

AGENDA
VENETA CITY COUNCIL
MONDAY, JUNE 8, 2015 – 7:00 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

7:00 **1. CALL TO ORDER THE VENETA CITY COUNCIL**

Temporarily Recess the Veneta City Council

7:05 **2. CALL TO ORDER THE URBAN RENEWAL AGENCY BUDGET COMMITTEE**

- a. Approval of May 14, 2015 Urban Renewal Agency Budget Committee Meeting Minutes (pg. 3)

Adjourn the Urban Renewal Agency Budget Committee

7:10 **3. CALL TO ORDER THE CITY OF VENETA BUDGET COMMITTEE**

- a. Approval of May 14, 2015 Budget Committee Meeting Minutes (pgs. 5-7)

Adjourn the City of Veneta Budget Committee and
Reconvene the Veneta City Council

7:15 **4. IF I WERE MAYOR CONTEST WINNERS**

7:30 **5. USES OF STATE SHARED REVENUE**

- a. **PUBLIC HEARING** – Uses of State Shared Revenue

- 1) Open Hearing
- 2) Staff Report (pgs. 9-13)
- 3) Public Comment
- 4) Questions from Committee
- 5) Close Hearing
- 6) Committee Deliberation

7:40 **6. APPROVED BUDGET FOR FISCAL YEAR 2015-16**

- a. **PUBLIC HEARING** – Approved Budget for Fiscal Year 2015-16

- 1) Open Hearing
- 2) Staff Report (pgs. 15-18)
- 3) Public Comment
- 4) Questions from Committee
- 5) Close Hearing
- 6) Committee Deliberation

- 7:50 **7. 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.

7:55 **8. CONSENT AGENDA**

- a. Minutes for March 9, 2015 Joint Meeting of the City Council and Planning Commission (pgs. 19-21)
- b. Minutes for April 27, 2015 Work Session (pgs. 23-25)
- c. Minutes for April 27 2015 (pgs. 27-35)
- d. Minutes for May 11, 2015 Work Session (pgs. 37-40)
- e. Minutes for May 11, 2015 (pgs. 41-47)
- f. Minutes for May 21, 2015 (pgs. 49-51)
- g. Accounts Payable
 - i. Checks for Approval – Paid through May 19, 2015 (pgs. 53-56)
 - ii. To be Paid – Payable through June 2, 2015 (pgs. 57-64)
- h. Public Works Activity Report for May, 2015 (pgs. 65-66)

8:00 **9. COUNCIL BUSINESS AND REPORTS**

a. Business

- (1) Appointment to Fill Park Board Vacancies (Position 6) (pg. 67)
- (2) Request from Mid Lane Cares to provide Liability Insurance for the Community Garden Project (pg. 69)

b. Councilor/Committee Liaison Reports

8:10 **10. STAFF REPORTS**

a. Finance Director.....Shauna Hartz

(1) Adoption of Budget and State Revenue Eligibility for Fiscal Year 2015-16

- i. Agenda Item Summary for Resolution Nos. 1173, 1174, 1175 (pgs. 71-72)
- ii. **RESOLUTION No. 1173** – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2015-2016; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED (pgs. 73-74)
- iii. **RESOLUTION No. 1174** – A RESOLUTION CERTIFYING THAT THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES (pg. 75)
- iv. **RESOLUTION No. 1175** – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES (pg. 77)

8:30 b. Public Works Director.....Kyle Schauer

- (1) Award of Contract for East Bolton Road Sanitary Sewer Project (pgs. 79-81)

8:50 c. City Administrator.....Ric Ingham

(1) Prohibition Smoking in City Parks

- i. Agenda Item Summary (pgs. 83-84)
- ii. Public Comment
- iii. **Ordinance No. 520** - AN ORDINANCE PROHIBITING THE USE OF TOBACCO USE, INCLUDING E-CIGARETTES, IN ALL CITY OF VENETA PARKS FOR FIRST AND SECOND READING BY TITLE ONLY AND TO BE ENACTED JULY 8, 2015 (pgs. 85-86)

(2) Questions from Councilors

9:10 **11. OTHER**

9:20 **12. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available if notice is given at least 48 hours prior to the start of the meeting. Contact City Recorder, Darci Henneman, via phone (541) 935-2191, Email dhenneman@ci.veneta.or.us, or TTY Telecommunications Relay Service 1-800-735-1232.

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

PUBLIC HEARINGS - Please observe the following rules.

WRITTEN TESTIMONY:

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

ORAL TESTIMONY:

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

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

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

**Urban Renewal Agency Budget Committee Minutes
May 14, 2015**

Committee Members Present: Calvin Kenney, Thomas Cotter, Sandra Larson, Robbie McCoy, Tim Brooker, Thomas Laing, George Hageman, Victoria Hedenstrom, James Skinner, and Keith Weiss
Staff Members Present: Ric Ingham, City Administrator and Shauna Hartz, Finance Director

CALL TO ORDER

Tom Cotter called the Urban Renewal Agency Budget Committee to order at 8:11 p.m.

ADMINISTRATIVE TASKS

The committee consensus was to have the same Chairperson and Secretary as the City's budget committee.

Ric Ingham read the Agency's budget message.

REVIEW OF PROPOSED BUDGET

Hartz reviewed the budget document. She said the Urban Renewal Agency Budget has two funds; a general fund and a debt service fund. She said neither of these funds have any departments within them. She said the overview format is the same as was provided for the City. She said the total budget for this upcoming year is \$2,194,191. Hartz said on page 69 there was a mistake in the contingency total for this proposed budget year. She said that amount should have stayed at the \$5000 level instead of \$15,000 which changes both the total expenditures and the ending fund balance by \$10,000. She didn't change it because this is a proposed budget, but the final budget will be corrected.

In response to a question from Hedenstrom, Hartz said "DuJour" means to borrow money from a bank for only a few days or a week.

In response to a question from Larson, Hartz said there is a requirement that we can only use property tax money for debt service.

In response to a question from Kenney, Ingham explained what excess value is based on.

PUBLIC COMMENT

There were no members of the public present at the meeting.

APPROVAL

MOTION: Calvin Kenney made a motion that the budget committee of the Urban Renewal Agency approves the budget for the fiscal year 2015-16 in the amount of \$2,194,191. James Skinner seconded the motion which passed unanimously.

MOTION: Tom Laing made a motion that the budget committee of the Urban Renewal Agency approves property taxes for fiscal year 2015-16 in the amount of \$691,994. James Skinner seconded the motion. The motion was then passed unanimously.

ADJOURN

Chairperson Cotter adjourned the Budget Committee meeting at 8:30 p.m.
p.m.

Tom Cotter, Chairperson

Attest: _____
Calvin Kenney, Secretary

**City of Veneta Budget Committee Minutes
May 15, 2015**

Committee Members Present: Calvin Kenney, Thomas Cotter, Sandra Larson, Robbie McCoy, Tim Brooker, Thomas Laing, George Hageman, Victoria Hedenstrom, James Skinner, and Keith Weiss
Staff Members Present: Ric Ingham, City Administrator and Shauna Hartz, Finance Director

CALL TO ORDER

Shauna Hartz called the City of Veneta Budget Committee to order at 6:00 p.m.

