

AGENDA
VENETA CITY COUNCIL
MONDAY, APRIL 27, 2020 – 6:30 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-07, ALL CITY OF VENETA PUBLIC MEETINGS WILL BE LIMITED TO NO MORE THAN 10 PEOPLE ATTENDING, INCLUDING STAFF AND ELECTED/APPOINTED OFFICIALS.

PURSUANT TO GOVERNOR BROWN’S EXECUTIVE ORDER NO. 20-16, CITY OF VENETA PUBLIC MEETINGS CAN BE ACCESSED VIA TELECONFERENCE. TO LISTEN TO THIS MEETING, CALL 1- 978-990-5248, ENTER ACCESS CODE 8848223

- 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. CONSENT AGENDA**
 - a. Minutes for March 23, 2020 (pgs. 3-9)
 - b. Accounts Payable
 - i. Paid Invoices Through April 14, 2020 (pgs. 11-17)
 - ii. Unpaid Invoices Through April 20, 2020 (pgs. 19-23)
 - c. Civic Calendar for May, 2020 (pg. 25)
 - d. Public Works Activity Report for March, 2020 (pgs. 27-28)
 - e. Planning and Building Activity Report for January – March 2020 (pgs. 29-30)
 - f. Recommended Approval of Annual OLCC Liquor License Renewals (pgs. 31-36)
 - g. Arbor Day Proclamation (previously signed by Mayor Weiss) (pg. 37)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Appointment to Budget Committee (Position 1) (pg. 39)
 - (2) Child Abuse Prevention Month Proclamation (previously signed by Mayor Weiss) (pg. 41)
 - b. Council/Committee Liaison Reports

- 7:00 **5. STAFF REPORTS**
 - a. Community Development Director.....Evan MacKenzie
 - (1) OPRD Local Government Grant Program Grant Support
 - i. Agenda Item Summary (pgs. 43-44)
 - ii. **RESOLUTION No. 1294** –A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR A LOCAL GOVERNMENT GRANT PROGRAM (pgs. 45-46)

 - b. Finance Director.....Shauna Hartz
 - (1) Financial Activity Fund Balance Report 3rd Quarter FY2019/20 (pgs. 47-51)

- 7:10 c. City Administrator.....Matt Michel
- (1) Extension of the Temporary State of Emergency to Address COVID-19
 - i. Administrative Order No. 20-3 (pg. 53)
 - ii. **RESOLUTION No. 1295** – A RESOLUTION AMENDING RESOLUTION NO. 1293 AND EXTENDING TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY OF VENTA AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR (pg. 55)
 - (2) Veneta Downtown Farmers’ Market Request for Funding (pgs. 57-59)
 - (3) Review Two-Year Work Plan (pgs. 61-63)
 - (4) Questions from Councilors

7:35 **6. OTHER**

7:45 **7. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations, such as sign language or foreign language interpreters, should make such requests by contacting the City Recorder at 541-935-2191(voice) or by e-mail at: dhenneman@ci.veneta.or.us. Requests made after 10:00 a.m. two working days prior to a meeting may not be accommodated.

Los tiempos son aproximados. Esta reunión se grabará digitalmente. La ubicación es accesible para sillas de ruedas (WCA). Las personas que necesiten un alojamiento especial, tales como lenguaje de señas o intérpretes de idiomas extranjeros, deben hacer tales peticiones poniéndose en contacto con el registrador de la ciudad en 541-935-2191 (voz) o por correo electrónico a: dhenneman@ci.veneta.or.us. Las solicitudes hechas después de las 10:00 a.m. dos días hábiles antes de una reunión no pueden ser acomodadas.

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

Minutes of the Veneta City Council Meeting

March 23, 2020

Present: Keith Weiss, Mayor; Thomas Cotter, Council President; Calvin Kenney, Councilor (via telephone); Robbie McCoy, Councilor; Pat Coy, Councilor (via telephone)

Others: Matt Michel, City Administrator; Evan MacKenzie, Community Development Director; Darci Henneman, City Recorder; Doug Gabbard and Andy Baker, FCS Group (via telephone); Sgt. Sieczkowski, LCSO

1. CALL TO ORDER

Mayor Weiss called the City Council to order at 6:31 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

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

VOTE: Calvin Kenney, aye; Thomas Cotter, aye; Keith Weiss, aye; Robbie McCoy, aye; Pat Coy, aye.

The consent agenda as approved included Minutes for March 9, 2020, Accounts Payable - Paid Invoices Through March 18, 2020, Civic Calendar for April, 2020, and Public Works Activity Report for February, 2020.

4. FCS GROUP REMOTE PRESENTATION ON TRANSPORTATION SYSTEM DEVELOPMENT CHARGE CALCULATION

Doug Gabbard from FCS attended the meeting via tele-conference and reviewed his presentation.

In response to a question from Thomas Cotter, Mr. Gabbard said if we spend SDCs on a project, that project must create capacity for future users up to the extent of the SDC money spent on it. If a project is funded by SDCs you know its growth related by definition but if it was built fairly recently, it's reasonable to assume that a portion of the capacity it creates, has not yet been absorbed. He said we know the remaining capacity of projects are growth related because they were initially funded with SDCs. The Pine St. and Bolton Hill Rd. Local Improvement District are fairly old projects so there's not much remaining capacity percentage wise but there is dollar wise. The E. Hunter Rd. project is more recent so it has more eligibility percentage wise but not dollar wise. He said regarding the remaining capacity, there are percentages that get smaller the further back you go, because every year that goes by, some of that growth related capacity gets absorbed. Also, the further back you go, a smaller and smaller portion of the project is considered as available capacity for future users. That is how they come up with available capacity for future assets.

In response to a question from Thomas Cotter, Mr. Gabbard said it's all about how the land uses are packaged and malls are treated as one development. He said the fee is charged at the time of development and there will be a number for that land use of malls. Even though there's multiple tenants, it's still considered one development that will attract trips at a certain rate.

Thomas Cotter said he understands how actual trip generation is figured but he doesn't see all the reasoning behind it. He said we have gone through a pretty good street development process but those improvements cannot be paid for with SDCs. He said we have to wait for development to happen and when you have that high of an SDC fee, he just wonders how high it has to be but still be competitive.

In response to a question from Mayor Weiss, Mr. Gabbard said our Transportation Plan is not necessarily working against us. He said we need to know the maximum amount that we can charge if we wanted to complete everything on the list.

Mr. Gabbard asked the Council if they had any questions.

Mayor Weiss recommended the Council hold a Work Session to discuss this further and thanked Mr. Gabbard for his presentation.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff’s Office Activity Report

Sgt. Sieczkowski said his report was not complete so he will not be reviewing it tonight but will present the February and March activity reports at the April 13, 2020 Council meeting.

(2) Reappointments to Park Board (Positions 6, 7, and 8)

With no objections from the Council, Mayor Weiss reappointed Darlene Harris to position 6, John Tribolet to position 7, and Clyde Oglesby to position 8 on the Veneta Park Board.

b. Council/Committee Liaison Reports

Pat Coy said as everyone knows, the Easter Egg Hunt has been cancelled and the parks are closed.

Calvin Kenney said Lane ACT met last week and about 75% of attendees phoned in. The LTD route to Florence is going well, although he doesn’t know if the bus is still running. He said it was a very low key meeting focused mainly on housekeeping issues.

Mayor Weiss reviewed several items. He read a statement regarding our current environment and recommended residents, while they’re at home, complete the census. He also recommended going on line to register to vote. He reviewed a summary of Governor Brown’s letter from the meeting he attended with Governor Brown along with other Mayors.

6. STAFF REPORTS

a. Community Development Director.....Evan MacKenzie

(1) Transportation System Development Charges Study Update

MacKenzie said when it comes to Transportation SDC’s we really can’t compare Veneta with a like sized City because not all cities have the same roads and businesses. He said it’s not an apples to apples type comparison. Another reason its difficult to make a comparison is we have different levels of issues: delay, congestion, and easing congestion is expensive and costs are not all the same for jurisdictions.

Mayor Weiss said there are different funding sources that we could adjust to try to get the number down but it’s just a matter of what we’re comfortable with in making changes to our plans, if that’s what we want to do.

In response to questions from Thomas Cotter, MacKenzie said SDCs can only be used to add capacity, can only fund projects on the list, and cannot be used for street repairs.

Mayor Weiss said the Transportation SDC study and project list was completed in 2017 and approved in 2018.

In response to a question from Thomas Cotter, MacKenzie said the list is almost a full page of projects.

In response to a question from Robbie McCoy, MacKenzie said SDCs can’t be used for repaving.

Thomas Cotter said we have lot of good roads but what we’re discussing tonight is new roads and

projects.

MacKenzie said SDCs could be used for a new road because it is adding capacity. For example, building a road to connect two roads or creating a center lane in an existing road would be a capacity increase.

In response to a question from Pat Coy, MacKenzie said he isn't sure when the last time the Transportation SDCs were increased.

Pat Coy said we need to be careful that we don't price ourselves out of the market but at the same time, we need to be able to pay for these new projects.

Thomas Cotter said we should pick the projects that are most important to the City and review the SDCs every five years or so. He said we need to continue to maintain our roads so repair costs are minimal. We don't have a lot of people knocking down our doors wanting to develop here.

Calvin Kenney agreed to have a Work Session and suggested that MacKenzie reevaluate and prioritize the list.

MacKenzie said some jurisdictions fund things differently. If you don't recoup any of that development cost, your existing residents may not be visiting that business and it's a question of fairness and what the Council feels is the most fair and equitable.

After a brief discussion, there was a Council consensus to hold a Work Session and direct staff to rework the project list.

In response to a question from Mayor Weiss, MacKenzie said this is not a mandate but the longer we use those old numbers, the more expensive things will get. He would like to invite a few developers to attend the meeting as well.

Thomas Cotter recommended presenting something to developers before we ask for their input.

Calvin Kenney asked if it should be presented to the Economic Development Committee (EDC) because there are a few developers on that committee.

Thomas Cotter said he appreciates the input but he's not sure everyone on the EDC has the same level of knowledge about Transportation SDCs and suggested holding a Council Work Session first.

Michel said as a timeline, our goal would be to have the updated Transportation SDCs set by July 1 to coincide with our fiscal year. He said that should give us plenty of time to allow that outreach to occur and process any feedback. He said it has to be very flexible because we can't predict when a developer wants to come in and at what level of SDCs that project would require.

In response to a question from Thomas Cotter, Michel said there is no noticing requirement for updating SDCs. He said it's more about accommodating the people that will be experiencing this SDC increase; the developers, and try to let them know we understand where they're coming from as well as where we're coming from. He said we want to try to nurture the opinion that regardless of how developers feel about the SDCs, they understand where we're coming from.

In response to a question from Mayor Weiss, Michel said staff will put together that comparison, review the project list, and he will work with the Mayor on scheduling a Work Session.

(2) Parks, Recreation and Open Space Master Plan Update

MacKenzie said he had hoped to have more information and public comments to present to the Council after the Open House that was scheduled for March 18th but was cancelled. He said some of the most popular recommendations from the survey included a Dog Park and safety issues at the

skate park. He said the consultant is working on a virtual open house to post on the City's website but that won't be available until next week.

In response to a question from Mayor Weiss, MacKenzie said we got great participation from our younger residents. He said the survey started off slow but it ended with almost 200 responses coming in the week before the survey closed. Clyde Oglesby, a Park Board Student representative, was instrumental in the large number of surveys that came in that last week of the survey.

(3) OPRD Land and Water Conservation Fund Grant Support

i. Agenda Item Summary

MacKenzie said staff is seeking approval of the Council to submit an application to Oregon Parks and Recreation Dept.

ii. **RESOLUTION NO. 1292** – A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE OREGON PARKS AND RECREATION DEPARTMENT FOR A LAND AND WATER CONSERVATION FUND GRANT

MOTION: Thomas Cotter made a motion to approve Resolution No. 1292 as presented. Robbie McCoy seconded the motion which passed with a vote of 5-0.

b. City Administrator.....Matt Michel

(1) Recommendation to Declare a Temporary State of Emergency to Address COVID-19

i. Agenda Item Summary

Michel reviewed his agenda item summary.

