administrator to remain in such employment;
2. Make possible full work productivity by assuring City Administrator morale and peace of mind with respect to future security;
3. Act as deterrent against malfeasance or dishonesty for personal gain on the part of City Administrator;
4. Provide a just means for terminating City Administrator services at such time as he may be unable to discharge his duties or when City may desire to terminate City Administrator's employment; and

**WHEREAS**, R. Ric Ingham desires to be employed as City Administrator of City of Veneta, Lane County, Oregon;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, City and City Administrator agree as follows:

**SECTION 3. DUTIES**

City hereby agrees to employ R. Ric Ingham as City Administrator of the City of Veneta, Lane County, Oregon, to perform the functions and duties specified in the Charter, the ordinances, job descriptions, and the resolutions of City, and as required by state and federal law, to perform other legally permissible and proper duties and functions as City shall, from time to time, assign. City Administrator shall remain subject to all City rules,

regulations, policies, and procedures applicable to all non-union, FLSA-exempt management staff, except as expressly preempted or amended by this agreement. If there is a conflict between the terms of any City rules, regulations, policies, or procedures and this Agreement, this Agreement shall prevail. City Administrator may not assign or transfer to any other person, firm, or corporation, any of his obligations under this Agreement, without the prior written consent of City.

#### **SECTION 4. TERM AND RENEWAL TERM**

- A. Original Term: The original term of this Agreement shall begin on July 12, 2016 and shall expire at 5:00 pm on June 30, 2018 unless sooner terminated as provided in Section 5 or renewed as provided in Section 4.B. below.
- B. Renewal Term: At the expiration of the original term or any subsequent renewal term, the Agreement shall automatically renew for unlimited two (2) year terms unless one party notifies the other in writing of its desire not to renew the Agreement at least 365 days prior to the expiration of the then-current term. If timely notice is given that the contract is not going to be renewed, the provisions of Section 5.A. regarding severance pay are not applicable. This provision does not restrict the rights of the parties to adjust the City Administrator's compensation and benefits on an annual basis, at the sole discretion of the Board and as provided in Section 6.
- D. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City to terminate the services of City Administrator at any time, subject only to the provisions set forth in Section 5 of this Agreement.
- E. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City Administrator to resign at any time from City Administrator's position with City, subject only to the provisions set forth in Section 5 of this Agreement.

#### **SECTION 5. DISCIPLINE AND TERMINATION**

The provisions in this Section 5 preempt and supersede any disciplinary rules or procedures provided in City ordinances, rules, regulations, practices or policies.

##### **A. TERMINATION WITHOUT CAUSE BY CITY**

The City may terminate this Agreement and City Administrator's employment, without cause and at the pleasure of the Council as provided in the City Charter, after providing written notice to the City Administrator and allowing the City Administrator an opportunity to comment. In such event, City Administrator shall be paid the lump sum cash equivalent of six month's base salary. At the conclusion of City Administrator's tenth consecutive year of employment with the City, this severance amount shall increase by one month of salary for each additional year worked

thereafter, but shall not exceed twelve months.

As an additional severance payment, the City shall provide City Administrator with six months of health insurance coverage, including general health, dental and vision coverage. At the conclusion of City Administrator's tenth consecutive year of employment with the City, such health care coverage shall increase by one month of coverage for each additional year worked thereafter, but shall not exceed twelve months of coverage. City may, in lieu of providing the health care coverage under this section, choose to compensate City Administrator in an amount equal to the required premium payments for such health care coverage. All severance payment amounts are subject to state and federal required withholdings.

City Administrator shall be entitled to compensation for earned but unused vacation, pursuant to City policies. City Administrator acknowledges that this contract provision cannot be changed or modified by any statement or policy of City which would indicate that City Administrator may not, at any time, be dismissed without cause; or that City Administrator is other than an 'at will employee'. Prior to accepting any severance payments, City Administrator and City shall sign a written Severance and Waiver of Claims Agreement. Any acceptance of severance payments by City Administrator shall constitute a waiver and release of all claims of City Administrator and any persons legally entitled to assert claims as a result of City Administrator's termination against the City, its mayor, council, employees, volunteers, agents or representatives, whether known or unknown to City Administrator at the time such severance pay is accepted.

**B. TERMINATION WITHOUT CAUSE BY CITY ADMINISTRATOR**

City Administrator may terminate this Agreement upon 60 days written notice to City. In such event, the City Administrator may, with City consent, continue to render services to City. The City Administrator shall be paid his regular compensation up to the date of termination. No severance benefits as set forth in Section 5.A. above shall apply.