ADMINISTRATIVE TASKS

- A. Introductions were made.
- B. Hartz read the budget message for the fiscal year 2015-16.
- C. Election of Chairperson and Secretary.

NOMINATION: Tim Brooker nominated Tom Cotter for chairperson. Tom Laing seconded the nomination. There were no other nominations. Cotter was unanimously approved by the committee to be the chairperson.

NOMINATION: Cotter nominated Calvin Kenney for secretary. Sandra Larson seconded the nomination. There were no other nominations. Kenney was unanimously approved by the committee to be the secretary.

PUBLIC HEARING ON THE POSSIBLE USES OF STATE SHARED REVENUE

Chair Cotter opened the public hearing.

Hartz explained that this hearing was one of the requirements to receiving State Shared Revenue (SSR) in the upcoming year. The types of SSR we receive are cigarette, liquor or state revenue sharing money, and highway taxes.

In response to a question Hartz stated that only the Highway Gas Tax has restrictions on its use. No members of the public were present at the meeting. There was not any deliberation. Cotter closed the public hearing.

In response to a question from Hageman, Hartz said we are required to spend a small portion of the street fund on bike paths.

In response to a question from Larson, Hartz said if that portion is not spent, it carries over to the next year. She said it's not much and typically when we do a full street improvement like W. Broadway, we spend those funds on bike path portion.

Members commented that the City overview was very interesting.

Cotter said the Budget Document introduction was very well done.

BUDGET DOCUMENT REVIEW

Hartz reviewed the budget document by pointing out the highlights of each section.

Hartz stated that the 2015-16 budget includes a good mix of rehabilitation/large maintenance and capital projects. She also directed the committee, as appropriate, to Appendices A-D for supporting information including the detail budget sheets.

Larson said this is the first year she fully understood the transfer process and how it raises the budget.

In response to a question from Hageman, Hartz said we saw an increase in gas tax revenue in 2015 due to the gas station opening.

In response to a question from Cotter, Ingham said some of the neighborhood watch program incidentals were captured in the newly created public safety fund.

In response to a question from Cotter, Ingham said R.A.R.E. is an acronym for Resource Assistance for Rural Environments.

In response to a question from Larson, Hartz said we depreciate because it is a required accounting standard. It facilitates the comparison of government financial statements to private businesses and especially our enterprise funds that are self-supporting. She said the depreciation is expensed as if we were a private company.

In response to a question from Kenney, Hartz said the City is extending workers compensation coverage to City volunteers.

In response to a question from Cotter, Hartz said if we wanted to fund better law enforcement or our own police department, we could create a reserve fund and transfer funds in which would accumulate over time. She said we could also take funds from the general fund and transfer to the law enforcement fund and let it build up in the fund balance until we needed it.

Ingham said that topic came out in the Goal Setting Session as a new area of focus so we would go into and set up the budget accordingly.

In response to a question from Brooker, Hartz said she is suggesting the increase in the contingency because the three new departments means that there's that much more activity in the general fund.

In response to a question from Larson, Ingham said even with the increase, the high deductible health care insurance is still less than what the City paid for the previous coverage.

In response to a question from Hedenstrom, Hartz said she got the impression the surcharge should not continue. She said she would like to learn more about this.

In response to a question from Cotter, Ingham said the average water consumption per household is about 6,000 gallons per month.

Larson said winter water usage is about 110 gallons per person per day and summer usage is 140 gallons per person per day.

In response to a question from Larson, Hartz said each taxing district has their own permanent rate but as time goes on and assessed values change or when special bonds are passed, it compresses those totals so they reduce what we get. She said every taxing district can be effected by compression.

In response to a question from Larson, Hartz said land use fees come from land development.

PUBLIC COMMENT

There were no members of the public present at the meeting.

APPROVAL

MOTION: Kenney made a motion that the budget committee of the City of Veneta approve the budget for the fiscal year 2015-16 in the amount of \$18,582,397. Larson seconded the motion which passed unanimously.

MOTION: Brooker made a motion that the budget committee of the City of Veneta approve property taxes for the 2015-16 fiscal year at the rate \$5.6364 per \$1,000 of assessed value categorized as subject to the General Government Limitation. Kenney seconded the motion which passed unanimously.

MOTION: Brooker made a motion that the budget committee of the City of Veneta approves property taxes for fiscal year 2015-16 in the amount of \$89,453 for general obligation bond categorized as Excluded from Limitation. Laing seconded the motion which passed unanimously.

ADJOURN

Chairperson Cotter adjourned the Budget Committee meeting at 8:04 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Tom Cotter, Chairperson

Attest: XXXXXXXXXXXXXXXXXXXXXXXX

Calvin Kenney, Secretary

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Public Hearing on Uses of State Shared Revenue

Meeting Date: June 8, 2015
Department: Finance

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

ISSUE STATEMENT

To remain eligible for State Shared Revenue apportionments the City Council needs to conduct a public hearing.

BACKGROUND

The State of Oregon collects Cigarette, Liquor and Highway Gas Taxes. The State then, as required by Oregon Revised Statutes (ORS) “shares” a portion of the money collected with cities and counties. The ORS also dictate how much is to be shared. The actual amount received by each city and county is dependent on each entities population. For the upcoming fiscal year it is estimated that the City of Veneta will receive a total of \$332,447.

In order to remain eligible to receive the shared revenue each city and county must conduct two public hearings. One hearing by the budget committee and the other one by the council. The purpose of the hearings is to give the public an opportunity to comment on the use of the state shared revenue. For the fiscal year 2015-16 the budget committee conducted their public hearing on May 14, 2015. There were no public comments.

Attached is a chart showing the fiscal year 2015-16 estimated amounts for Veneta (Attachment A). Also attached are the fiscal year 2015-16 Approved Budget detail sheets for the funds in which the City’s state shared revenue is recorded and expended. The Highway Gas Tax is restricted to street maintenance and repairs. The other types are not restricted. The City has chosen to use the Liquor and Cigarette Taxes for operating costs within the General Fund and the State Shared Revenue portion of the Liquor Tax for operating costs in the Parks and Recreation Fund.

COUNCIL OPTIONS

The role of the City Council during this hearing is to listen to and discuss public comments regarding the uses of the State Shared Revenue. If the Council, based on the public comment, wishes to make changes to the approved budget, they can do so later in this City Council meeting prior to adopting the budget.

ATTACHMENTS

- A. Calculation Chart
- B. Street Fund
- C. General Fund
- D. Park and Recreation Fund

STATE SHARED REVENUE

Preliminary Population: * 4,690

Revenue Type	Rate per Capita	Amount to Budget	Allocation % to Fund(s)	Fund
Liquor Taxes	13.23	57,065.12	100%	General
Cigarette Taxes	0.96	4,500.06	100%	General
State Highway Gas Taxes **	49.17	228,310.51	99%	Street
		2,303.86	1%	Street ***
State Revenue Sharing	n/a	40,268	100%	Parks

Notes:

* Source for the population is the estimated certified PSU figures published July, 2014.