In response to a question from Mayor Weiss, Michel said the expiration date of the Temporary State of Emergency is included in the resolution which is April 27, 2020 or for approximately one month. He said there was a typographical error in the Resolution that was included in the packet that states a two month duration. This has been corrected to say "one month with potential renewals".

Michel read SECTION 1 through SECTION 6 of the resolution as follows:

SECTION 1 City-wide State of Emergency. A City-wide State of Emergency hereby exists within the City of Veneta, which includes all of the area within the city boundaries. This State of Emergency shall become effective immediately and shall continue for a period of one month, unless further extended or rescinded by the City pursuant to this Declaration.

SECTION 2 City Authority. During this State of Emergency, the City may take any legal and necessary steps to respond and recover from the emergency, including but not limited to: requesting assistance, funds, and reimbursement from the State of Oregon and federal agencies; adopting temporary rules and policies regarding City facilities, funds, resources, and staff; entering into contracts for services or aid agreements with other governmental or private entities; and cancelling non-essential City meetings and events.

a. Emergency procurement of goods, services, and public improvements is hereby authorized pursuant to ORS 279B.080, ORS 279C.320, ORS 279C.380(4), and all other applicable statutes, ordinances, and rules.

SECTION 3 Staff Designation. The City Administrator is directed to identify two additional City staff members who are designated and authorized to serve as the "acting in capacity" City Administrator (City Administrator AIC) in the City Administrator's absence during this State of Emergency. The City Administrator or designee(s) shall regularly document and report to the Council regarding any actions or orders taken pursuant to this Declaration.

SECTION 4 City Administrator Delegation. During this State of Emergency, the Council hereby delegates to the City Administrator (and to City Administrator designees in the case of the City Administrator's absence) the authority to implement local, state and federal leave recommendations and mandates; suspend enforcement of adopted polices or the collection of associated fees to equitably respond to emergency mandated closures; take actions and issue orders necessary and reasonable to

protect health, safety and welfare of the City and the public and to conduct activities that minimize or mitigate the effect of the emergency, as long as such actions, orders, and activities are in compliance with City, state and federal law.

b. Notwithstanding the immediately preceding, if the City Administrator desires to issue a municipal order limiting or banning public gatherings, establishing curfews, closing or limiting businesses, or implementing other social distancing measures *beyond that ordered by the State of Oregon*, the City Administrator shall first consult with the City Council. This provision does not prevent the City Administrator from publishing recommendations regarding such social distancing measures within the City.

SECTION 5 Effective Date and Duration. This Declaration shall be effective on the date adopted by the City Council and shall remain in effect until April 27, 2020 at 5 p.m., unless further extended by the City Administrator or designee or the City Council.

SECTION 6 Establishing an Emergency. It is hereby adjudged and declared that existing conditions are such that this Declaration is necessary for the immediate preservation of the public peace, health and safety of the City of Veneta, and an emergency is hereby declared to exist and this Resolution, and all provisions modifying the Resolution referred to herein, shall take effect in full force and effect when signed by the Mayor.”

Michel said he just received an email from legal counsel suggesting an additional “Whereas” clause be added to the resolution. It would capture Governor Brown’s Executive Order “20-12 Stay Home, Save Lives”, issued March 23, 2020. He said it would be inserted as the second to the last “Whereas” clause in Resolution No. 1293, which he read as follows:

“WHEREAS, on March 23rd, 2020, the Governor issued Executive Order 20-12, ‘Ordering Oregonians to Stay at Home’, establishing measures for public and private facilities and mandated social distancing; and”

In response to a question from Robbie McCoy, Michel said “Section 2 City Authority” is really the heart of what types of actions would take place. Things like temporary staffing policies so that federal COVID leave would apply to City staff, if needed, and would follow our existing sick leave policy. He said the City would offer a temporary exemption from our existing sick leave policies. When the declaration is over, we would return to our existing leave policy. He said he would like to connect any action taken to existing policies.

Michel said he didn’t think it would be necessary to implement “Section 2.a. Emergency Procurement”.

However, Thomas Cotter said it would be a necessary thing to have in case the City needs to procure something quickly.

Michel said that section of the declaration would expedite the public contracting process and not require us to go out for bids likely through cooperative agreements with the County. He said it would not require the Public Contracting agency to convene to review bids.

In response to a question from Mayor Weiss, Michel said Resolution No. 1293 will allow him to take care of business without having to convene the Council for direction or approval. He said the designees would be necessary in case he was out of town for an extended period of time or if he became ill. He said Eugene, Springfield, and Creswell have all declared a Temporary State of Emergency.

Calvin Kenney said we can’t receive any assistance from the County or FEMA unless we make the declaration. He said any funds spent in regards to COVID-19, need to be documented for reimbursement from FEMA.

Michel said another example is to address our City parks, which we need to evaluate closely with legal counsel and perhaps we should close our parks. However, he wants to make sure that decision isn’t taken lightly.

Calvin Kenney said he doesn't think it's necessary to convene the Council but agreed reaching out individually with each Council is fine.

Michel said he wouldn't want to have a public meeting but rather, put the information out there and if Mayor Weiss and or Council President Cotter felt any action taken wasn't appropriate and wanted to discuss it, a meeting can be convened via tele-conference. He said he would also keep the Council advised about specifics of any possible action, prior to taking any action.

ii. **RESOLUTION No. 1293** – A RESOLUTION DECLARING A TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY OF VENETA AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR

MOTION: **Thomas Cotter made a motion to approve Resolution No. 1293, a Resolution Declaring a Temporary State of Emergency within the Boundaries of the City of Veneta and Delegating Authority to the City Administrator with modifications to Section 1 and Section 5 as amended. Robbie McCoy seconded the motion which passed with a vote of 5-0.**

(2) Status of Lane County Public Safety Contract

Michel said the Fern Ridge School District Board adopted the superintendent's package, along with the City's proposal which was all sent to the Oregon Dept. of Education (ODE) for review and potential approval. He said in the meanwhile in anticipation of moving forward, his intention would be to work with staff on sharpening the pencil on what a proposed public safety fee may look like. He said we'll wait to see if the ODE approves the School District's proposal.

(3) Questions from Councilors
None

6. OTHER

Mayor Weiss said he wanted to address our citizens about COVID-19 and he read a brief statement to include in the record, post on the City's Facebook page, and publish in the newspaper. He said he wants residents to know that we care. A copy is attached and incorporated into these minutes.

Michel said he wanted to get volunteer information on the City's COVID-19 website page. He said he has received a couple of calls from individuals asking how they can help. He said Cornelius will be the City's contact for organizations that need volunteers and those who want to volunteer. Her email address will be included on the website page.

7. ADJOURN

Mayor Weiss adjourned the Veneta City Council at 8:10 p.m.

XXXXXXXXXXXXXXXXXXXXX

Keith Weiss, Mayor

ATTEST:
XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)



Statement from Mayor Weiss

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

March 23, 2020

Now is Our Moment

Life in our small town has changed abruptly with the COVID-19 threat. One thing that has not changed—and will not change—is Veneta’s remarkable capacity for compassion.

Easy examples of Veneta’s rare gift of care and concern for others existed well before COVID-19: The LOVE Project, the many faith-based community programs, Kiwanis, and Mid-Lane Cares just to name a few of the many volunteer groups who proudly call Veneta, “Home.”

The weeks and months ahead present us with the opportunity of our lifetimes to show what we, and Veneta, stand for: Small town concern for others and a strong can-do attitude.

Take this time to connect with those around you—six feet apart, of course!—and recognize that we’re in this together. We need each other to ease our stress with a casual conversation, a quick laugh, or a simple act of kindness. Take a leisurely walk or enjoy a bike ride and offer a friendly wave. You can do social distancing and still be sociable. Sharing a clean wipe with another parent after play equipment or door handles, things like that, is a kindness that you can pay forward.

Take this time to help our local businesses weather this storm on behalf of their employees, who are our neighbors and friends. Take time to send thank you notes to our local first responders bravely doing what comes second-nature to them: Serving others. And take time to recognize that you have a role to play in helping the Veneta community adjust to this new “normal.” See if our local food pantry, LOVE Project, needs help. Contact the Red Cross to give blood. Help a neighbor with their yard, shop or prepare a meal for a nearby shut-in.

This is a unique time in our nation’s history and our personal histories. Be the change that is needed now to adjust to new ways of interacting, while keeping with our old ways of treating each other with care and compassion.

The City is here because of you and for you. We stand ready to embrace this challenge with you and come through it a stronger community. Take care of yourself, and one another.