**C. DISCIPLINARY ACTION OR TERMINATION FOR CAUSE**

City may terminate City Administrator for cause as a result of violation of any of City's policies or directives, because of illegal action involving personal gain, or crimes of moral turpitude. City Administrator shall receive notice of any charges against him and possible sanctions being considered. City Administrator shall also be advised of the date and time when City will consider charges and possible sanction. During the investigatory phase, the City may place the Administrator on paid administrative leave. City Administrator will be afforded an opportunity to refute the charges, either orally or in writing, before the Council, and to

have representation of his choice at the hearing. Available options to City other than termination include oral or written reprimand and suspension with pay or without pay (consistent with the FLSA requirements for exempt employees). In addition to the above, grounds for a “for cause” termination include:

- (1) Incompetency, inefficiency or inattention to or dereliction of duty.
- (2) Dishonesty, intemperance, addiction to drugs or controlled substances, immoral conduct, insubordination or discourteous treatment of the public or fellow employees.
- (3) Any other willful failure of good conduct tending to injure the public service.
- (4) Neglect of duty or excessive absence.

No severance benefits as set forth in Section 5.A. above shall apply.

## **SECTION 6. SALARY**

City hereby agrees to pay City Administrator for services rendered an annual salary of One hundred One Thousand One Hundred and Ninety Six Dollars and Zero Cents (\$101,196.00), payable in installments at the same time and manner as other employees of City are paid.

In addition, City agrees to review the base salary and/or other benefits of City Administrator in such amounts and to such extent as the Council may determine desirable on the basis of an annual salary review of City Administrator, which shall be performed at the same time as other non-union, FLSA-exempt or, management City employees. Should City agree to increase City Administrator’s base salary, such increase will be equal to or greater than the annual COLA given to other City employees.

## **SECTION 7. PERFORMANCE EVALUATION**

- A. City Council shall formally review and evaluate the performance of City Administrator annually. The review and evaluation shall be in accordance with specific criteria developed by City. Criteria may be added or deleted as the City Council may, from time to time, determine. Further, the Mayor shall provide City Administrator with a written summary statement of the review of the Council and provide an adequate opportunity for City Administrator to discuss his evaluation with the Council.
- B. In effecting the provisions of this section, the Council and City Administrator mutually agree to abide by the provisions of the applicable Veneta Charter, ordinances, resolutions, rules and federal and state law.

- C. Nothing in this provision prohibits the City Council from performing additional informal reviews and evaluations for the City Administrator as they deem appropriate.

## **SECTION 8. EXTENT OF SERVICES**

City Administrator shall devote his entire time, attention and energies to City's business and performing his duties as City Administrator. As City Administrator, he is the Chief Executive Officer of City and operates in accordance with the policies as set forth by City Charter and ordinances. During the term of this Agreement, City Administrator shall not be engaged in any business activities which interfere with his current duties or accept remuneration from other sources, except as approved by the City. It is expected that City Administrator, as City's Chief Executive Officer shall devote more than 40 hours per week to his duties. Under no circumstances, save illness and vacation or other paid leave, shall City Administrator generally devote less than 40 hours per week to the business of running City. The hours shall be reviewed by the City Council. City Administrator may regulate his own hours in accordance with instructions of City in fulfillment of his duties.

## **SECTION 9. REGULAR BENEFITS**

City Administrator shall be entitled to the benefits provided to all non-union, FLSA-exempt, managerial staff as provided in the City of Veneta Employee Handbook, including, but not limited to: annual cost of living salary increases, vacation, workers' compensation, sick leave, and holidays.

City Administrator shall be entitled to twelve (12) hours of paid administrative leave per month. City Administrator may request "pay-out" of up to a maximum of four weeks of accrued vacation, personal, and administrative leave per fiscal year. Such request may be made no more than one time per fiscal quarter.

City Administrator will be entitled to flex his work week to four ten-hour days one week each month when evening meetings are likely to dictate a fifty-plus hour work week.

## **SECTION 10. VEHICLE, TECHNOLOGY, AND MILEAGE**

City Administrator agrees to use City Administrator's vehicle for business-related travel in Lane County. City agrees to reimburse City Administrator for all business-related travel expenses, including mileage for use of his personal vehicle, at the maximum allowable IRS rate, pursuant to City policies. For travel outside of Lane County, City Administrator may use a City vehicle if it is reasonably available, in which case no reimbursement for mileage shall be allowed.

City agrees to provide City Administrator with a cell phone stipend of \$50 per month. Such stipend is deemed part of the City Administrator's compensation and may be subject to taxation.

City agrees to pay for and provide City Administrator with an I-Pad. City also agrees to

provide City Administrator with an I-Pad data plan stipend of \$25 per month. The I-Pad is for City business purposes and shall be returned to the City at the expiration or termination of this Agreement.

City agrees to provide City Administrator with a monthly mileage allowance of 100 miles. Such allowance shall be paid at the current IRS mileage rate for that month. This allowance is deemed part of the City Administrator's compensation and may be subject to taxation.

## **SECTION 11. INSURANCE**

City Administrator shall be entitled to health, vision, life, and dental insurance for City Administrator and Administrator's spouse and dependents, as provided by the City of Veneta Employee Handbook, and in accordance with such plan or plans as the City may adopt from time to time.