** Rate takes into account the OTIA disbursements, debt service of the state, and

*** Restricted for pedestrian and bicycle pathways.

STREET FUND

Attachment B

	2013 Actual	2014 Actual	2015 Adopted	Account	Description	2016 Proposed	2016 Approved	2016 Adopted
	RESOURCES							
1	64,159	67,764	62,521	230-000-41210	Emerald PUD Franchise Fees	61,270	61,270	
2	15,828	18,384	15,666	230-000-41220	Lane Electric Franchise Fees	15,352	15,352	
3	8,500	8,013	8,448	230-000-41230	Telephone Co. Franchise Fees	8,275	8,275	
4	5,357	5,059	4,935	230-000-41240	Cable Co. Franchise Fees	4,835	4,835	
5	9,448	10,178	18,175	230-000-41250	Garbage Co. Franchise Fees	17,810	17,810	
6								
7	249,597	261,583	262,608	230-000-41310	State Highway Gas Tax	228,310	228,310	
8	2,521	2,642	2,650	230-000-41315	Bike Path Apportionment	2,304	2,304	
9								
10	1,355	960	480	230-000-41445	Right-Of-Way Permits	600	600	
11	71,137	97,274	81,356	230-000-41620	City Gas Tax	83,960	83,960	
12	-	-	-	230-000-41640	Potential New Revenue	28,000	28,000	
13	8,111	8,500	5,000	230-000-41790	Interest Income	7,693	7,693	
14								
15	-	-	7,000	230-000-45110	Grant Proceeds	-	-	
16	-	50,000	-	230-000-45120	Grant: ODOT SCA	50,000	50,000	
17	-	-	-	230-000-46010	Fr Reserve-Governmental	100,000	100,000	
18	-	63	25	230-000-49100	Miscellaneous Sources	25	25	
19								
20	436,013	530,421	468,864	Total New Resources		608,434	608,434	-
21	1,437,274	1,490,921	1,529,607	BEGINNING FUND BALANCE		1,376,599	1,376,599	-
22	1,873,287	2,021,342	1,998,471	TOTAL RESOURCES		1,985,033	1,985,033	-
23								
24	EXPENDITURES							
25	Personnel Services							
26	70,112	75,149	85,014	230-230-50010	Wages	106,469	106,469	
27	8,238	8,999	9,554	230-230-50060	W/C and FICA Benefits	12,814	12,814	
28	13,351	18,404	19,978	230-230-50065	Health/Life Insurance	23,742	23,742	
29	9,612	10,662	15,734	230-230-50070	PERS	19,929	19,929	
30	101,313	113,213	130,280	Personnel Services Total		162,954	162,954	-

Attachment C

GENERAL FUND

	2013 Actual	2014 Actual	2015 Adopted	Account	Description	2016 Proposed	2016 Approved	2016 Adopted
1	738,703	788,721	719,087		BEGINNING FUND BALANCE	829,886	829,886	
2	5,219	5,200	4,000	100-000-41110	Property Taxes-Prior Years	4,000	4,000	4,000
3	758	781	675	100-000-41115	Interest on Property Taxes	500	500	500
4	2,587	1,967	1,500	100-000-41120	Payments in Lieu of Taxes	1,750	1,750	1,750
5								
6	64,159	67,764	62,521	100-000-41210	Emerald PUD Franchise Fees	61,270	61,270	61,270
7	15,828	18,384	15,666	100-000-41220	Lane Electric Franchise Fees	15,352	15,352	15,352
8	8,500	8,013	8,448	100-000-41230	Telephone Co. Franchise Fees	8,275	8,275	8,275
9	5,357	5,059	4,935	100-000-41240	Cable Co. Franchise Fees	4,835	4,835	4,835
10	9,448	10,178	18,175	100-000-41250	Garbage Co. Franchise Fees	17,810	17,810	17,810
11								
12	61,423	64,774	61,050	100-000-41325	State Liquor Tax	57,065	57,065	57,065
13	6,550	6,219	5,794	100-000-41330	State Cigarette Tax	4,500	4,500	4,500
14								
15	101,347	76,637	20,400	100-000-41405	Building Permit Fees	25,913	25,913	25,913
16	12,935	13,903	1,260	100-000-41410	Electrical Permit Fees	1,575	1,575	1,575
17	10,948	19,469	8,506	100-000-41425	SDC Administrative Fees	10,931	10,931	10,931
18	497	383	180	100-000-41430	Frsd#28] Excise Admin Fees	229	229	229
19								
20	1,905	1,145	800	100-000-41435	Lien Search Fees	1,820	1,820	1,820
21	4,219	4,306	2,000	100-000-41790	Interest Income	4,152	4,152	4,152
22	40,168	39,773	42,825	100-000-41810	Land Lease	45,297	45,297	45,297
23								
24	1,000	1,000	1,000	100-000-41955	From Business Assistance Loan/Grant Fund	1,000	1,000	1,000
25	-	36,494	48,500	100-000-41970	Grant Awards	50	50	50
26	13,907	10,360	12,000	100-000-41995	Fr URA Staff Time Reimbursement	10,000	10,000	10,000
27								
28	10,000	10,000	10,000	100-000-41996	URA Administrative Agreement	10,000	10,000	10,000
29								
30	22,473	13,068	10,000	100-000-42105	Municipal Court Fines	13,000	13,000	13,000
31	2,650	900	1,000	100-000-42110	Tree Felling Permits/Fines	1,000	1,000	1,000
32	2,705	4,685	50	100-000-42115	Ordinance Enf. Reimbursements	200	200	200
33	1,628	1,655	1,000	100-000-42120	Animal Control Fees/Licenses	1,400	1,400	1,400
34	2,313	2,338	2,000	100-000-42130	Business Registrations	2,150	2,150	2,150
35	425	713	150	100-000-42135	Regulatory Business Permits	150	150	150