Keith Weiss, Mayor

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Report Criteria:
 Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
110	Above The Mess, LLC	1587	Cleaning Services 3/20 C/	1	03/31/2020	513.90	.00	513.90	25287	04/14/2020
		1587	Cleaning services 3/20	2	03/31/2020	128.48	.00	128.48	25287	04/14/2020
		1587	Cleaning services 3/20	3	03/31/2020	225.22	.00	225.22	25287	04/14/2020
Total 110:						867.60	.00	867.60		
185	Analytical Laboratory Grou	125149	Lab services: Drinking wat	1	03/05/2020	697.60	.00	697.60	25289	04/14/2020
		125149	Lab services: wastewater 3	2	03/05/2020	853.20	.00	853.20	25289	04/14/2020
Total 185:						1,550.80	.00	1,550.80		
190	Apex Systems	223588	Quarterly alarm system mo	1	03/20/2020	105.00	.00	105.00	25290	04/14/2020
		223588	Quarterly alarm system mo	2	03/20/2020	75.00	.00	75.00	25290	04/14/2020
		223588	Quarterly alarm system mo	3	03/20/2020	75.00	.00	75.00	25290	04/14/2020
		223588	Quarterly alarm system mo	4	03/20/2020	69.00	.00	69.00	25290	04/14/2020
Total 190:						324.00	.00	324.00		
245	Banner Bank-CC	BBCC 3/20	Labor law posters	1	03/18/2020	47.84	.00	47.84	25291	04/14/2020
		BBCC 3/20	labor law posters	2	03/18/2020	15.00	.00	15.00	25291	04/14/2020
		BBCC 3/20	Labor law posters	3	03/18/2020	14.99	.00	14.99	25291	04/14/2020
		BBCC 3/20	Labor law posters	4	03/18/2020	10.00	.00	10.00	25291	04/14/2020
		BBCC 3/20	Labor law posters	5	03/18/2020	10.00	.00	10.00	25291	04/14/2020
		BBCC 3/20	Labor law posters	6	03/18/2020	9.99	.00	9.99	25291	04/14/2020
		BBCC 3/20	Satin Stitch	7	03/18/2020	132.63	.00	132.63	25291	04/14/2020
		BBCC 3/20	Satin Stitch	8	03/18/2020	132.63	.00	132.63	25291	04/14/2020
		BBCC 3/20	Satin Stitch	9	03/18/2020	132.63	.00	132.63	25291	04/14/2020
		BBCC 3/20	Satin Stitch	10	03/18/2020	132.61	.00	132.61	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	11	03/18/2020	37.86	.00	37.86	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	12	03/18/2020	4.01	.00	4.01	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	13	03/18/2020	.38	.00	.38	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	14	03/18/2020	8.49	.00	8.49	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	15	03/18/2020	3.37	.00	3.37	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	16	03/18/2020	11.71	.00	11.71	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	17	03/18/2020	22.72	.00	22.72	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	18	03/18/2020	26.24	.00	26.24	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	19	03/18/2020	10.21	.00	10.21	25291	04/14/2020
		BBCC 3/20	MsOnline 3/20	20	03/18/2020	3.01	.00	3.01	25291	04/14/2020
		BBCC 3/20	OSP Background checks	21	03/18/2020	10.00	.00	10.00	25291	04/14/2020
		BBCC 3/20	OSP background checks	22	03/18/2020	10.00	.00	10.00	25291	04/14/2020
		BBCC 3/20	Memorial park benches	23	03/18/2020	2,280.04	.00	2,280.04	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	24	03/18/2020	118.32	.00	118.32	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	25	03/18/2020	12.52	.00	12.52	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	26	03/18/2020	1.20	.00	1.20	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	27	03/18/2020	26.52	.00	26.52	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	28	03/18/2020	10.52	.00	10.52	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	29	03/18/2020	36.60	.00	36.60	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	30	03/18/2020	71.00	.00	71.00	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	31	03/18/2020	82.00	.00	82.00	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	32	03/18/2020	31.92	.00	31.92	25291	04/14/2020
		BBCC 3/20	DOT Gov Domain	33	03/18/2020	9.40	.00	9.40	25291	04/14/2020
		BBCC 3/20	Desk calculator	34	03/18/2020	64.98	.00	64.98	25291	04/14/2020
		BBCC 3/20	Eugene Silkscreen	35	03/18/2020	113.09	.00	113.09	25291	04/14/2020
		BBCC 3/20	Eugene Silkscreen	36	03/18/2020	113.09	.00	113.09	25291	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		BBCC 3/20	Eugene Silkscreen	37	03/18/2020	113.09	.00	113.09	25291	04/14/2020
		BBCC 3/20	Eugene Silkscreen	38	03/18/2020	113.08	.00	113.08	25291	04/14/2020
		BBCC 3/20	Nitrate gloves	39	03/18/2020	43.29	.00	43.29	25291	04/14/2020
		BBCC 3/20	Nitrate gloves	40	03/18/2020	43.29	.00	43.29	25291	04/14/2020
		BBCC 3/20	Bunny suit	41	03/18/2020	37.89	.00	37.89	25291	04/14/2020
		Total 245:				4,108.16	.00	4,108.16		
320	Buck's Sanitary Service	A-135189	Fern Park 3/20	1	03/30/2020	65.00	.00	65.00	25293	04/14/2020
		A-135190	City Park 3/20	1	03/30/2020	65.00	.00	65.00	25293	04/14/2020
		A-135191	Skate Park 3/20	1	03/30/2020	98.50	.00	98.50	25293	04/14/2020
		Total 320:				228.50	.00	228.50		
335	C & K Market Inc	39127 2/20	Various needs	1	02/29/2020	83.36	.00	83.36	25294	04/14/2020
		Total 335:				83.36	.00	83.36		
415	Civil West Engineering Ser	3101-010.03	Jack Kelley Lift Station	1	04/01/2020	137.00	.00	137.00	25296	04/14/2020
		Total 415:				137.00	.00	137.00		
445	Conveyor Truck Services, I	22056	Loam & Compost-Harold C	1	03/31/2020	744.50	.00	744.50	25297	04/14/2020
		Total 445:				744.50	.00	744.50		
560	EDMS Inc	17284	April 2020 Statements	1	03/31/2020	361.98	.00	361.98	25299	04/14/2020
		17284	April 2020 Statements	2	03/31/2020	148.87	.00	148.87	25299	04/14/2020
		17284	April 2020 Statements	3	03/31/2020	231.12	.00	231.12	25299	04/14/2020
		17284	April 2020 Statements	4	03/31/2020	223.30	.00	223.30	25299	04/14/2020
		17284	April 2020 Statements	5	03/31/2020	346.68	.00	346.68	25299	04/14/2020
		Total 560:				1,311.95	.00	1,311.95		
580	Emerald Peoples Utility Dis	104799 3/20	Skate Park	1	03/25/2020	31.00	.00	31.00	25300	04/14/2020
		107383 3/20	Pool	1	03/25/2020	614.52	.00	614.52	25300	04/14/2020
		122635 3/20	Bulk water station	1	03/25/2020	37.98	.00	37.98	25300	04/14/2020
		136326 3/20	8th & Jack Kelly	1	03/25/2020	146.43	.00	146.43	25300	04/14/2020
		51043 3/20	City Hall	1	03/25/2020	356.84	.00	356.84	25300	04/14/2020
		51043 3/20	City Hall	2	03/25/2020	118.94	.00	118.94	25300	04/14/2020
		60675 3/20	Pine St Lift	1	03/25/2020	334.96	.00	334.96	25300	04/14/2020
		61380 3/20	Terr Hwy & 126	1	03/25/2020	32.55	.00	32.55	25300	04/14/2020
		76189 3/20	St Lights	1	03/25/2020	2,780.48	.00	2,780.48	25300	04/14/2020
		8229 3/20	Terr. Rd pump	1	03/25/2020	32.82	.00	32.82	25300	04/14/2020
		Total 580:				4,486.52	.00	4,486.52		
642	FCS Group	3067-220030	Transportation SDC	1	03/20/2020	1,153.75	.00	1,153.75	25302	04/14/2020
		Total 642:				1,153.75	.00	1,153.75		
645	FEI #3011 Waterworks	858163	System needs	1	03/31/2020	1,017.00	.00	1,017.00	25303	04/14/2020
		Total 645:				1,017.00	.00	1,017.00		
650	Fern Ridge Review	21713	Planning Commision ad	1	03/31/2020	112.00	.00	112.00	25304	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 650:						112.00	.00	112.00		
655	Fern Ridge School District	FRSD 3/20	Excise tax - March 2020	1	03/31/2020	520.56	.00	520.56	25305	04/14/2020
Total 655:						520.56	.00	520.56		
750	Greenhill Humane Society	3574	Monthly fee for sheltering s	1	04/01/2020	100.00	.00	100.00	25306	04/14/2020
Total 750:						100.00	.00	100.00		
830	Hunter Communications, In	424 5/20	Fiber Internet - Admin	1	04/07/2020	72.10	.00	72.10	25307	04/14/2020
		424 5/20	Fiber internet - Finance	2	04/07/2020	46.87	.00	46.87	25307	04/14/2020
		424 5/20	Fiber internet- Court	3	04/07/2020	7.21	.00	7.21	25307	04/14/2020
		424 5/20	Fiber internet-Code	4	04/07/2020	7.21	.00	7.21	25307	04/14/2020
		424 5/20	Fiber internet - Law enforc	5	04/07/2020	21.63	.00	21.63	25307	04/14/2020
		424 5/20	Fiber internet -Parks	6	04/07/2020	7.21	.00	7.21	25307	04/14/2020
		424 5/20	Fiber internet - Pool	7	04/07/2020	21.63	.00	21.63	25307	04/14/2020
		424 5/20	Fiber internet - Planning	8	04/07/2020	46.87	.00	46.87	25307	04/14/2020
		424 5/20	Fiber internet - water	9	04/07/2020	46.87	.00	46.87	25307	04/14/2020
		424 5/20	Fiber internet - sewer	10	04/07/2020	68.50	.00	68.50	25307	04/14/2020
		424 5/20	Fiber internet - stormwater	11	04/07/2020	7.21	.00	7.21	25307	04/14/2020
		424 5/20	Fiber internet - streets	12	04/07/2020	7.20	.00	7.20	25307	04/14/2020
Total 830:						360.51	.00	360.51		
840	Industrial Source	1745819	Pool C02	1	03/31/2020	83.95	.00	83.95	25308	04/14/2020
Total 840:						83.95	.00	83.95		
850	Info Structure	2508019	Cust #C7930 - City Hall	1	03/21/2020	425.12	.00	425.12	25309	04/14/2020
		2508019	Cust #C7930 - City Hall	2	03/21/2020	106.28	.00	106.28	25309	04/14/2020
		2508187	Cust #61227 - WWTP	1	03/21/2020	52.02	.00	52.02	25309	04/14/2020
		2508213	Cust #62054 -Pool	1	03/21/2020	47.47	.00	47.47	25309	04/14/2020
Total 850:						630.89	.00	630.89		
885	Jerry's Home Improvement	13566 3/20	Various needs	1	03/31/2020	87.78	.00	87.78	25310	04/14/2020
		13566 3/20	Various needs	2	03/31/2020	169.96	.00	169.96	25310	04/14/2020
		13566 3/20	Various needs	3	03/31/2020	19.82	.00	19.82	25310	04/14/2020
Total 885:						277.56	.00	277.56		
980	Lane County Accounts Rec	LCAR 3/20	Assessments collected les	1	04/02/2020	394.91	.00	394.91	25312	04/14/2020
Total 980:						394.91	.00	394.91		
1005	Lane County Sheriff's Offic	SO7239	3rd Qtr FY 2019-20	1	04/01/2020	226,974.50	.00	226,974.50	25313	04/14/2020
Total 1005:						226,974.50	.00	226,974.50		
1015	Lane Electric Coop Inc	42002 3/20	C Center	1	03/31/2020	171.87	.00	171.87	25314	04/14/2020
		42007 3/20	Welcome light sign	1	03/31/2020	145.86	.00	145.86	25314	04/14/2020
		42008 3/20	Sewer plant	1	03/31/2020	4,747.63	.00	4,747.63	25314	04/14/2020
		42009 3/20	Water tower pumps	1	03/31/2020	178.40	.00	178.40	25314	04/14/2020
		42012 3/20	St lights	1	03/31/2020	1,284.14	.00	1,284.14	25314	04/14/2020
		42013 3/20	Huston & Tidball	1	03/31/2020	84.37	.00	84.37	25314	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1015:						6,612.27	.00	6,612.27		
1025	Lane Forest Products	E917169-01	Playground chips	1	03/31/2020	3,706.80	.00	3,706.80	25315	04/14/2020
Total 1025:						3,706.80	.00	3,706.80		
1035	Law Office of Alan J Leima	LEIMAN 3/20	Monthly contract-March 20	1	04/02/2020	371.00	.00	371.00	25316	04/14/2020
Total 1035:						371.00	.00	371.00		
1040	League of Oregon Cities	15042	Job posting	1	04/07/2020	20.00	.00	20.00	25317	04/14/2020
Total 1040:						20.00	.00	20.00		
1140	MEDIAmerica, Inc	0035487-IN	Eugene Cacades/ Coast g	1	03/19/2020	1,305.00	.00	1,305.00	25318	04/14/2020
Total 1140:						1,305.00	.00	1,305.00		
1150	Mid-State Industrial Svc	185907	Monthly Contract 3/20	1	03/19/2020	2,255.00	.00	2,255.00	25319	04/14/2020
		186153	Sytem maintenance-Mead	1	04/01/2020	608.24	.00	608.24	25319	04/14/2020
Total 1150:						2,863.24	.00	2,863.24		
1160	Mid-Valley Tractor Co	43188	Dump switch	1	03/16/2020	63.63	.00	63.63	25320	04/14/2020
Total 1160:						63.63	.00	63.63		
1175	Mr Chain Saw Inc	280739	Chainsaw part	1	04/02/2020	4.00	.00	4.00	25321	04/14/2020
Total 1175:						4.00	.00	4.00		
1200	Net Assets	88-202003	Lien search fees 3/20	1	04/01/2020	391.00	.00	391.00	25323	04/14/2020
Total 1200:						391.00	.00	391.00		
1245	One Call Concepts Inc	30506	Utility Locates - Water	1	03/31/2020	25.20	.00	25.20	25325	04/14/2020
		30506	Utility Locates - Sewer	2	03/31/2020	25.20	.00	25.20	25325	04/14/2020
Total 1245:						50.40	.00	50.40		
1310	Oregon Dept of Driver & M	L0011668546	Certified Copies	1	03/31/2020	3.00	.00	3.00	25326	04/14/2020
Total 1310:						3.00	.00	3.00		
1345	Oregon Dept of Revenue-C	ODOR 3/20	Unitary Assessments w/ ot	1	04/02/2020	154.00	.00	154.00	25327	04/14/2020
		ODOR 3/20	Unitary Assessments w/ ot	2	04/02/2020	5.00	.00	5.00	25327	04/14/2020
Total 1345:						159.00	.00	159.00		
1420	Our Daily Bread	ODB 3/20	Mayors Round table	1	03/15/2020	158.00	.00	158.00	25328	04/14/2020
Total 1420:						158.00	.00	158.00		
1435	Pacific Office Automation	643856	Konica supplies/service 11/	1	03/12/2020	202.38	.00	202.38	25329	04/14/2020
		643856	IRunner supplies/service 1	2	03/12/2020	67.45	.00	67.45	25329	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1435:						269.83	.00	269.83		
1560	Ricoh USA, Inc.	5059151318	Color copier supplies/servi	1	03/20/2020	192.95	.00	192.95	25331	04/14/2020
Total 1560:						192.95	.00	192.95		
1605	Sanipac	3491336	Trash Haul-Act #2013-200	1	04/01/2020	114.47	.00	114.47	25332	04/14/2020
		3491336	Trash Haul-Act #2013-200	2	04/01/2020	135.88	.00	135.88	25332	04/14/2020
		3491362	Street debris-Act #2013-30	1	04/01/2020	823.26	.00	823.26	25332	04/14/2020
Total 1605:						1,073.61	.00	1,073.61		
1625	Kyle Schauer	KSCHAUER	Cell phone stipend 2/20	1	02/28/2020	50.00	.00	50.00	25311	04/14/2020
Total 1625:						50.00	.00	50.00		
1665	SiteOne	98076799-00	Rain bird nozzles	1	03/25/2020	36.19	.00	36.19	25333	04/14/2020
Total 1665:						36.19	.00	36.19		
1700	Sprint	886952530-1	Cell phones	1	03/27/2020	36.89	.00	36.89	25334	04/14/2020
		886952530-1	Cell phones	2	03/27/2020	36.89	.00	36.89	25334	04/14/2020
		886952530-1	Cell phones	3	03/27/2020	54.25	.00	54.25	25334	04/14/2020
		886952530-1	Cell phones	4	03/27/2020	54.25	.00	54.25	25334	04/14/2020
		886952530-1	Cell phones	5	03/27/2020	34.72	.00	34.72	25334	04/14/2020
Total 1700:						217.00	.00	217.00		
1715	Staples Credit Plan	STAPLES 3/2	Various office needs- Gene	1	03/15/2020	25.27	.00	25.27	25335	04/14/2020
		STAPLES 3/2	Various office needs - Park	2	03/15/2020	3.08	.00	3.08	25335	04/14/2020
		STAPLES 3/2	Various office needs- Plann	3	03/15/2020	2.20	.00	2.20	25335	04/14/2020
		STAPLES 3/2	Various office needs - Wate	4	03/15/2020	36.62	.00	36.62	25335	04/14/2020
		STAPLES 3/2	Various office needs - Sew	5	03/15/2020	42.09	.00	42.09	25335	04/14/2020
		STAPLES 3/2	Various office needs - stree	6	03/15/2020	3.40	.00	3.40	25335	04/14/2020
		STAPLES 3/2	Various office needs - Stor	7	03/15/2020	5.52	.00	5.52	25335	04/14/2020
Total 1715:						118.18	.00	118.18		
1725	Suburban Propane	1572-051079	Jack Kelly propane Act # 1	1	03/15/2020	75.00	.00	75.00	25336	04/14/2020
Total 1725:						75.00	.00	75.00		
1735	Napa Auto Parts	10898 3/20	Various needs	1	03/31/2020	18.33	.00	18.33	25322	04/14/2020
Total 1735:						18.33	.00	18.33		
1760	Thermo Imaging & Analyisi	5302	Brdwy/Terr light pole	1	03/17/2020	761.32	.00	761.32	25337	04/14/2020
Total 1760:						761.32	.00	761.32		
1790	Tyree Oil Inc	F45890-IN	Diesel Fuel	1	03/18/2020	268.69	.00	268.69	25338	04/14/2020
Total 1790:						268.69	.00	268.69		
1805	United Rentals Northwest, I	74342 3/20	Boom rental	1	03/31/2020	1,607.34	.00	1,607.34	25339	04/14/2020
		74342 3/20	Boom rental	2	03/31/2020	535.78	.00	535.78	25339	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		74342 3/20	Boom rental	3	03/31/2020	516.14	.00	516.14	25339	04/14/2020
		74342 3/20	Mini Excavator rental	4	03/31/2020	466.36	.00	466.36	25339	04/14/2020
	Total 1805:					3,125.62	.00	3,125.62		
1830	USA Blue Book	170302	Test pack	1	03/11/2020	238.51	.00	238.51	25340	04/14/2020
	Total 1830:					238.51	.00	238.51		
1845	Valley Tel Service Inc	418024	Telephone service	1	03/18/2020	288.00	.00	288.00	25341	04/14/2020
		418024	Telephone service	2	03/18/2020	72.00	.00	72.00	25341	04/14/2020
	Total 1845:					360.00	.00	360.00		
1855	Veneta Ace Hardware	400 3/20	Various needs	1	04/01/2020	18.76	.00	18.76	25342	04/14/2020
		400 3/20	Various needs	2	04/01/2020	14.66	.00	14.66	25342	04/14/2020
		400 3/20	Various needs	3	04/01/2020	288.70	.00	288.70	25342	04/14/2020
		400 3/20	Various needs	4	04/01/2020	4.32	.00	4.32	25342	04/14/2020
		400 3/20	Various needs	5	04/01/2020	5.00	.00	5.00	25342	04/14/2020
		400 3/20	Various needs	6	04/01/2020	23.48	.00	23.48	25342	04/14/2020
	Total 1855:					354.92	.00	354.92		
1860	Veneta Chiropractic	100671-1 3/2	CDL Physical 3/20-Barreto	1	03/26/2020	42.50	.00	42.50	25343	04/14/2020
		100671-1 3/2	CDL Physical 3/20-Barreto	2	03/26/2020	42.50	.00	42.50	25343	04/14/2020
	Total 1860:					85.00	.00	85.00		
1910	West Lane Tree Service, L	6110	Dead tree removal City Par	1	03/24/2020	4,500.00	.00	4,500.00	25344	04/14/2020
	Total 1910:					4,500.00	.00	4,500.00		
1978	Other Refunds	EMCCLAUG	C Center dep refund	1	03/31/2020	45.00	.00	45.00	25301	04/14/2020
		RETREADS	C Center dep refund	1	03/31/2020	45.00	.00	45.00	25330	04/14/2020
	Total 1978:					90.00	.00	90.00		
1984	Bill Fielder	1046724	Pavement well abandoned	1	03/27/2020	4,060.00	.00	4,060.00	25292	04/14/2020
	Total 1984:					4,060.00	.00	4,060.00		
1989	Cottage Grove, City of	1957	4th Qtr building inspects F	1	04/01/2020	23,750.00	.00	23,750.00	25298	04/14/2020
	Total 1989:					23,750.00	.00	23,750.00		
2049	Cameron McCarthy	2020.03.192	Recreation & Open Space	1	03/01/2020	1,840.00	.00	1,840.00	25295	04/14/2020
		2020.04.192	Recreation and Open Spac	1	04/01/2020	3,307.50	.00	3,307.50	25295	04/14/2020
	Total 2049:					5,147.50	.00	5,147.50		
2096	American Leak Detection	50396	Pool leak	1	04/07/2020	450.00	.00	450.00	25288	04/14/2020
	Total 2096:					450.00	.00	450.00		
2097	NurseryNet NW, Inc	17442	Harold's Cntr Landscaping	1	03/31/2020	906.40	.00	906.40	25324	04/14/2020

