

Minutes of the Veneta City Council
Work Session
March 16, 2005

Council

Present: Mayor T. J. Brooker, Darrell Carman, Thomas Cotter, and Marion Esty

Others:

Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Margaret Boutell, Community Services Director; Earle Ellson, Veneta Park Board; James Dean, Veneta Planning Commissioner; Larry Pierce; and Jim Bruvold (arrived at 5:50 p.m.)

1. REVIEW OF SUMMARY REPORT

Participants felt the summary report captured what they talked about and was well written. They discussed some of the comments from the facilitator that are listed on page 9 of the summary report.

Mayor Brooker said the City has been pro-active with infrastructure but is currently reactive to development. He said there are some issues they need to address to make the ordinances more pro-active. Thomas Cotter said more work sessions would be helpful.

Ric said to become more pro-active it is important that the Council work with other groups such as the Planning Commission, Park Board, and neighborhood groups. He said some things come down to budget issues.

Margaret Boutell said the City will be having a lot of planning applications and it will add more of a burden on planning staff to do more long range planning on land use and livability.

Thomas Cotter said he is concerned that once the current planning activity drops off a full time planner won't be as busy. Mayor Brooker pointed out that there are a lot of things a planner can do to make the City more pro-active.

Ric and Margaret both said the City's current planning application fees are probably below what other cities of comparable size are charging. Increasing the fees would probably slow down growth and would be a way to pay for additional planning staff. The current fees do not cover the cost to process applications.

James Dean said the City should include an action step under the land use and livability goal to increase fees. He pointed out the comments on pages 9 and 10 about expanding staff to meet the service needs of the City and for the City to be more pro-active.

Ric said his concern is that if the City is not more pro-active in the area of planning they may end up with subdivisions in the west hills and southwest neighborhood area that they do not want.

Mayor Brooker said several ways to help with the current development and planning activity might be to hire a short term planning assistant, reallocate some current staff, or recruit interns.

James Dean said it is important to consider finding ways to increase staff.

Comment #7 suggests a visioning process could help the Council communicate better with its citizens. Ric said the City has made a concerted effort to do that and although a newsletter would help, they do not have the staff or funding to do that at this time.

In response to a suggestion by James Dean, Ric said Jeneca Jones has been doing a good job of getting information out in the West Lane News. Mayor Brooker said he would like the City to develop that same relationship with the Register Guard.

II. GOALS and PRIORITIES,

The six goals discussed at the retreat were listed in order of priority on the agenda. The visioning process was listed as the fourth priority; however, Dick Townsend recommended it be the number one priority because it is what will drive the other goals.

III. STRATEGIES and ACTION ITEMS

Ric explained that Dick Townsend suggested using the strategies and action process outlined on the agenda for each of the six goals.

IV. EXAMPLE: VISIONING PROCESS

Ric presented the group with an example of the strategies and action process for the visioning process goal. The first step would be to agree on a goal statement. The broader the statement, the longer the process will be. The visioning process should include the community. After deciding on a goal statement, strategies should be identified followed by actions to get it done. In addition to the sample visioning process, Ric provided the group with examples of three planning processes; strategic planning, scenario planning, and asset based planning.

The group discussed the sample visioning process and agreed that the goal statement should be revised to read: **Initiate and develop a visioning process that engages Veneta's stakeholders in defining the community's future.**

Mayor Brooker said he felt the process should be Council driven, not staff driven. He volunteered to recruit stakeholders.

The group suggested the following stakeholders and possible volunteers who have already expressed an interest; Fern Ridge Library, Fern Ridge School District, Lane County Fire District, Fern Ridge Chamber, local churches, social service agencies, Larry Larson, Jim Dietrich, Doctor Floyd, Tony Garcia, Mary Jo Wade, James Dean, Mike Byers, Rozella VanMeter, Pat Coy, Marti Byers.

James Dean said it is important to have a job description before recruiting volunteers so they know what is expected and what the time commitment is.

Mayor Brooker, Thomas Cotter, Earle Ellson, and James Dean volunteered to recruit potential volunteers or "champions". They will try to meet on April 1st with a list of names.

V. BEGIN PROCESS FOR OTHER GOAL STATEMENTS

LAND USE & LIVABILITY

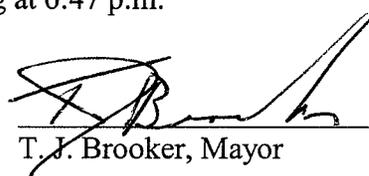
Ric and the Mayor agreed that the Planning Commission, Park Board, Neighbors for Responsible Growth, the East Veneta Citizens Advisory Committee, Council members, and planning staff need to be involved in the process for establishing strategies, and actions. Ric said they will need to keep the focus on planning and not turn it into a visioning process.

James Dean questioned whether the City has adequate staffing for taking on such a large process. In response, Ric said the City will need to identify funding and may need to seek some grants. James Dean said funding should be a priority.

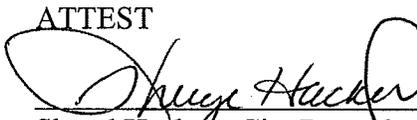
The group agreed that all six goals are important; however, it will be difficult to work on all of them at the same time. In response, Ric said going through the strategies and action process will help them determine the time-lines and resources needed for each of the goals. He said having that information will also help the budget committee.

VI. ADJOURN

The group agreed to meet again on Wednesday, March 23, 2005 from 5:00 p.m. to 6:30 p.m. Mayor Brooker adjourned the meeting at 6:47 p.m.



T. J. Brooker, Mayor

ATTEST


Sheryl Hackett, City Recorder
(minutes prepared by SLHackett)
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