PARK AND RECREATION FUND

	2013 Actual	2014 Actual	2015 Adopted	Account	Description	2016 Requested	2016 Proposed	2016 Approved	2016 Adopted
1	173,900	261,870	359,393		BEGINNING FUND BALANCE	392,087	392,087	392,087	
2									
3	2,876	3,698	1,500	130-000-41110	Property Taxes-Prior Years		1,500	1,500	
4	279	410	175	130-000-41115	Interest on Property Taxes	250	250	250	
5	40,899	43,039	38,472	130-000-41320	State Revenue Sharing	40,268	40,268	40,268	
6	1,022	1,480	800	130-000-41790	Interest Income	1,000	1,000	1,000	
7	20,000	20,000	25,000	130-000-41945	From Zumwalt Campground	15,000	20,000	20,000	
8	-	790	-	130-000-41950	From Grants Fund	-	-	-	
9	3,300	4,106	4,500	130-000-42205	Community Center Rentals	4,200	4,200	4,200	
10	45,045	42,471	40,000	130-000-42210	Pool Use Fees	42,500	42,500	42,500	
11	-	25	50	130-000-46110	Park Program Donations	50	50	50	
12	122	75	150	130-000-46115	Park Board Fund Raising	50	50	50	
13	84	405	50	130-000-49100	Miscellaneous Sources	50	50	50	
14									
15	287,527	378,370	470,090		Total Resources, except tax	495,455	501,955	501,955	-
16			212,822		Taxes estimated to be received	202,793	202,793	202,793	
17	171,385	233,757			Taxes collected in year levied				
18	458,912	612,127	682,912		TOTAL RESOURCES	698,248	704,748	704,748	-
19									
20					EXPENDITURES				
21					Park Department Personal Services				
22	40,535	54,340	61,339	130-130-50010	Wages	67,937	67,937	67,937	
23	4,865	6,551	7,063	130-130-50060	W/C and FICA Benefits	9,955	9,955	9,955	
24	8,338	15,565	17,042	130-130-50065	Health/Life Insurance	20,591	20,591	20,591	
25	4,852	6,848	11,201	130-130-50070	PERS	11,870	11,870	11,870	
26	58,590	83,305	96,645		Park Personal Services Total	110,353	110,353	110,353	-
27									
28					Materials and Services				
29	720	889	1,230	130-130-51010	Admin Supplies & Services	1,600	1,600	1,600	
30	12	25	50	130-130-51015	Postage	40	40	40	
31	-	-	-	130-130-51020	Professional Dues	245	245	245	
32	40	-	250	130-130-51025	Publishing Costs	250	250	250	
33	500	539	700	130-130-51030	Telephone Services	550	550	550	

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Public Hearing on Approved Budget

Meeting Date: June 8, 2015
Department: Finance

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

ISSUE STATEMENT

To continue City operations beyond June 30, 2015 the City Council needs to approve (adopt) the Fiscal Year 2015-16 Budget. Prior to considering the budget, the City Council is required, by State Budget Law, to conduct a hearing on the budget as it was approved by the budget committee.

BACKGROUND

The State of Oregon has established a process by which governmental and other agencies create and adopt an operating budget for a specified amount of time. The timeline for the process is up to the individual agencies; however, the budget does need to be approved (adopted) by midnight on June 30th for operations to continue legally.

One of the State's objectives for the process is to allow for citizen involvement and participation. This is achieved by appointing citizen members to be on the budget committee, public notices being published, and by conducting public hearings.

The public hearing scheduled for tonight, on the Fiscal Year 2015-16 Approved Budget, was noticed in the newspaper on May 27, 2015. A copy of the notice is attached. The approval was granted, by the budget committee, on May 14, 2015.

Attached also is a summary, by fund, of the projected beginning fund balance, anticipated new revenues, expected expenditures, the projected ending fund balance, and the total budget. Detail sheets can be provided upon request. The entire Approved Budget is available for review at the City's Administrative Center (City Hall).

Attachment C is the draft minutes from the meeting at which the budget committee approved the budget, levied and categorized property taxes.

COUNCIL OPTIONS

The role of the City Council during this hearing is to listen to and discuss public comments regarding the Fiscal Year 2015-16 Approved Budget. If the City Council, based on the public comment, wishes to make changes to the approved budget, they can do so, with some limitations, prior to adopting the budget.

ATTACHMENTS

- A. Copy of Public Hearing Notice
- B. Summary of Approved Budget
- C. Draft Minutes of the Budget Committee's May 14, 2015 Meeting

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Veneta City Council will be held on June 8, 2015 at 7:00 pm at 88184 8th Street, Veneta, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the City of Veneta Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 88184 8th Street, between the hours of 9:00 a.m. and 4:30 p.m. or online at www.venetaoregon.gov. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Shauna Hartz

Telephone: 541-935-2191

Email: shartz@ci.veneta.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-2014	Adopted Budget This Year 2014-2015	Approved Budget Next Year 2015-2016
Beginning Fund Balance/Net Working Capital	12,785,068	13,196,006	12,969,520
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,268,124	2,551,964	2,841,664
Federal, State and all Other Grants, Gifts, Allocations and Donations	953,209	802,910	583,247
Revenue from Bonds and Other Debt	10,682,521	0	0
Interfund Transfers / Internal Service Reimbursements	342,566	3,916,000	591,000
All Other Resources Except Current Year Property Taxes	165,595	196,105	329,513
Current Year Property Taxes Estimated to be Received	1,258,906	1,182,342	1,267,454
Total Resources	29,455,990	21,845,327	18,582,398

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	1,266,437	1,465,810	1,512,420
Materials and Services	1,839,859	3,105,824	3,024,827
Capital Outlay	2,001,681	615,770	710,500
Debt Service	10,029,494	977,000	911,148
Interfund Transfers	342,566	3,916,000	591,000
Contingencies	0	370,000	432,500
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	13,975,953	11,394,923	11,400,003
Total Requirements	29,455,990	21,845,327	18,582,398

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
N/A			
FTE			
Not Allocated to Organizational Unit or Program	15,480,037	10,450,404	7,182,395
FTE	16	16	16
Total Requirements	15,480,037	10,450,404	7,182,395
Total FTE	16	16	16

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
<p>REQUIREMENTS: The operating components of the City's approved fiscal year 2015-16 budget are consistent with the current year's adopted budget. The increase in Personnel Services is attributable to inclusion of a cost of living increase, increases in medical insurance premium and an increase in the Public Employee Retirement System rate. The projects budgeted are primarily maintenance in nature; however, the total is expected to be less than the current year. The amount of Capital Outlay expenditure is expected to increase primarily because of sewer related expansion projects. The amount for Debt Service is more typical of past years. The fiscal year 2013-14 amount included pay off of interim debt for the water pipeline construction. Transfers are down substantial because the large transfer done in fiscal year 2014-15 was a one-time transfer to replace one fund with two new ones.</p> <p>RESOURCES: In total the resources are substantially less than last year; however, the difference is the amount of the one-time transfer mentioned above. Operating revenues are expected to be similar to the current year's expectations although there is some shift in the amounts received per type. For example: the current fiscal year's adopted budget included grant proceeds from the State for the Fern Ridge Service Center. There are virtually no projects planned for the upcoming fiscal year that are grant eligible. This explains the \$325,000 difference in the revenue type Federal, State and all Other Grants, Gifts, Allocations and Donations.</p>

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2013-2014	Rate or Amount Imposed This Year 2014-2015	Rate or Amount Approved Next Year 2015-2016
Permanent Rate Levy (rate limit 5.6364 per \$1,000)	5.6364	5.6364	5.6364
Local Option Levy			
Levy For General Obligation Bonds	\$89,466	\$89,453	\$89,453

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$932,975	\$0
Other Bonds	\$13,735,905	\$0
Other Borrowings	\$738,896	\$0
Total	\$15,407,776	\$0