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 2097:						906.40	.00	906.40		
Grand Totals:						307,324.41	.00	307,324.41		

Report Criteria:

Detail report type printed

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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number	GL Account Description
255 Hendrickson, Scottie									
420	1	Monthly Newsletter April 20	Invoi	04/18/2020	04/28/2020	150.00	150.00	100-100-51095	Public Relations
Total 420:						150.00	150.00		
Total 255 Hendrickson, Scottie:						150.00	150.00		
280 Bi-Mart Corporation									
930412 3/20	1	Various needs	Invoi	04/04/2020	04/28/2020	82.22	82.22	100-100-51010	Admin Supplies & Servi
930412 3/20	2	Various needs	Invoi	04/04/2020	04/28/2020	76.24	76.24	140-140-51010	Admin Supplies & Servi
930412 3/20	3	Various needs	Invoi	04/04/2020	04/28/2020	6.27	6.27	210-210-51010	Admin Supplies & Servi
930412 3/20	4	Various needs	Invoi	04/04/2020	04/28/2020	71.92	71.92	230-230-53070	Landscape Maint & Su
930412 3/20	5	Various needs	Invoi	04/04/2020	04/28/2020	19.24	19.24	130-530-51010	Admin Supplies & Servi
Total 930412 3/20:						255.89	255.89		
Total 280 Bi-Mart Corporation:						255.89	255.89		
330 Burris Computer Forms									
53103	1	Door hangers	Invoi	04/10/2020	04/28/2020	28.01	28.01	210-210-51010	Admin Supplies & Servi
53103	2	Door hangers	Invoi	04/10/2020	04/28/2020	28.00	28.00	220-220-51010	Admin Supplies & Servi
Total 53103:						56.01	56.01		
Total 330 Burris Computer Forms:						56.01	56.01		
360 Carson Technologies, LLC									
CP-0010595	1	Customer charge	Invoi	03/31/2020	04/28/2020	44.23	44.23	100-100-51075	Travel - Staff
CP-0010595	2	Customer charge	Invoi	03/31/2020	04/28/2020	88.46	88.46	130-130-53030	Vehicle Operation&Mai
CP-0010595	3	Customer charge	Invoi	03/31/2020	04/28/2020	88.46	88.46	230-230-53030	Vehicle Operation&Mai
CP-0010595	4	Customer charge	Invoi	03/31/2020	04/28/2020	353.85	353.85	210-210-53030	Vehicle Operation&Mai
CP-0010595	5	Customer charge	Invoi	03/31/2020	04/28/2020	309.62	309.62	220-220-53030	Vehicle Operation&Mai
Total CP-00105951:						884.62	884.62		
Total 360 Carson Technologies, LLC:						884.62	884.62		
395 CenturyLink Communications, LLC									
3680 4/20	1	Public Works/Water plant p	Invoi	04/02/2020	04/28/2020	163.48	163.48	210-210-51030	Telephone Services
Total 3680 4/20:						163.48	163.48		
Total 395 CenturyLink Communications, LLC:						163.48	163.48		
435 Comfort Flow Heating AC & Refrigeration									
SVC219739	1	Service call/repair-C CTR	Invoi	04/02/2020	04/28/2020	691.08	691.08	130-530-53065	Building Maint & Janitor
Total SVC219739:						691.08	691.08		
Total 435 Comfort Flow Heating AC & Refrigeration:						691.08	691.08		
480 Daily Journal of Commerce									
744691769	1	City Park Ph 2 bid ad	Invoi	04/15/2020	04/28/2020	31.22	31.22	130-130-60130	Facilities Expansion
744691769	2	City Park Ph 2 bid ad	Invoi	04/15/2020	04/28/2020	72.84	72.84	310-310-60130	System Expansion

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number	GL Account Description
Total 744691769:						104.06	104.06		
Total 480 Daily Journal of Commerce:						104.06	104.06		
530 DLA Inc									
6495	1	City Park design Ph 2	Invoi	04/06/2020	04/28/2020	8,947.58	8,947.58	310-310-60130	System Expansion
6495	2	City Park design Ph 2	Invoi	04/06/2020	04/28/2020	3,834.67	3,834.67	130-130-60130	Facilities Expansion
Total 6495:						12,782.25	12,782.25		
Total 530 DLA Inc:						12,782.25	12,782.25		
535 DocuTRAK Imaging, Inc									
19952	1	On site shredding services	Invoi	04/21/2020	04/28/2020	38.00	38.00	100-100-51010	Admin Supplies & Servi
Total 19952:						38.00	38.00		
Total 535 DocuTRAK Imaging, Inc:						38.00	38.00		
580 Emerald Peoples Utility District									
8257 3/20	1	P/W	Invoi	04/06/2020	04/28/2020	1,854.02	1,854.02	210-210-51035	Electricity
Total 8257 3/20:						1,854.02	1,854.02		
Total 580 Emerald Peoples Utility District:						1,854.02	1,854.02		
620 Eugene Water & Electric Board									
385463-1208	1	Meter #76100316 March 2	Invoi	04/07/2020	04/28/2020	991.48	991.48	210-210-53135	Water Purchase
385463-1208	2	Meter #76100315 March 2	Invoi	04/07/2020	04/28/2020	9,311.40	9,311.40	210-210-53135	Water Purchase
Total 385463-120864 3/20:						10,302.88	10,302.88		
Total 620 Eugene Water & Electric Board:						10,302.88	10,302.88		
850 Info Structure									
2511561	1	Cust #C7930 - City Hall	Invoi	04/21/2020	04/28/2020	429.47	429.47	100-100-51030	Telephone Services
2511561	2	Cust #C7930 - City Hall	Invoi	04/21/2020	04/28/2020	107.36	107.36	140-140-51030	Telephone Services
Total 2511561:						536.83	536.83		
2511662	1	Cust #62054 - Pool	Invoi	04/21/2020	04/28/2020	52.80	52.80	220-220-51030	Telephone Services
Total 2511662:						52.80	52.80		
2511740	1	Cust #62054 -Pool	Invoi	04/21/2020	04/28/2020	48.18	48.18	130-520-54055	Pool Utilities
Total 2511740:						48.18	48.18		
Total 850 Info Structure:						637.81	637.81		
1035 Law Office of Alan J Leiman, PC									
LEIMAN 4/20	1	Monthly contract-April 2020	Invoi	04/07/2020	04/28/2020	371.00	371.00	100-160-52080	Judicial Services
Total LEIMAN 4/20:						371.00	371.00		

