

**CITY COUNCIL  
MEMBERS:**

KEITH WEISS (MAYOR)  
ROBBIE MCCOY (PRESIDENT)  
ALEXA BENSON

PAT COY  
MAUREEN WRIGHT

**MINUTES**

City Council Work Session  
Wednesday, March 15, 2023 3:00 PM  
Veneta City Hall – J.W. “Bill” Smigley Room  
88184 8<sup>TH</sup> Street, Veneta, Oregon

Present: Mayor Keith Weiss, Council President Robbie McCoy, Councilor Pat Coy, Councilor Maureen Wright, Councilor Alexa Benson  
Absent: None  
Staff: City Administrator (CA) Matt Michel, Management Analyst (MA) Cole Haselip (phone), Community Development Director (CDD) Matt Laird, Public Works Director (PWD) Kyle Schauer, Finance Director (FD) Tim Gaines, Administrative Supervisor (AS) Ann Haxby, and City Recorder (CR) Grace Jelks

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**1. CALL TO ORDER**

Mayor Weiss called the City Council Work Session at 3:00 p.m. and reviewed the agenda.

**2. COUNCIL TRAINING**

- a. CA Michel presented the City Management Team:  
i. Operations Orientation

FD Gaines discussed a “day in the life” of the Finance Department.

AS Haxby discussed a “day in the life” of Administrative Services.

PWD Schauer discussed a “day in the life” of the Public Works Department.

CDD Laird discussed a “day in the life” of the Planning and Community Development Department.

MA Haselip discussed a “day in the life” of the Economic Development Department.

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Councilor comments and questions included the adding a full-time Sergeant position in the future and clarifying the number of accounts payable transactions processed in a month. The Council expressed appreciation to AS Haxby for her monthly newsletter, Public Works Department for their hard work in many areas throughout the City, CDD Laird for his grant writing efforts, and all staff for their professionalism and hard work.

ii. CA Michel presented the Overview of 2022 – 2023 Budget


3. OTHER

a. CA Michel discussed the Statement of Economic Interest Filing Period. The deadline for filing is April 15<sup>th</sup>.

5. ADJOURN

Mayor Weiss adjourned the March 15, 2023 Veneta City Council Work Session at 4:50 p.m.

ATTEST:

  
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Keith Weiss, Mayor

  
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Grace Jelks, City Recorder