SUMMARY OF RESOURCES AND REQUIREMENTS

FUNDS BY TYPE	BEGINNING FUND BALANCE PROJECTED FUND BALANCE @ 7-1-2015	TOTAL NEW REVENUE	TOTAL RESOURCES (Beginning Fund Balance + New Revenue)	TOTAL EXPENDITURES	ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2016	TOTAL REQUIREMENTS (Expenditures + Ending Fund Balance)
	GENERAL FUND:	829,886	563,878	1,393,764	704,579	689,185
SPECIAL REVENUE FUNDS:						
GENERAL						
LAW ENFORCEMENT	314,231	769,211	1,083,442	852,197	231,245	1,083,442
PARKS & RECREATION	392,087	307,661	699,748	397,383	302,365	699,748
PLANNING	177,850	143,131	320,981	225,914	95,067	320,981
STREETS	1,376,599	608,434	1,985,033	877,460	1,107,573	1,985,033
STORMWATER	137,990	59,544	197,534	83,505	114,029	197,534
CONSTRUCTION - GOVERNMENTAL	854,000	116,847	970,847	3,600	967,247	970,847
INVERSE CONDEMNATION	21,000	100,010	121,010	92,112	28,898	121,010
ZUMWALT	130,000	66,500	196,500	62,325	134,175	196,500
BUSINESS ASSIST LOAN/GRANT	156,346	470	156,816	40,050	116,766	156,816
LOCAL IMPROVEMENT	108,036	416,727	524,763	366,686	158,077	524,763
ENTERPRISE FUNDS:						
WATER	1,583,616	1,153,248	2,736,864	1,079,479	1,657,384	2,736,864
SEWER	1,789,683	1,000,618	2,790,301	1,667,929	1,122,372	2,790,301
WATER SDC	177,873	95,818	273,691	179,025	94,666	273,691
SEWER SDC	2,094,829	93,160	2,187,989	369,000	1,818,989	2,187,989
CAPITAL PROJECT FUNDS:						
CAPITAL PROJECT-NEW POOL	6,500	25	6,525	-	6,525	6,525
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	44,600	200	44,800	150	44,650	44,800
DEBT SERVICE FUND:						
DEBT SERVICE	104,000	88,329	192,329	87,000	105,329	192,329
RESERVE FUNDS:						
PW EQUIPMENT	184,000	15,733	199,733	25,000	174,733	199,733
GOVERNMENTAL RESERVE	1,149,593	2,214	1,151,807	100,000	1,051,807	1,151,807
ENTERPRISE RESERVE	1,336,800	6,119	1,342,919	-	1,342,919	1,342,919
TOTALS	\$ 12,969,520	\$ 5,607,878	\$ 18,577,397	\$ 7,213,395	\$ 11,364,003	\$ 18,577,397

APPROVAL

MOTION: Kenney made a motion that the budget committee of the City of Veneta approve the budget for the fiscal year 2015-16 in the amount of \$18,582,397. Larson seconded the motion which passed unanimously.

MOTION: Brooker made a motion that the budget committee of the City of Veneta approve property taxes for the 2015-16 fiscal year at the rate \$5.6364 per \$1,000 of assessed value categorized as subject to the General Government Limitation. Kenney seconded the motion which passed unanimously.

MOTION: Brooker made a motion that the budget committee of the City of Veneta approves property taxes for fiscal year 2015-16 in the amount of \$89,453 for general obligation bond categorized as Excluded from Limitation. Laing seconded the motion which passed unanimously.

ADJOURN

Chairperson Cotter adjourned the Budget Committee meeting at 8:04 p.m.

XXXXXXXXXXXXXXXXXXXXX

Tom Cotter, Chairperson

Attest: XXXXXXXXXXXXXXXXXXXXX

Calvin Kenney, Secretary

**Minutes of the Joint Meeting of the
Veneta City Council and Veneta Planning Commission
March 9, 2015**

City Council: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom

Planning Commission: James Eagle Eye, Kevin Conlin, Calvin Kenney, Len Goodwin, Lily Rees

Community Members: Phil Velie, Herb Vloedman

Absent: Thomas Laing, Jason Alansky, Joan Mariner

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Lisa Garbett, Associate Planner; Darci Henneman, Assistant City Recorder; Bob Parker of the University of Oregon, Community Service Center

1. **Mayor Sandra Larson called the Veneta City Council to order. James Eagle Eye called the Veneta Planning Commission to order at 5:40 p.m.**
2. **Veneta Economic Development Strategy Plan**
 - a. Summarize Plan and its implications for the City
 - b. Discuss comments received/changes made to document
 - c. Solicit additional comments to prepare final plan

Mr. Parker reviewed the timeline to date and the comprehensive plan map. He said a quarterly census was used to locate employers. He said we have many areas of employment that exist in residential areas.

3. **Veneta Economic Opportunity Analysis**

- a. Review major findings of Study
Mr. Parker reviewed the major findings of the study. He said we have sufficient inventory of employment sites, sizes and plan designations so we don't need to amend our Urban Growth Boundary (UGB).

In response to a question from Thomas Cotter, Mr. Parker said his research that Veneta has a highly skilled population that works somewhere else is based on ratios and larger populations. He said what this suggests is that Veneta is a bedroom community. We're importing households but not employment. He said we will continue to be challenged to grow the employment number. He said we're doing everything right, infrastructure, land, etc. but suggested maybe more marketing or branding.

Thomas Cotter said he's looking for direction or steps to take to identify that area and how do we target those employers. He said he's not sure, at our size, that we would be attractive to highly skilled workers. We'd have to compete with the urban area and our population would need to grow in order to do that. That leaves us a population that needs to be employed in a specific area.

Mr. Parker said our residents have higher incomes than the average in Lane County, he said the strategy is to set a course with specific actions and stick with it.

In response to a question from Thomas Cotter, Mr. Parker said our labor pool is not insolated at all. The community patterns indicate that people are moving all over the region. He said it's not about being able to draw upon a highly skilled group but to recruit businesses which has some risks to it

(Sony, Hynix). He said we can recruit within our region but also nationally. We can work to provide incentives for existing businesses or work with entrepreneurs. He said some strategies are outlined and there are tools we can use to get those people to locate or stay in Veneta. We have serviced land that is comparable and our SDC's don't seem to be higher than in any other region. He said the question "what can we do to make us more competitive" focused on the discussion about branding and raising the profile for businesses.

b. Review Policy Amendments as a result of EOA and Strategic Plan findings

Mr. Parker reviewed Veneta's Vision, Strategies and Goals. He said the City of Veneta will be a complete community that provides an array of job opportunities and local services in addition to residential opportunities. The City will work collaboratively to develop partnerships to implement economic and community development activities.

c. Comments

The Committee had no questions.

4. Next Steps:

a. Adoption of Strategic Plan

Mr. Parker said because the EOA is a land use document he suggested the Planning Commission hold a work session to review the document and the code recommendations. He said once those are finalized it will go to DLCD for review and then be recommended to the Council for adoption. He said there are a couple of different ways to do that, which he reviewed. He said the implementation strategy should be adopted by the Council by resolution as soon as staff can get it on the agenda.

Bork said it was suggested that the Council adopt the Economic Strategic Plan at the April 13th Council meeting. She asked if the Planning Commission would like to schedule a work session with Mr. Parker.

James Eagle Eye suggested Mr. Parker attend the next Planning Commission meeting.

It was the consensus of the Planning Commission to review the EOA at the April 6th meeting.

In response to a question from Len Goodwin, Bork said there may be a public hearing at the May 5th Planning Commission meeting but it depends on how complicated it gets or if further discussion is needed. She said she will send out the policy sections via email.