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number	GL Account Description
Total 1035 Law Office of Alan J Leiman, PC:						371.00	371.00		
1150 Mid-State Industrial Svc									
186236	1	Sytem maintenance-Hunter	Invoi	04/14/2020	04/28/2020	674.53	674.53	220-220-53040	System Maintenance
Total 186236:						674.53	674.53		
Total 1150 Mid-State Industrial Svc:						674.53	674.53		
1305 Oregon Dept of Consumer and Business									
DCBS 3/20	1	St Surcharges March 2020	Invoi	04/14/2020	04/28/2020	605.16	605.16	100-000-20275	Building Surcharges Pa
DCBS 3/20	2	St Surcharges March 2020	Invoi	04/14/2020	04/28/2020	78.48	78.48	100-000-20280	Electrical Surcharges P
DCBS 3/20	3	St Surcharges March 2020	Invoi	04/14/2020	04/28/2020	30.00	30.00	100-000-20270	State Mobile Home Fee
Total DCBS 3/20:						713.64	713.64		
Total 1305 Oregon Dept of Consumer and Business:						713.64	713.64		
1665 SiteOne									
98189849-00	1	Rain bird nozzles	Invoi	03/31/2020	04/28/2020	11.21	11.21	230-230-53070	Landscape Maint & Su
Total 98189849-001:						11.21	11.21		
Total 1665 SiteOne:						11.21	11.21		
1690 Speer Hoyt LLC									
55358	1	Legal Services-Gen	Invoi	03/31/2020	04/28/2020	2,755.00	2,755.00	100-100-52010	Attorney & Legal Servic
Total 55358:						2,755.00	2,755.00		
55359	1	Legal Services-Gen	Invoi	03/31/2020	04/28/2020	361.00	361.00	100-100-52010	Attorney & Legal Servic
Total 55359:						361.00	361.00		
55360	1	Legal Services-Pln	Invoi	03/31/2020	04/28/2020	6,403.00	6,403.00	140-140-52010	Attorney & Legal Servic
Total 55360:						6,403.00	6,403.00		
Total 1690 Speer Hoyt LLC:						9,519.00	9,519.00		
1745 Swanson's Pest Management									
636598	1	Community Ctr pest manag	Invoi	03/26/2020	04/28/2020	33.00	33.00	130-530-53065	Building Maint & Janitor
Total 636598:						33.00	33.00		
636604	1	CH pest management 4/2	Invoi	03/26/2020	04/28/2020	31.20	31.20	100-100-51050	Building Maint & Janitor
636604	2	CH pest management 4/2	Invoi	03/26/2020	04/28/2020	7.80	7.80	140-140-51050	Building Maint & Janitor
Total 636604:						39.00	39.00		
636614	1	P/W 4/20	Invoi	03/26/2020	04/28/2020	16.34	16.34	220-220-53065	Building & Yard Mainte
636614	2	P/W 4/20	Invoi	03/26/2020	04/28/2020	16.34	16.34	210-210-53065	Building & Yard Mainte
636614	3	P/W 4/20	Invoi	03/26/2020	04/28/2020	16.32	16.32	230-230-53065	Building & Yard Mainte
Total 636614:						49.00	49.00		

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number	GL Account Description
Total 1745 Swanson's Pest Management:						121.00	121.00		
1845 Valley Tel Service Inc									
418119	1	Remote services	Invoi	03/30/2020	04/28/2020	57.60	57.60	100-100-51030	Telephone Services
418119	2	Remote services	Invoi	03/30/2020	04/28/2020	14.40	14.40	140-140-51030	Telephone Services
Total 418119:						72.00	72.00		
Total 1845 Valley Tel Service Inc:						72.00	72.00		
1976 UB Refunds									
7651.02 CHA	1	Customer deposit refunds	Invoi	03/19/2019	03/26/2019	17.57	17.57	999-000-10140	Cash Clearing UM
7651.02 CHA	2	Customer deposit refunds	Adju	03/19/2019	03/26/2019	17.57-	17.57-	999-000-10140	Cash Clearing UM
7651.02 CHA		Chk No: 23927 (1)	Calc	03/26/2019			17.57-	999-000-20010	Cash Clearing UM
Total 7651.02 CHASTAIN:						.00	17.57-		
Total 1976 UB Refunds:						.00	17.57-		
1995 CINTAS Corporation - 172									
172005709 3	1	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	133.39	133.39	100-100-51050	Building Maint & Janitor
172005709 3	2	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	2.67	2.67	120-120-51050	Building Maint & Janitor
172005709 3	3	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	32.01	32.01	130-130-53220	Building Maint & Janitor
172005709 3	4	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	24.01	24.01	140-140-51050	Building Maint & Janitor
172005709 3	5	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	48.02	48.02	210-210-53065	Building & Yard Mainte
172005709 3	6	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	18.67	18.67	220-220-53065	Building & Yard Mainte
172005709 3	7	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	5.34	5.34	230-230-53065	Building & Yard Mainte
172005709 3	8	C/H mats & paper supplies	Invoi	03/31/2020	04/28/2020	2.66	2.66	240-240-53065	Building & Yard Mainte
Total 172005709 3/20:						266.77	266.77		
Total 1995 CINTAS Corporation - 172:						266.77	266.77		
2078 Oregon State Employ Dept-Employment Tax									
0502031-8C	1	1st Qtr-JPowell	Invoi	03/31/2020	04/28/2020	3,030.00	3,030.00	100-100-50050	Unemployment Reimbu
Total 0502031-8C:						3,030.00	3,030.00		
Total 2078 Oregon State Employ Dept-Employment Tax:						3,030.00	3,030.00		
2098 Gregg's Stripe-A-Lot, LLC									
1714	1	Street striping	Invoi	04/21/2020	04/28/2020	437.50	437.50	230-230-53045	Street Maintenance
1714	2	Street striping	Invoi	04/21/2020	04/28/2020	750.00	750.00	130-130-53210	Park Maintenance
1714	3	Street striping	Invoi	04/21/2020	04/28/2020	325.00	325.00	100-100-51050	Building Maint & Janitor
Total 1714:						1,512.50	1,512.50		
Total 2098 Gregg's Stripe-A-Lot, LLC:						1,512.50	1,512.50		
Total :						44,211.75	44,194.18		
Grand Totals:						44,211.75	44,194.18		

<u>GL Posting Period</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
03/19	17.57	17.57-	.00
02/20	.00	17.57-	17.57-
04/20	44,211.75	.00	44,211.75
Grand Totals:	<u>44,229.32</u>	<u>35.14-</u>	<u>44,194.18</u>

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CITY OF VENETA - CIVIC CALENDAR - MAY 2020

Veneta City Hall - 88184 8th Street, Veneta, Oregon

2	City Wide Clean Up - 24974 Bolton Hill Road		POSTPONED - Date TBD
5	Veneta Planning Commission Meeting - City Hall		6:30 p.m.
6	Veneta Park Board Meeting - City Hall		CANCELLED
10	Happy Mother's Day		
11	Veneta City Council Work Session - City Hall Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency meeting - immediately following		5:30 p.m. 6:30 p.m.
21	Municipal Court - City Hall		8:30 a.m.
21	City of Veneta Budget Committee Meeting - City Hall Veneta Urban Renewal Agency Budget Committee Meeting immediately following		5:30 p.m.
25	Memorial Day - City Hall Closed		Closed
25	Veneta City Council Meeting - City Hall		CANCELLED
	City of Veneta Budget Committee Meeting - City Hall (if needed)		6:30 p.m.

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

All City of Veneta Ordinances are available for review at City Hall (88184 8th St.) prior to and after City Council adoption

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

Date: April 17, 2020
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for March 2020

Water

Monthly water production: Wells-4.236 MG, EWEB-6.627 MG.

Total of 10.863 MG.

Took five bacteriological samples. All were negative.

Performed 72 service calls.

Shut off 0 services for non-payment.

Pressure washed Dogwood Reservoir.

Officially abandoned well #5 by puncturing well screen and filling with concrete.

Assisted contractor with water taps for Grocery Outlet.

Flushed dead end lines on Natalie Lane and Bolton Hill Road.

Wastewater

Took five influent and five effluent samples of treatment plant.

Monitored Jack Kelley Drive and Pine Street lift pump stations.

Pressure wash concrete surfaces at WWTP.

Greased blowers, screws, and rakes at WWTP.

Pressure washed Pine Street lift station.

Unclogged pump at Pine Street lift station.

Replaced non-potable water pump at WWTP.

Cleaned sewer line on Meadowdale Lane after report of sewer backup.

Street/Storm Drainage

Issued five Right of Way Construction Permits.

Replaced/repared two street signs.

Removed signs from Right of Ways.

Assisted with installation of street lights on 2nd and 3rd Streets from Broadway to Dunham.

Cleaned up and barked landscaping on Broadway downtown area.

Mowed detention swale on Bolton Hill Road.

Mowed detention ponds off of Pine Street.

Began renovation of landscaper area at Luther Lane and Territorial Hwy.

Trimmed up vegetation and removed junk and debris from detention pond on Allure.

Repaired broken backflow device near flagpole for intersection irrigation.

Removed dead trees from City owned wetland area on Jake Street.

Parks & Recreation

Cleaned parks weekly.

Mowed all parks.

Cleaned up landscaping and added bark to Community Pool and Community Center beds.

Cleaned up and barked landscaping in Johnson Park.

Tilled and fluffed up playground chips in play areas at all parks.

Added new playground chips to all play areas.

Applied moss treatment to lawns in parks and City Hall.

Installed signs at all Parks regarding Corona Virus and Social Distancing.

Repaired broken irrigation lines in bed at Luther and Territorial.

Fenced off and closed Skate Park due to Governor's order for Covid 19 restrictions.

Other

Performed 42 utility locates.

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

Building Permits: One.

Certificates of Occupancy issued: One.

Continued to pick up trash weekly from lot 400.

Cleaned up landscape and added bark at LTD Park and Ride.

Installed new tires on Subaru and had aligned.

Cleaned gutters on City owned buildings.

Assisted with move of Planning personnel to new work space at Community Center to achieve social distancing.

Installed internet connection at Community Center for work station.

Moved half of the PW crew to WWTP office to achieve social distancing.

City of Veneta

M E M O R A N D U M

Date: April 27, 2020

To: City Council

From: Lisa Garbett, Associate Planner

Subject: Planning and Building Activity Report (January 1, 2020 – March 31, 2020)

The following is a summary of planning and building activities for the first quarter of calendar year 2020 (January 1, 2020 - March 31, 2020).

Current Planning Activity Summary

The table below summarizes 2020 Land Use applications received during the first quarter of the calendar year.

Planning Applications (January 1 st – March 31 st , 2020)	
Application Type	#
Amendment	1
Subdivision	0
Site Plan Review	0
Final Plat (Subdivision)	1
Partition	1
Property Line Adjustment	0
Variance	1
Temporary Use (Renewal)	1
Conditional Use Permit	0
Replat	0
Appeal	0
Tree Removal Type ‘A’	6
Tree Removal Type ‘B’	0
Tree Removal Type ‘C’	0
Backyard Chicken	0
Planned Development Subzone	0
Pre-Development Application	0
Floodplain Development Application	0
Total	11

Building Permit Activity Summary

The City issued zero (0) new single family residential permits and forty-four (44) other (i.e. electrical, structural, mechanical, demolition, plumbing, demolition) building permits during the first quarter of calendar year 2020.