## **SECTION 12. RETIREMENT**

City shall provide a retirement plan for City Administrator. That plan shall be the Public Employee Retirement System (PERS). City Administrator shall meet all eligibility requirements for the plan prior to this section being effective. City shall pay both the employee's portion and the employer's portion of the PERS contribution, as determined by City policy.

City agrees to pay an amount equivalent to six (6%) percent of City Administrator's annual salary into a deferred compensation account. Such amounts are to be paid into the deferred compensation account during bi-monthly pay periods.

## **SECTION 13. DUES, SUBSCRIPTIONS AND DISCLOSURES**

- A. City hereby agrees to pay reasonable food, travel, and lodging expenses of City Administrator for professional and official travel, meeting, and occasions adequate to continue the professional development of City Administrator and to pursue adequately necessary official and other functions of City, including, by example, the League of Oregon Cities, the Oregon City/County Management Association, the International City Management Association, and such other state and local government groups and committees thereof which City Administrator serves as a member. Specifically, City agrees to pay necessary expenses for City Administrator to pursue professional credentialing through the International City Manager's Association. All such activities shall be included for review and approval as part of the City's budget process. All out-of-state travel shall be pre-approved by City Council. City Administrator will inform the Council before attending functions outside of Lane County.
- B. Membership and participation on any Board of Directors of any professional organization, or committees thereof, requires the consent of

the Mayor.

- C. City Administrator is required to promptly disclose any outside activities or interests that conflict, or may conflict, with the best interests of the City.
- D. Membership and/or participation at local service club meetings are considered compensatory time and any membership dues shall be paid by the City.

#### **SECTION 14. GENERAL EXPENSES**

City recognizes that certain City business expenses of a non-personal and job-related nature will be incurred by City Administrator, and hereby agrees to reimburse the expenses, upon receipt of duly executed purchase orders, receipts, statements, or personal affidavits, subject to compliance with policies of City.

#### **SECTION 15. BONDING**

City shall bear the full cost of any fidelity or other bonds required of City Administrator under any law or ordinance.

#### **SECTION 16. INDEMNIFICATION**

City agrees to defend, hold harmless and indemnify City Administrator from any and all demands, claims, suits, actions and legal proceedings brought against City Administrator in his official capacity as agent and employee of City, to the extent required pursuant to the Oregon Tort Claims Act, ORS 30.260 to 30.300 and the Oregon Constitution.

#### **SECTION 17. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

The Council, in consultation with City Administrator, shall fix any other such terms and conditions of employment as it may determine from time to time, relating to the performance of City Administrator, provided such terms and conditions are not inconsistent with, or in conflict with, the provisions of this Agreement, the City Charter, ordinances, resolutions, federal or state law.

#### **SECTION 18. CONFIDENTIALITY**

- A. City Administrator recognizes that City has and will have future plans, business affairs, employment, legal, and litigation matters, and other proprietary information that are valuable, special and unique assets of City and need to be protected from improper disclosure. City Administrator agrees not to, at any time or in any manner, either directly or indirectly, use any information for his own benefit, or divulge in any manner to any third party without the prior written consent of City. City Administrator will protect the information as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement.

- B. If it appears that City Administrator has disclosed (or has threatened to disclose) information in violation of this Agreement, City shall be entitled to an injunction to restrain City Administrator from disclosing, in whole or in part, such information, or from providing any services to any party to whom such information has been disclosed or may be disclosed. City shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.
- C. The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

**SECTION 19. NOTICES**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

City	Mayor City of Veneta P.O. Box 458 Veneta, OR 97487
City Administrator	R. Ric Ingham P.O. Box 47 Veneta, OR 97487

Either party may change such addresses from time to time by providing written notice to the other in the manner set forth above.

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice or alternative method where actual notice is shown. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**SECTION 20. GENERAL PROVISIONS**

- A. The text herein shall constitute the entire Agreement between the parties and replaces all previous written or oral agreements, including all previous Employment Agreements and related addenda or extensions.
- B. This Agreement shall be binding upon and inure to the benefits of the heirs at law and executors of City Administrator.
- C. This Agreement shall become effective commencing July 12, 2016.

- D. If any provision or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Upon expiration or termination of this Agreement, City Administrator shall deliver all records, notes, data, memoranda, models, and equipment of any nature that are in City Administrator's possession or under his control and that are City's property or relate to City's business.
- F. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
- G. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
- H. Laws of the State of Oregon shall govern this Agreement.

**IN WITNESS WHEREOF**, the City of Veneta has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Recorder, and City Administrator has signed and executed this Agreement, both in duplicate.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016, as authorized pursuant to the motion of the City Council of Veneta on the \_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF VENETA

ADMINISTRATOR

By: XXXXXXXXXXXXXXXXXXXX  
Mayor Sandra H. Larson

By: XXXXXXXXXXXXXXXXXXXX  
City Administrator R. Ric Ingham

Date: \_\_\_\_\_, 2016

Date: \_\_\_\_\_, 2016

ATTEST:

XXXXXXXXXXXXXXXXXXXX  
Darci Henneman, City Recorder