Len Goodwin said he is very happy with the Economic Strategic Plan. He said he is interested in the recommendation for increasing our regional efforts. He said we stand to benefit from better and deeper contact with the rest of the region, particularly if Eugene doesn't expand their residential UGB, we'll see a lot of residential development happen which may offer the potential for creating business opportunities.

5. Review Related Comp Plan Policy & Land Development Code Amendments

a. CPW Work Session with Planning Commission April 6th or 8th.

It was the consensus of the Planning Commission to review and discuss the amendments at the regular April 6th Planning Commission meeting along with Mr. Parker.

6. Adoption of EOA and related Comp Plan Policy & Land Development Code Amendments

a. Set date between April - July

The City Council set a tentative adoption at the April 13, 2015 Council meeting.

7. **OTHER**
None

8. **ADJOURN**
Chair Larson adjourned the Veneta City Council at 7:01 p.m.

XXXXXXXXXXXXXXXXXXXXX

James Eagle Eye, Chair

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, Assistant City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council Work Session

April 27, 2015

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

Others: Ric Ingham, City Administrator; Carrie Connelly, Legal Counsel; Darci Henneman, City Recorder; Karen Gaffney, and Dr. Luedtke, Lane County Public Health; and Joan Mariner, Fern Ridge Review

1. PRESENTATION FROM LANE COUNTY PUBLIC HEALTH ON COUNTY'S RESTRICTION ON E-CIGARETTE AND TOBACCO RETAIL LICENSING

Ms. Gaffney introduced herself and Dr. Luedtke. She reviewed the background of the Board of Health/Commissioners.

Dr. Luedtke talked about the death statistics related to tobacco and said currently E-cigarettes are not regulated. He reviewed his power point presentation and asked if the Council had any questions.

In response to questions from Thomas Cotter, Ms. Gaffney said the state does not regulate E-cigarettes. She said Lane County Public Health (LCPH) would set up a fine and the license structure. She said the license fee would be separate and would cover the cost of one annual surprise inspection from LCPH per retail outlet and to print and send out the license. She said Lane County Sheriff's Office would enforce E-cigarette sales. Ms. Gaffney said the Oregon Liquor Control Commission (OLCC) will oversee marijuana dispensaries and that's why the counties are stepping in to monitor E-cigarette compliance.

In response to a question from Mayor Larson, Dr. Luedtke said he was very hopeful that the E-cigarette bill would move forward and pass. He said there have been a number of bills that the Board of Health is tracking and we need to continue with the E-cigarette ordinance to protect our kids. He said it would be great if the state moves forward, but if not, we don't want to wait.

In response to a question from Thomas Cotter, Dr. Luedtke said opposition to the House Bill comes from the tobacco companies and from the "vaping" community. He said on the other side, there are plenty of local E-cigarette vendors that want to protect our youth and strongly support the under age 18 ban. He said it's not uniform.

In response to a question from Thomas Laing, Dr. Luedtke said part of the ordinance enacted would cover coupons for free E-cigarettes. He said starter packs cost about \$30 to \$50.

In response to a question from Victoria Hedenstrom, Dr. Luedtke said you can smell the menthol E-cigarettes but if students are smoking in class they likely are using the very mild ones that don't really give off an odor.

In response to questions from Mayor Larson, Dr. Luedtke said Benton County passed a countywide ordinance. He said there are over 3000 counties nationwide and Oregon may be leading a little and Benton County was not the first county to pass an ordinance. He said if a significant number of Oregon counties were to pass an ordinance, it may initiate a statewide move.

In response to a question from Thomas Cotter, Dr. Luedtke said the tobacco companies are buying up the E-cigarette entities and the dosing and voltage varies by manufacturer. He said there are 40 plus different E-pens. He said so much more research is needed to determine how and what voltage level effects the temperature of the vapor.

In response to a question from Victoria Hedenstrom, Dr. Luedtke said the formaldehyde levels were the same for the gas phase and the particular phase but the higher voltage - the more formaldehydes. He said second hand smoke is also present with E-cigarettes.

Ms. Gaffney said California research concluded that after a strong retail policy was enforced they noticed a decline in youth usage. She said the federal government performs stings to see how many clerks sell to minors. She said it was interesting that retailers who had their license on the line have a secondary consequence to selling E-cigarettes to minors.

In response to a question from Mayor Larson, Ms. Gaffney said there is a connection with a high license fee and the incentive for retailers to receive future reduced license fees if they are in compliance.

Ms. Connelly said she worked with other communities which took two different approaches. She said in early January, some jumped on immediately. She said they didn't take on the licensing piece now but she used the first half of Lane County's ordinance that prohibits the sale or distribution to minors, including promotions, coupons, etc. and then they augmented the indoor clean air act existing in the code to include a ban on E-cigarettes from being used within so many feet of a public building. She said Veneta doesn't have an indoor clean air act so we rely on the State's. She said one community prohibited indoor smoking and within 10 ft. from a window, ventilation, etc. and decided to increase that parameter and added indoor vapor. She said the other city hasn't taken any action yet but now we've discovered that House Bill 2546 recently passed with 56 yes's and 2 no's and is now before the Senate. At this point, the house bill is amending each section in the state law, to include distribution to a minor, smoking (including E-cigarettes) in the car with minors, adding it in the indoor clean air act and including a 10 ft. parameter around public buildings. She suggested we adopt some or all pieces similar to Lane County's code, particularly if we have different parameters and if we want to send a message to the state or the Council could wait to see what the legislature does which would avoid us having to amend it.

In response to questions from Thomas Cotter, Ms. Connelly said if the Council wanted to move forward now, you should decide what pieces are important to our City; the indoor clean air act, prohibiting the sale or distribution of E-cigarettes to minors, etc. She said when the legislative session ends, in two months, we could review what we adopted and what the legislature adopted to see if there are any conflicts. She said the ordinance procedural process is simple and the Council could direct staff to draft an ordinance for future adoption.

Ms. Connelly said in California, prohibiting E-cigarettes getting into the hands of a minor may not be that effective but requiring a licensing fee did.

Ms. Gaffney said Lane County has a standard business license with a marketing license attached. She said she was pleased to see that the Oregon Health Authority will be in charge of labeling guidelines - labeling cannot be attractive to minors which will target a lot of the problems LCPH was hearing about.

It was the consensus of the Council that the presentation was very informative and they thanked Ms. Gaffney and Dr. Luedtke for providing it.

Ingham said this issue is on the regular Council agenda. He said if the Council would like to move forward, Ms. Connelly can draft an ordinance for review at the May 11th meeting. He said the licensing piece and enforcement may take a little more effort so we may want to contract with the LCPH for that but we can prohibit the sale and distribution to minors and then work on the retail licensing piece.

In response to a question from Victoria Hedenstrom, Ingham said he will contact Christy to request the entire packet to be forwarded to the Council.

In response to a question from Mayor Larson, Dr. Luedtke said up until about a year ago 100% of E-liquids came from real tobacco but now a significant percentage of E-liquids are being produced in large chemical factories and not from locally grown tobacco. He said that's one way they get around the ordinance because it's not a tobacco product so tobacco bans don't apply to E-cigarettes.