In comparison, last year, at this time during the first quarter of calendar year 2019, the City issued zero (0) new single family residential permits and thirty-five (35) other building permits.

MEMORANDUM

TO: Sgt. Steve Sieczkowski, Lane County Sheriff's Office

DATE: March 27, 2020

FROM: Darci Henneman, City Recorder

SUBJECT: Request for review of Annual Liquor License Renewals

Attached is a list of businesses which have requested renewal of their liquor licenses. The City has been given the opportunity to provide recommendations to OLCC for any of the businesses on the list or to request additional time to investigate any of the requests for renewal.

Please **initial and date** below if (1) you recommend unconditional approval of all the businesses listed, (2) recommend approval of any business with conditions, or (3) recommend any business for denial. This list will be submitted to the Veneta City Council at the **April 13 or April 27, 2020** City Council meeting.


UNCONDITIONAL APPROVAL

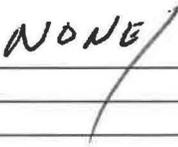
_____ APPROVAL WITH CONDITIONS (please use reverse side of this memorandum)

_____ DENIAL (please use reverse side of this memorandum)

Conditions of Approval:



Denial:



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MAR 25 2020

City of Veneta, Attn: Darci Henneman
VENETA
PO Box 458
Veneta, OR 97487

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2020**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$25.00 Renewal Fee for ON-PREMISES \$25.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 5/27/2020 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

- 1. DO NOTHING.** If you do not submit a recommendation by **5/27/2020**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

License No./ Premises No.		Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 295095 Prem. 59734	AMERICAN MARKET #5 SINGH BROTHERS INC O - OFF-PREMISES SALES	24979 W BROADWAY VENETA, OR 97487 458-207-9423	394 GOLDEN EAGLE ST NW SALEM, OR 97304	
Lic. 296992 Prem. 16152	ARS 531 ARS-FRESNO LLC O - OFF-PREMISES SALES	25547 HWY 126 VENETA, OR 97487 541-935-4518	2780 GATEWAY RD CARLSBAD, CA 92009	
Lic. 292997 Prem. 36144	BI-MART #669 BI-MART CORP O - OFF-PREMISES SALES	25126 JEANS RD VENETA, OR 97487 541-935-0902	PO BOX 2310 EUGENE, OR 97402	
Lic. 296666 Prem. 55152	BROADWAY GRILL CAROLYN F. CURTIS O - OFF-PREMISES SALES	24992 W BROADWAY VENETA, OR 97487 541-935-4477	PO BOX 638 VENETA, OR 97487	
Lic. 309658 Prem. 55153	BROADWAY GRILL CAROLYN F. CURTIS F-COM - FULL ON-PREMISES SALES	24992 W BROADWAY VENETA, OR 97487 541-935-4688	PO BOX 638 VENETA, OR 97487	
Lic. 293152 Prem. 53331	COUNTRYSIDE PIZZA & GRILL VENETA COUNTRYSIDE PIZZA & GRILL VENETA F-COM - FULL ON-PREMISES SALES	88278 TERRITORIAL RD VENETA, OR 97487 541-935-5551	PO BOX 1205 VENETA, OR 97487	
Lic. 293804 Prem. 4788	CRAZY AL'S BAR & GRILL G HEIKEN ENTERPRISES INC F-COM - FULL ON-PREMISES SALES	88186 FOURTH ST VENETA, OR 97487 541-935-3222	PO BOX 160 VENETA, OR 97487	
Lic. 293385 Prem. 7940	DARI MART STORE #27 DARI-MART STORES INC O - OFF-PREMISES SALES	88198 TERRITORIAL RD VENETA, OR 97487 541-935-7834	125 E 6TH AVE JUNCTION CITY, OR 97448	
Lic. 293350 Prem. 35296	DS MART DS MARKET INC O - OFF-PREMISES SALES	87754 TERRITORIAL RD VENETA, OR 97487 541-935-3051		
Lic. 296365 Prem. 53318	HO HO RESTAURANT HUA SHENG LLC L - LIMITED ON-PREMISES SALES	88114 TERRITORIAL RD VENETA, OR 97487 541-935-7833	PO BOX 807 VENETA, OR 97487	
Lic. 296392 Prem. 40758	IXTAPA MEXICAN RESTAURANT IXTAPA VENETA INC F-COM - FULL ON-PREMISES SALES	24965 HWY 126 VENETA, OR 97487 541-935-5765		
Lic. 295725 Prem. 51213	MAIN STREET MARKET 3 I & N INC O - OFF-PREMISES SALES	24927 HWY 126 VENETA, OR 97487 541-935-0942	2902 MT VERNON ST SE ALBANY, OR 97322	
Lic. 297246 Prem. 26904	OUR DAILY BREAD FEATHERBENDERS LLC F-COM - FULL ON-PREMISES SALES	88170 TERRITORIAL RD VENETA, OR 97487 541-935-4921	PO BOX 602 VENETA, OR 97487	
Lic. 297247 Prem. 26904	OUR DAILY BREAD FEATHERBENDERS LLC O - OFF-PREMISES SALES	88170 TERRITORIAL RD VENETA, OR 97487 541-935-4921	PO BOX 602 VENETA, OR 97487	
Lic. 293982 Prem. 4789	RAY'S FOOD PLACE #39 C & K MARKET INC O - OFF-PREMISES SALES	25013 HWY 126 VENETA, OR 97487 541-935-1811	850 O'HARE PKWY #100 MEDFORD, OR 97504	

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 301820 Prem. 40757	TERRITORIAL BISTRO TERRITORIAL BISTRO LLC L - LIMITED ON-PREMISES SALES	88338 TERRITORIAL RD VENETA, OR 97487 541-935-9600	88338 HUSTON RD VENETA, OR 97487
Lic. 305895 Prem. 7790	THE FARMHOUSE TRAXLER MANAGEMENT INC F-COM - FULL ON-PREMISES SALES	24957 W BROADWAY VENETA, OR 97487 541-935-1921	3003 W 11TH AVE #284 EUGENE, OR 97402
Lic. 295460 Prem. 53209	VENETA LIQUOR BEER WINE & SMOKI VENETA LIQUOR BEER WINE & SMOKE O - OFF-PREMISES SALES	24961 HWY 126 VENETA, OR 97487 541-935-3224	PO BOX 124 VENETA, OR 97487

Count for VENETA

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City of Veneta

Arbor Day Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I, Keith Weiss, Mayor of the City of Veneta, Oregon do hereby proclaim the fourth Friday of April, 2020 as

Arbor Day

in the City of Veneta, Oregon and I urge all citizens of our communities to celebrate Arbor Day and to support efforts to protect our trees and woodland, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations

IN WITNESS WHEREOF, I hereunto set my hand this 10 day of April, 2020.


Keith Weiss, Mayor, City of Veneta

ATTEST:


Darci Henneman, City Recorder



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PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

Name Steve Nutter

Committee Applying for Budget

Date 04/14/2020

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.)
In my current job duties I handle the IT budget decisions for the entire company. We have offices in New York, Canada and 3 Offices locally. I went to school for business management and am an entrepreneur who has run several different businesses over the years.

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 would enjoy helping the community on budgetary decisions. I would also like to help educate the community on some of the budgetary decisions that may come up to be voted on so we can all make educated decisions as a community.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.
I would like to keep things focussed on helping the community. We have a diverse group of people that reside in Veneta and surrounding areas and I would like to be part of the team that may be able to help to get some of the budgetary needs met for various programs or services for our community.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
My experience has been 20 years of various businesses that I have participated in and coordinating with various business partners to set up a proper budget and make decision on where allocated funds are going to be best used. I also do this on a daily basis for the job that I have.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
No, I am not currently serving on any Advisory Boards, Commissions ro Committees.

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 I do not.

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City of Veneta
Child Abuse Prevention Month Proclamation

WHEREAS, Oregon's future prosperity depends on nurturing the healthy development of over four hundred-thousand children currently living, growing, and learning within our many communities; and

WHEREAS, research shows that safe and nurturing relationships and stimulating and stable environments improve brain development and child well-being, and

WHEREAS, the abuse and neglect of children can cause severe, costly and lifelong problems affecting all of society, including physical and mental health problems, school failure and criminal behavior; and

WHEREAS, research also shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children, and

WHEREAS, individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional and educational development and competency of all children, and

WHEREAS, the North Lane Regional Team of 90by30, in cooperation with other community organizations, is promoting the message about Child Abuse Prevention Month through the "Pinwheel for Prevention" campaign by handing out and having blue pinwheels displayed throughout the community,

NOW, THEREFORE, I, Keith Weiss, Mayor of the City of Veneta, do hereby proclaim the Month of April 2020 as Child Abuse Prevention Month and urge all residents, governmental agencies, public and private institutions, businesses and schools in Veneta to engage in activities whose purpose is to strengthen families and communities to provide the optimal environment for healthy child development.

IN WITNESS WHEREOF, I hereby set my hand and cause the official seal of the City of Veneta to be affixed on this 10 day of April 2020.


Keith Weiss, Mayor

ATTEST:


Darci Henneman, City Recorder



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VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: OPRD Local Government Grant Program

Meeting Date: April 27, 2020
Department: Community Development

Staff Contact: Evan MacKenzie
Email: emackenzie@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

Staff is asking Council for formal support of a grant to help fund construction of a permanent restroom at City Park.

BACKGROUND

Staff will apply to the Oregon Parks and Recreation Department (OPRD) for a Local Government Grant Program (LGGP) grant (application deadline May 1). We hope to receive funding to assist in construction of an ADA-accessible permanent restroom at City Park.

City Park is Veneta's crown jewel park. The park includes City Pool, which attracts users from far beyond our borders, including rural areas 10-20 miles outside Veneta and even residents from the west side of Eugene. The park also offers a children's play area, a community garden, the recently completed VFW Memorial and a small concrete path in addition to unprogrammed grassy areas. Unfortunately, the only restroom facilities at City Park (outside the secured/seasonal pool complex) currently consist of a single "porta-potty" which does not offer separate facilities for male/female use, does not meet ADA requirements and does not have water for hand washing.

"Phase Two" improvements include an enlarged pool deck, a covered stage, outdoor senior fitness area with low impact workout equipment and a permanent restroom to replace the existing porta-potty. The proposed facility is a pre-cast 17x12 concrete structure ([CXT Denali](#)) with separate men's and women's restrooms and a small service closet, similar to those used in many parks. The facility also includes an ADA-accessible drinking fountain. The structure is constructed off-site and delivered to the site by truck, where it is lowered onto a site-built foundation extending a minimum of two feet beyond the structure and utility connections.

Although the City has had plans to construct a permanent restroom for some time, these plans were recently validated by a survey conducted as part of an update to our Parks, Recreation and Open Space Master Plan. Many respondents placed restroom facilities as the highest priority park improvement:

*"The survey also asked respondents to consider a list of potential general park features, features that could be provided indoors, and features that could be provided outdoors. **The most popular general potential park features were restrooms (61%), children's play areas (49%), and vehicle parking (42%). Other high priorities were park amenities (tables, benches, etc.) (39%) and park structures (pavilion, shelter, etc.) (36%)."***

RELATED CITY POLICIES

Parks and Open Space Plan, City Park Phase II upgrades

COUNCIL OPTIONS

1. Accept a motion to have the Mayor sign a Resolution in support on behalf of City Council;
2. Do not propose or accept a motion to authorize the Mayor to sign a Resolution in support; or
3. Ask for clarifications

CITY ADMINISTRATOR’S RECOMMENDATION

Accept a motion to have the Mayor sign a Resolution in support on behalf of City Council.

SUGGESTED MOTION

“I make a motion to approve Resolution No. 1294 as presented.”

ATTACHMENTS

None

**CITY OF VENETA
RESOLUTION NO. 1294**

**A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE OREGON PARKS AND
RECREATION DEPARTMENT'S LOCAL GOVERNMENT GRANT PROGRAM**

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants from the Local Government Grant Program; and

WHEREAS, the City of Veneta desires to meet both local demands for parks and recreation and Statewide Goal 8 (Recreational Needs) for its citizens; and

WHEREAS, City Park is one of the City of Veneta's greatest assets and is appreciated and used by many members of our local community; and

WHEREAS, the City of Veneta has identified continued improvements to City Park as a high priority need; and

WHEREAS, access for citizens regardless of age, gender or physical ability to a permanent restroom with handwashing facilities at City Park, is of the utmost importance; and

WHEREAS, the only restroom facilities at City Park today consist of a single "porta-potty" which does not offer separate facilities for male/female use, does not meet ADA requirements and does not have water for hand washing; and

WHEREAS, the City desires to install a permanent restroom to replace the existing porta-potty with a pre-cast 17x12 concrete structure with separate men's and women's restrooms and an ADA-accessible drinking fountain; and

WHEREAS, the City has funds available for construction of many, but not all of the elements identified for "Phase II" improvements in the current and following fiscal year budgets; and

WHEREAS, the City of Veneta hereby certifies that the minimum 20% matching share as required for cities with a population less than 5,000 is readily available at this time; and

WHEREAS, the City of Veneta will provide adequate funding for on-going operations and maintenance of the facility should the grant funds be awarded; and

NOW, THEREFORE, it is hereby resolved that:

SECTION 1 City Council Support. The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for a Local Government Grant Program grant for construction of a permanent restroom in City Park as specified above;

//

SECTION 2 Effective Date. Resolution No. 1294 shall take effect on April _____, 2020.

PASSED AND ADOPTED by the Veneta City Council this ____ day of April, 2020.

XXXXXXXXXXXXXXXXXX
Keith Weiss, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder

City of Veneta
 Financial Activity and Fund Balance Report
 For Fiscal Year 2019-20

Fund Type/Classification	Beginning Fund Balance July 1, 2019		New Revenue			Expenditures			Ending Fund Balance March 31, 2020	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
GENERAL:	\$1,335,416	\$1,492,796.81							\$898,179	\$1,596,956
Property Taxes			280,623	278,611.27	99.0%					
Governmental Agencies			104,602	59,964.80	57.0%					
Franchise Fees			127,164	101,597.10	80.0%					
User Fees			13,620	19,485.26	143.0%					
Interest Earnings			11,540	26,010.74	225.0%					
Grants and Donations			295,481	98,935.02	33.0%					
Licenses & Permits			7,063	4,997.15	71.0%					
Court Fines			13,915	7,204.92	52.0%					
Leases			44,179	35,938.05	81.0%					
All Other			62,162	20,421.20	33.0%					
Transfers-In			3,000	3,000.00	100.0%					
Personal Services						483,554	338,875.51	70.0%		
Materials & Services						488,824	172,253.79	35.0%		
Transfers-Out						25,000	25,000.00	100.0%		
Capital Outlay						328,208	15,876.64	5.0%		
Contingency						75,000	-	0.0%		
DEBT SERVICE:	150,584	153,488.72							146,371	152,204
Property Taxes			86,698	85,875.76	99.0%					
Interest Earnings			1,973	2,707.35	137.0%					
Debt Service						92,884	89,867.57	97.0%		
LAW ENFORCEMENT:	218,037	238,462.78							222,189	447,181
Property Taxes			847,567	841,452.28	99.0%					
Governmental Agencies			15,977	12,709.88	80.0%					
Interest Earnings			2,506	4,611.33	184.0%					
Licenses & Permits			30,726	6,364.97	21.0%					
Transfers-In			10,000	10,000.00	100.0%					
All Other			13,383	14,739.67	110.0%					
Materials & Services						915,507	681,159.52	74.0%		
Contingency						500	-	0.0%		
PARKS & RECREATION:	332,891	588,798.21							196,666	609,237
Property Taxes			246,835	244,638.28	99.0%					
Governmental Agencies			212,727	41,585.71	20.0%					
User Fees			48,801	39,592.34	81.0%					
Interest Earnings			4,836	10,337.22	214.0%					
Grants and Donations			23	-22,264.81	-96804.0%					
All Other			13,583	14,744.51	109.0%					
Transfers-In			20,000	20,000.00	100.0%					
Personal Services						311,975	196,130.31	63.0%		
Materials & Services						193,080	114,029.14	59.0%		
Capital Outlay						157,975	18,035.09	11.0%		
Contingency						20,000	-	0.0%		

City of Veneta
 Financial Activity and Fund Balance Report
 For Fiscal Year 2019-20

Fund Type/Classification	Beginning Fund Balance July 1, 2019		New Revenue			Expenditures			Ending Fund Balance March 31, 2020	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
PLANNING	222,390	257,721.36							142,020	305,047
Property Taxes			169,539	168,347.57	99.0%					
User Fees			45,949	61,859.02	135.0%					
Interest Earnings			1,917	4,559.66	238.0%					
All Other			50	0	0.0%					
Personal Services						209,423	147,886.81	71.0%		
Materials & Services						62,544	39,553.52	63.0%		
Capital Outlay						858	-	0.0%		
Contingency						25,000	-	0.0%		
MUNICIPAL WATER:	2,226,197	3,033,233.02							1,848,140	3,034,097
User Fees			1,088,241	767,301.84	71.0%					
Interest Earnings			20,497	52,531.40	256.0%					
Governmental Agencies			93,312	0	0.0%					
Licenses & Permits			10,400	12,452.66	120.0%					
Leases			14,976	11,418.00	76.0%					
All Other			1,498	1,906.00	127.0%					
Personal Services						325,718	196,010.70	60.0%		
Materials & Services						408,038	231,352.48	57.0%		
Transfers-Out						5,000	5,000.00	100.0%		
Capital Outlay						362,185	26,342.33	7.0%		
Debt Service						406,040	386,040.00	95.0%		
Contingency						100,000	-	0.0%		
MUNICIPAL SEWER:	1,713,835	2,607,017.94							1,666,296	2,681,935
User Fees			1,202,114	907,083.31	75.0%					
Interest Earnings			15,280	45,149.94	295.0%					
Licenses & Permits			2,600	2,600.00	100.0%					
Leases			9,600	7,200.00	75.0%					
All Other			25	0.00	0.0%					
Personal Services						392,056	249,752.59	64.0%		
Materials & Services						400,427	162,935.87	41.0%		
Transfers-Out						5,000	5,000.00	100.0%		
Capital Outlay						254,026	353,779.04	139.0%		
Debt Service						125,649	115,649.00	92.0%		
Contingency						100,000	-	0.0%		
STREETS:	1,241,728	1,669,091.71							1,045,575	1,500,727
Governmental Agencies			818,043	232,416.22	28.0%					
Franchise Fees			127,164	101,596.94	80.0%					
User Fees			196,321	135,205.29	69.0%					
Interest Earnings			11,651	28,906.36	248.0%					
Grants and Donations			100,000	100,000.00	100.0%					
Licenses & Permits			1170	750.00	64.0%					

City of Veneta
 Financial Activity and Fund Balance Report
 For Fiscal Year 2019-20

Fund Type/Classification	Beginning Fund Balance July 1, 2019		New Revenue			Expenditures			Ending Fund Balance March 31, 2020	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
All Other			500	557.00	111.0%					
Transfers-In			150,000	150,000.00	100.0%					
Personal Services						171,631	101,508.78	59.0%		
Materials & Services						1,045,541	748,126.52	72.0%		
Capital Outlay						222,830	57,160.83	26.0%		
Transfers-Out						11,000	11,000.00	100.0%		
Contingency						150,000	-	0.0%		
STORMWATER DRAINAGE:	197,963	212,859.86							192,014	229,771
User Fees			68,414	51,704.32	76.0%					
Interest Earnings			1,461	3,686.44	252.0%					
All Other			50	0	0.0%					
Personal Services						50,974	33,579.83	66.0%		
Materials & Services						14,832	4,899.57	33.0%		
Capital Outlay						68	-	0.0%		
Contingency						10,000	-	0.0%		
PUBLIC WORKS EQUIPMENT:	211,695	211,872.67							193,363	205,542
Interest Earnings			1,668	3,669.34	220.0%					
Transfers-In			15,000	15,000.00	100.0%					
Capital Outlay						35,000	25,000.00	71.0%		
BUILDING INSPECTION PROG	60,036.00	18,711.06							61,797	12,560
Interest Earnings			25	324.05	1296.0%					
Licenses & Permits			91,000	77,606.08	85.0%					
All Other			25	-	0.0%					
Transfers-In			25,000	25,000.00	100.0%					
Personal Services						19,089	13,391.33	70.0%		
Materials & Services						95,200	95,689.99	101.0%		
CAPITAL CONSTRUCT: GOV'T	1,156,443	1,258,674.49							574,082	1,443,272
User Fees			94,825	232,390.20	245.0%					
Interest Earnings			10,014	21,798.50	218.0%					
Materials & Services						77,200	41,166.72	53.0%		
Capital Outlay						610,000	28,424.56	5.0%		
CAPITAL CONSTRUCT: WATE	46,320	54,422.92							94,403	96,301
User Fees			91,320	86,051.25	94.0%					
Interest Earnings			1,904	942.53	50.0%					
Materials & Services						25	-	0.0%		
Debt Service						45,116	45,116.00	100.0%		

City of Veneta
 Financial Activity and Fund Balance Report
 For Fiscal Year 2019-20

Fund Type/Classification	Beginning Fund Balance July 1, 2019		New Revenue			Expenditures			Ending Fund Balance March 31, 2020	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
CAPITAL CONSTRUCT: SEWE	310,198	768,071.09							238,628	733,933
User Fees			79,844	89,880.03	113.0%					
Interest Earnings			19,377	13,301.93	69.0%					
Materials & Services						1,000	-	0.0%		
Debt Service						169,791	137,320.04	81.0%		
GRANTS:	-	-							-	47.57
Grants and Donations			185,000	123,747.64	67.0%					
Materials & Services						185,000	123,700.07	67.0%		
ZUMWALT CAMPGROUND:	146,137	148,144.01							143,773	166,056
User Fees			78,151	82,424.42	105.0%					
Interest Earnings			1,048	2,565.65	245.0%					
All Other			230	190.00	83.0%					
Personal Services						9,978	2,593.89	26.0%		
Materials & Services						39,815	32,674.13	82.0%		
Transfers-Out						32,000	32,000.00	100.0%		
BUSINESS ASSISTANCE GRAI	126,677	160,836.40							83,019	162,622
Interest Earnings			1,372	2,785.46	203.0%					
User Fees			20	-	0.0%					
Materials & Services						44,050	-	0.0%		
Transfers-Out						1,000	1,000.00	100.0%		
CAP PROJ-NEW POOL FACILI	844	69,892.69							2,259	71,103
Interest Earnings			440	1,210.45	275.0%					
Grants and Donations			1,000	-	0.0%					
Materials & Services						25	-	0.0%		
Capital Outlay						-	-	n/a		
CAP PROJ-W. B'WAY DEVELC	55,300	60,990.97							49,395	62,047
Interest Earnings			100	1056.27	1056.0%					
All Other			45	-	0.0%					
Materials & Services						1,050	-	0.0%		
Capital Outlay						5,000	-	0.0%		
LOCAL IMPROVEMENTS	319,761	320,413.48							306,845	320,163
Interest Earnings			2,627	5,549.10	211.0%					
All Other			3,100	2,211.91	71.0%					
Materials & Services						275	-	0.0%		
Debt Service						18,368	8,011.59	44.0%		

City of Veneta
 Financial Activity and Fund Balance Report
 For Fiscal Year 2019-20

Fund Type/Classification	Beginning Fund Balance July 1, 2019		New Revenue			Expenditures			Ending Fund Balance March 31, 2020	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
RESERVE: GOV'T	653,100	653,366.04							518,152	520,681
Interest Earnings			9,052	11,315.38	125.0%					
Transfers-In			6,000	6,000.00	100.0%					
Transfers-Out						150,000	150,000.00	100.0%		
RESERVE: ENTERPRISE	216,844	217,818.88							228,669	221,591
Interest Earnings			11,825	3,772.36	32.0%					
CITY WIDE TOTALS:	\$10,942,396	\$14,196,685	\$7,399,768	\$5,639,285	76.0%	\$9,490,329	\$5,262,894	55.0%	\$8,851,835	\$14,573,076

Revenue Summary			Expenditure Summary		
Property Taxes	1,631,262	1,618,925.16	Personal Services	1,974,398	1,279,729.75
Franchise Fees	254,328	203,194.04	Materials & Services	3,972,433	2,447,541.32
Governmental Agencies	1,244,661	346,676.61	Transfers-Out	229,000	229,000.00
Interest Earnings	131,113	246,791.46	Capital Outlay	1,976,150	524,618.49
Loan Proceeds	-	-	Debt Service	857,848	782,004.20
Transfers-In	229,000	229,000.00	Contingency	480,500	-
Grants and Donations	581,504	300,417.85	Total	\$ 9,490,329	\$5,262,893.76
All Other	94,651	54,770.29			
Licenses & Permits	142,959	104,770.86			
Fines	13,915	7,204.92			
Leases	68,755	54,556.05			
User Fees	3,007,620	2,472,977.28			
Total	\$ 7,399,768	\$5,639,284.52			

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Administrative Order No. 20-3

To : Staff

From : Matt Michel, City Administrator 

CC : City of Veneta Mayor and City Council

Re : Novel Coronavirus/COVID-19 Emergency Extension of Resolution No. 1293

Date : April 27, 2020

Pursuant to Section 4. City Administrator Delegation, of Resolution No. 1293, approved by the Veneta City Council on March 23, 2020, the following action is implemented by the City Administrator:

Resolution No. 1293 is set to expire at 5:00 p.m., April 27, 2020. Administrative Order No. 20-3 hereby extends Resolution No. 1293 six hours to 11:00 p.m., April 27, 2020 to allow the City Administrator to present Resolution No. 1294 to the Veneta City Council for approval at the 6:30 p.m. April 27, 2020 City Council meeting.

If approved, Resolution No. 1295 will extend the Temporary State of Emergency within the Boundaries of the City of Veneta and Delegate Authority to the City Administrator two months from 11:01 p.m. April 27, 2020 until 11:00 p.m., June 28, 2020.

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CITY OF VENETA

RESOLUTION NO. 1295

**A RESOLUTION AMENDING RESOLUTION NO. 1293 AND EXTENDING
TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY
OF VENETA AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR**

WHEREAS, on March 23, 2020, the City of Veneta adopted Resolution No. 1293 Declaring a Temporary State of Emergency; and

WHEREAS, Resolution No. 1293 anticipated the need for possible extensions, if merited; and

WHEREAS, the emergency circumstances responding to the COVID-19 global pandemic will continue for at least two more months.

NOW, THEREFORE, IT IS DECLARED THAT:

SECTION 1 Amendment. Section 1 and 5 of Resolution No. 1293 are hereby amended to extend the effective date of Resolution No. 1293 to 11:00 p.m., June 28, 2020, unless further extended by the City Administrator, the City Administrator's designee, or the City Council.

SECTION 2 Continuing Effect. The unamended provisions of Resolution No. 1293 shall remain in full force and effect.

PASSED AND ADOPTED, by the Veneta City Council this ___ day of April 2020 and approved by the Mayor of Veneta this ___ day of April 2020.

XXXXXXXXXXXXXXXXXXXXX

Keith Weiss, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

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VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Veneta Downtown Farmers’ Market Request for Funding

Meeting Date: April 27, 2020
Department: Administration

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2191

ISSUE STATEMENT

The Veneta Downtown Farmers’ Market (VDFM) requests \$4,500 for their 2020 Season: \$3,100 to help subsidize two food scarcity programs and \$1,400 to help cover expenses. The request total is about \$350 more than was requested last year, and \$1,500 more than what the City Council granted (\$3,000).

BACKGROUND

The Veneta farmers’ market will be in its thirteenth year of operation. Originally a Veneta Urban Renewal Agency economic development initiative, the long-term goal has been to have the market be self-sustaining with minimal in-kind City support. A VDFM Board organized in 2014 and began pursuing a self-sufficiency goal. Over the past year the VDFM hired a new market manager with experience in fundraising and secured a grant in support of that position. There are plans to increase both market vendors and customers to drive sales and fee revenues.

This season will be an unusual challenge to say the least. The VDFM plans to open as usual on May 2nd. However, they will need to operate in compliance with the governor’s physical distancing guidelines for farmers’ markets. The number of vendors and customers may be limited.

Staff is recommending the following funding and funding sources for the 2020 Season:

Kids Produce Program	\$1,800	Zumwalt Discretionary
“Double Up Food Bucks” (SNAP Match)	\$ 600	Council Discretionary
Marketing & Advertising	\$ 675	Rural Tourism & Marketing
<u>Dues & Association Fees</u>	<u>\$ 125</u>	Council Discretionary
Total	\$3,200	

AGENCY OPTIONS

1. Approve or not approve expenditure of \$3,200 from recommended funding sources.
2. Modify funding amounts and sources.

CITY ADMINISTRATOR’S RECOMMENDATION

Approve request from VDFM as presented to City Council with funding sources identified and presented by staff.

SUGGESTED MOTION

“I make a motion to authorize the expenditure of \$3,200 for Veneta Downtown Farmers’ Market 2020 Season as presented to City Council with funding sources identified and presented by staff.”

ATTACHMENTS

1. Veneta Downtown Farmers’ Market Request for support

Veneta's Downtown Farmers' Market
Request for support for the 2020 Market Season

Kids Produce Program 2020 distribution projected	2,500.00
SNAP Match 2020	600.00
Printing	600.00
Marketing & Advertising	675.00
Dues & Association Fees	125.00
Total Requested	4,500.00

Continued In-Kind support requested:

Land lot, 24993 W. Broadway Street
 Lot, Maintenances 24993 West Broadway Street
 In-door Storage 24993 W. Broadway Street
 Portable bathroom placement May-Oct
 Guidance & Goodwill, willing provided by staff

Site Improvements and Enhancements:

Continued use of the back of the building for Vendor and Market supplies storage. Limited use of the Interior of the building.

Continued use of Window displays to promote local developing business participating in the VDFM.

Leveling of the site: Fill dirt to be placed in low areas and seeded.

Power is still needed on site, in order to provide entertainment & educational presentations. Could you pursue the possibilities to enhance the development of downtown West Broadway.

Detail of Request

Marketing & Advertising:

Willamette Farm & Food Coalition Locally Grown print Ad \$ 375.00
 Fern Ridge Review print Ads \$300.00

Kids Produce Program:

Season 2020: 1250 Children total x \$2 per child = 2500.00

Printing:

Sign for building: \$500
 Printing handbills and kids program fliers: \$100

Dues and Associations:

Fern Ridge Chamber of Commerce

SNAP Match:

Double Up Food Bucks: Willamette Farm and Food Coalition has promised us \$600 for the 2020 season, we request that the CoV match that number as they did last season.

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VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

TITLE/TOPIC: Review Two-Year Work Plan

Meeting Date: April 27, 2020
Department: Administration

Staff Contact: Matt Michel, City Administrator
Email: mmichel@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext.306

ISSUE STATEMENT

Staff has prepared a status update on the 2019-2020 Work Plan in effect through December 2020.

BACKGROUND

On February 25, 2019 Council adopted a work plan that for the first time encompassed two calendar years. This expanded timeframe allows the Council and staff to better track projects that can often span more than a single fiscal year, July to June. The current Work Plan is based on five Goals that the Council prioritized at the time: 1) Economic Development; 2) Community Safety; 3) Parks & Recreation; 4) Urbanizing City Streets; and 5) Public Engagement.

The Status column on the far left has either “done” noted or a status update. In the middle Timeline column, the green and dark dark green bars indicate ongoing projects. Yellow highlights in the Project Title column on the right help show what projects are on track to be completed by June 30th (within the green bar Timeline).

RELATED CITY POLICIES

None

CITY COUNCIL OPTIONS

Advisory only.

CITY ADMINISTRATOR’S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENT

1. City of Veneta Work Plan 2019 - 2020

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Dept-Div	Project Title	Timeline			Budget	Council Goals	Staff Lead	Status
		Jan-Jun 2019	Jul 2019-Jun 2020	Jul-Dec 2020				
Admin-CommEng	Update Communication Plan					5	MA	Done CC review on 8/12/19; new Mgmt Analyst to lead
Admin-ED	Broadband Implementation				\$ 288,508	1	CA	Zayo negotiation ongoing; budget for self-build alternative
Admin-ED	Pop-Up Retail District				\$ 8,975	1,5	MA	Done 2020 Pop-Up Season grant funded but pending COVID-19
Admin-ED	Rural Opportunity Initiative/VenetaWorks				\$ 5,300	1,5	RARE	Done 2020 VenetaWorks Season grant funded but pending COVID-19
Admin-MC	Convert Court Financial Software						OSS III	On hold until Fall of 2020.
CommDev-LRP	East Hunter Safe Routes to School Application						CDD	Letter of intent for 2020 cycle due June 15
CommDev-LRP	LID Stormwater Manual Implementation				\$ 1,000	1	CDD	Final review
CommDev-LRP	Northeast Employment Center Amendments					1	CDD	Done Adopted by PC on 08/06/19
CommDev-LRP	Parks and Open Space Master Plan				\$ 45,000	3,5	CDD	May 2020 Final ONLINE Open House then CC review
CommDev-LRP	Sidewalk Infill				\$ 300	2,4	CDD	Program to be brought back before CC
CommDev-LRP	Transportation System Plan Update & Adoption				\$ 300	1,2,4	CDD	Done
CommDev-LRP	Update SDC Methodology and Rate				\$ 32,000	1	CDD	CC Work Session 5/11/20; adoption of new rates w/in three months
CommDev-LRP	Veneta-Elmira Path: 2021-2024 STIP Application					3,4	CDD	Done Project, design and right of way services phases occurring
CommDev-LRP	Veneta-Elmira Path Final Design & Engineering				\$ 10,260	2,4	CDD	2-Year process. Design kick-off mtg 2/13/20. City 10.26 % match.
CommDev-CP	Mobile Vending Unit Code Amendments				\$ 300	1	AP	Done
CommDev-CE	Parking Amendments				\$ 300		CDD	Done
CommDev-CE	Vacant Property Registration					1,2	MA	Done - 1st phase properties being monitored
FAS-Fin	Continue Financial Software Conversion						FD	Done (GL, Payroll, AP, Backflow, CR and HR).
FAS-HR	Update Employee Handbook						FD	Nearly done, scheduled for council approval May 2020
FAS-IT	Convert Phone System to Direct Dial				-		OSS III	Done
PubSafety-CP	Long Term Law Enforcement Funding					2,5	CA	Potential Public Safty Fee pending SRO funding from ODOE
PubSafety-CP	National Night Out				TBD	2,5	RARE	Hugely successful! Will plan to repeat if partners are on board
PubSafety-EP	Implementation of Hazard Mitigation Plan				TBD	2,5	MA	Part of new Management Analyst's Emergency Planning focus area
PW-Parks	City Park Phase II				\$ 500,000	3,4	PWD	Out to Bid for Summer construction-Bid closes May 6.
PW-Parks	Kiddie Pool Tile Project				\$ 2,300	3,5	CDD	Done - great project
PW-Streets	4th Street Improvements, Broadway to McCutcheon				\$ 520,000	1,4	PWD	Plans at 90%. Hopeful to go to bid by end of April.
PW-Streets	5th Street & Brooker Lane Extension				\$ 425,000	1,4	PWD	Postponed.
PW-Streets	Downtown Parking Lot				\$ 300,000	1	PWD	Plans at 90%. Hopeful to go to bid by end of April.
PW-Streets	Jeans Road Chip Seal				\$ 11,000		PWD	Done
PW-Streets	Perkins Road Reconstruction		TBD		TBD		PWD	Done
PW-Streets	Street Lights - 2nd & 3rd Streets				\$ 46,000	4	PWD	Done
PW-Streets	Territorial Railroad Crossing		TBD		\$ 15,000	4	PWD	Trying to coordinate a project with the RXR
PW-Water	Land for New Water Reservoir				\$ 150,000		PWD	TBD - would like to see Madrone Ridge Subdivision proceed
URA	Fermentation Incentive Package				\$ 121,500	1	CA	Candidate Team in Phase 2.
URA	Urban Renewal Plan Substantial Amendment				\$ 35,000	1,3,4	MA	Done