2. OTHER

None

3. ADJOURN

Mayor Larson adjourned the Veneta City Council at 6:56 p.m.

XXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

April 27, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Carrie Connelly, Legal Counsel; Darci Henneman, City Recorder; Dennis Paronto, Steve Reister, and Joan Mariner, Fern Ridge Review

1. Mayor Larson called the meeting to order at 7:02 p.m.

2. PUBLIC COMMENT

Dennis Paronto, 25138 Legacy Ct., Veneta, OR

Mr. Paronto said the Fern Ridge Kiwanis is a big part of our community which originated from the Florence Kiwanis. He said the 29 members celebrated their 25th anniversary last Saturday. The Fern Ridge Kiwanis has done many things for our community; they built a house for Habitat for Humanity, hold barbeque and garage sale fundraisers for community members in need of assistance with medical expenses. They also sponsor the holiday food drive, deliver food boxes, host the Thanksgiving Feast, co-sponsor the annual Easter Egg Hunt, and sponsor the Elmira High School Key Club. Mr. Paronto said the Kiwanis are committed to helping in any way they can. He said all members are important and vital because they have become the fabric that makes the Kiwanis.

Steve Reister, 88197 Eastwood Ct., Veneta, OR

Mr. Reister wanted to provide the Council with an update on the crime watch committee. He said over the last few months they've achieved some progress in changing the conversation and the way the community policing in Veneta takes place. He said his only position is to urge the Council to accept the City Administrator's recommendation to maintain 4 deputies and bring Sgt. Halvorson to half time. The only other option is to reduce to 3 deputies and simply put, that's not acceptable. He said we need to move forward, even if that means staying where we are, we don't want to go backwards. He said he strongly opposes reducing our deputies patrol time.

3. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved Accounts Payable - To be Paid – Payable through April 21, 2015, Civic Calendar for May, 2015, Recommended Approval of Annual OLCC Liquor License Renewals.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report for February and March, 2015

Sgt. Halvorson reviewed the February and March activity reports. He said there is some fluctuation in property crimes and public order. He said the City is working on mapping out the reports so we can track trends. He said there were two key arrests of burglary suspects, which involved cases in Veneta, outside City limits, and the Eugene Police Dept. which may have an effect on the reduction of property crimes in the City. Sgt. Halvorson asked the Council if they had any questions.

In response to questions from Victoria Hedenstrom, Sgt. Halvorson said he felt the Community Crime Watch program has encouraged residents to reach out and report crimes. He said hopefully that trend will continue. Sgt. Halvorson said we have a core of regular homeless people

in our community and there hasn't been many issues coming to light or reported to him. He said it's not like it was a year ago.

In response to a question from Thomas Laing, Sgt. Halvorson said the Saturday meetings at the library are doing excellent. He said he is committed to spend two hours every last Saturday of the month at the Fern Ridge Library. He said many times it turns into a roundtable discussion. He said residents consistently come in and ask questions about a variety of topics and it's not the same residents. He said the longest lag time he's had is about 15 minutes. He said he would like to see more people come in and get the word out that there is an opportunity to ask questions and get information.

Mayor Larson said the Saturday meetings at the Library with Sgt. Halvorson is a wonderful idea and serves our City well.

Sgt. Halvorson said the community awareness has done a great job spurring more neighborhood activities. He said currently they have three neighborhood captains and groups are assembling and talking to their neighbors to encourage them to join the group. He said Sgt. Carver will meet with them soon.

- (2) Recognition of Service to the Veneta Park Board for Dennis Paronto, Penny Lacky, Elmira Louie, and Chelsea Coffman

Mayor Larson recognized Chelsea Coffman and Penny Lacky for their service to the City of Veneta as Veneta Park Board members. Ms. Coffman and Ms. Lacky were not in attendance at tonight's meeting.

Craig Soderberg, Park Board Chair, presented Dennis Paronto and Elmira Louie with their certificates of appreciation.

Mayor Larson said Elmira Louie is an outstanding young woman and has done so much for her community.

- (3) Appointment to Fill Park Board Vacancies (Positions 5 and 8)
Mayor Larson appointed Carol Petty to position 5 and Josie Hedenstrom to position 8 on the Veneta Park Board.

- (4) Kiwanis Proclamation
Mayor Larson read the Kiwanis Proclamation and declared April as Kiwanis Month.

- (5) Donation Request from Elmira Booster Club – Country Classic Car Show
Mayor Larson reviewed the request for sponsorship of the car show or the golf tournament. She said they included the car show donation request form.

Ingham said last year the Council approved \$200 to this group and used RTMP promotional dollars because these events draw people from outside our community.

In response to a question from Victoria Hedenstrom, Hartz said that fund has \$5510 to carry us through this fiscal year. If it's not spent, it rolls over into the next year.

Ingham said last year the City's donation went to purchase banners for each group so he felt it is appropriate to decrease the amounts to \$200 for each event.

MOTION: Thomas Cotter made a motion to approve sponsoring the Elmira Booster Club – Country Class Car Show in the amount of \$200 from the Rural Tourism Marketing Program Fund. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(6) Donation Request from Fern Ridge Kiwanis – Motorcycle Show & Shine

MOTION: Thomas Cotter made a motion to approve sponsoring the Kiwanis Club of Fern Ridge Motorcycle Show and Shine event in the amount of \$200 from the Rural Tourism Marketing Program Fund. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(7) Request from Fern Ridge Middle School to Waive Pool Rental Fee

Mayor Larson said this item relates to the Proposed Veneta Community Pool Donation and Fee Waiver Policy agenda item and consideration of this request was postponed until later in the meeting.

(8) May 1, 2015 - “If I were Mayor” contest Deadline to Submit Entry to City

Ingham wanted to remind Mayor Larson that the deadline for submitting entries at the state level is May 15, 2015. He asked Mayor Larson if she would like to set up a review process?

Mayor Larson asked for volunteers. Thomas Cotter and Thomas Laing volunteered to review the entries if we receive more than just the one.

b. Councilor/Committee Liaison Reports

Mayor Larson said the Fern Ridge School District Board meeting is tomorrow to announce an exciting new development about the bonds. She said the contractor has determined that it would cost very little to build a new building at Elmira Elementary rather than trying to incorporate a section of the old building. She doesn't understand why there is any controversy about this but there is and this topic will be discussed at tomorrow night's Board meeting. She said Earth Day was wonderful. She attended the LCOG board meeting and the primary topic was a presentation from the RAIN, regional acceleration innovation network, one point they made that it appears Salem, Corvallis and Eugene are intending to reach out to surrounding cities. She said the City of Eugene has donated a building for the RAIN offices. She said at the Mayors' Roundtable it was discussed that the cities of Creswell and Coburg are vying for the Oregon State Police headquarters to relocate to their cities. She said the City of Springfield and LCOG want to keep them in Springfield. She said LCOG owns the current building and if they relocate, LCOG may not be able to sell the building. She said the City of Lowell recently hired a City Manager but the new Mayor said the City Administrator is moving on. She said the City of Oakridge is dealing with the air quality. She said the City of Creswell will have two competing measures on the ballot regarding water rates. Mayor Christine Lundberg of Springfield said Lane Metro will now become the Eugene/Springfield Metro Committee. Mayor Larson said Mayor Lundberg is approaching smaller cities to see if they're interested in becoming members of that Committee. She said there is a cost and many Mayors at the roundtable asked “what would joining do for our cities”. Mayor Larson said ART Inc., offered to purchase the Central School buildings for no money down and deferred payments for possibly five years to give them the time and security to apply for grants. She said staff from the Oregon Community Foundation attended the meeting on behalf of ART, Inc. She said the 90 by 30 organization proclaimed April at child abuse prevention month. She said the goal is to reduce child abuse by 90% by 2030. She said she had lunch with two presenters from Australia and went to the Earth Day event at Veneta Elementary.

5. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Financial Report on Fund Balances through March 31, 2015

Hartz reviewed the year to date fund balance report from July through March, we're about 75% through the year. She said personnel services are down from what we might expect partly because of the vacant management analyst position and the change in personnel; Ross Macauley was hired and Chris Meddings left. She said the law enforcement fund is showing an ending fund balance of \$724,000 because we've only paid for two quarters of that contract. She said the water and sewer debts have projects started that will significantly spend down the fund balances between now and June 30th.

In response to questions from Mayor Larson, Hartz said the auditors suggested the water and sewer SDC fund should be split into two funds. Hartz said she will be presenting a transfer resolution at a future meeting to take care of the capital outlay expenditures as well as any other adjustments needed. She said the earned interest from the LGIP is allocated to all funds with a positive balance.

b. Community Development Director.....Kay Bork

(1) Adoption of Residential Buildable Lands Inventory & Housing Needs Analysis

i. Agenda Item Summary

Bork said tonight the Council is being asked to adopt the Residential Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) (2013-2033) by resolution. This document is part of the City's Comprehensive Plan update project. She said the BLI will be used to update the Housing policies of the Comp Plan. She said the Council adopted the Economic Opportunity Analysis (EOA) at the last Council meeting and the Planning Commission is currently reviewing the proposed Comp Plan amendments which will implement the EOA and Residential BLI. She said the Planning Commission will hold a public hearing in July or August for adoption and recommendation of the Comp Plan amendments to the City Council. She said the Residential BLI determined that we have a surplus of 156 acres of buildable land within City limits which will accommodate growth for the next 20 years. She said other findings are included in the report in more detail.

Mayor Larson said the demographic information is interesting. She said it should be very useful in so many decisions we make regarding parks and public safety. She said we really should consider ourselves a very family friendly City. She said the report is very clear and comprehensive.

Bork said please let her know if anyone would like more details about demographics. She said a summary of the demographics is posted on the City's website which will be updated every year.

In response to a question from Thomas Laing, Bork said low density is zoned Single Family Residential and Rural/Residential and medium density allows more housing choices like town homes.

ii. **Resolution No. 1170** – A RESOLUTION ADOPTING THE CITY OF VENETA'S RESIDENTIAL BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS

MOTION: Thomas Cotter made a motion to approve Resolution No. 1170 as presented. Thomas Laing seconded motion which passed with a vote of 5-0.

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

(1) Proposed Veneta Community Pool Donation and Fee Waiver Policy

i. Agenda Item Summary

Schauer reviewed his agenda item summary with the Council. He said this is the pool's fifth season and we have not increased rates since the pool opened. A rate study based on pool rates from nearby municipal pools was conducted and the result of that comparison indicated our rates were on the low side. He said staff recommends a proposed rate increase of .50 cents for all users. He said staff is not increasing the cost of group lessons. He said staff has seen a large increase for personal lessons and recommends a \$2 increase per lesson. He said the increase of personnel, fuel, and other expenses are the reason for the recommended user rate increases.

In response to a question from Thomas Cotter, Schauer said the cost of propane is one cost that has gone up along with all other fuels. He said propane is used to heat the pool and last year costs decreased because of the way we were using our solar panels.

In response to a question from Thomas Laing, Schauer said for each 50 people we need an additional lifeguard. He said the lifeguard to swimmers ratio for private rentals is required.

In response to a question from Mayor Larson, Schauer said staff is trying to market the pool for private parties. He said last year we had a lot of empty time slots for private rentals and we would be more than happy to try to fill those spots. He said we've had very positive comments on how we rent the pool out.

In response to a question from Thomas Cotter, Schauer said he isn't sure if Junction City uses propane to heat their pool but their pool is much smaller.

Mayor Larson said we're right in the middle - not the lowest but not the highest.

ii. **Resolution No. 1171** – A RESOLUTION ESTABLISHING SWIMMING POOL USER FEES AND REPEALING RESOLUTION NO. 1023

MOTION: Thomas Cotter made a motion to approve Resolution No. 1171 as presented. Tim Brooker seconded motion which passed with a vote of 5-0.

(2) Authorization of City Engineer's Wastewater Outfall Mixing Zone Study

Schauer said the City's national pollution discharge elimination permit is up for renewal in 2017. He said as part of the existing permit, a requirement was included that we would have to perform a new mixing study. He said the last mixing study was done in 1999-2000. The study reviews how our discharged water effects the Long Tom River and how the water dilutes with the conditions of the river as it exists. He said we don't expect any issues because our wastewater effluent is in good shape. Next year we will review the Wastewater Master Plan (WWMP) and anything coming from the study will be addressed in the updated WWMP.

In response to a question from Mayor Larson, Schauer said the study could take about five to six months to complete. He said if the Council approves it tonight, low level testing and a bank study will be done to determine how deep the river is and how steep the bank is.

In response to a question from Thomas Cotter, Schauer said Civil West will survey the area and get a 3D cross section of the river to see how the flow from the Wastewater Treatment Plant (WWTP) mixes with the river to determine whether or not we're effecting the biology of the river.

In response to a question from Thomas Laing, Schauer said he's not sure what effect if any it has

on wildlife. He said the study will also measure oxygen levels and determine how healthy the river is. He said we'd like to start soon to take advantage of the low river level making more of the river bank accessible. He said Civil West will also take the real time data from the Army Corp of Engineers and determine the flow per second. He said the estimate is \$28,000 but he recommends the Council approve the contract for up to \$30,000 to include a contingency.

MOTION: Thomas Cotter made a motion to authorize staff to enter into an agreement with Civil West Engineering Services, Inc., to complete an Outfall Mixing Zone Study for an amount not to exceed \$30,000. Tim Brooker seconded motion which passed with a vote of 5-0.

(3) Proposed Veneta Community Pool Donation and Fee Waiver Policy

Schauer said in April 2013, the Council approved setting an annual pool donation cap at \$500 for donations of family swim passes for area auctions and also a partial pool rental fee waiver for areas schools to use for school parties. The City waives about \$200 for each pool rental request we receive. At that price, the City is only able to waive two requests per year and limits the number of donations we can grant. Currently four area schools have expressed interest in receiving the rental fee waiver. Based on that, staff is recommending the Council adopt a new policy that will allow each school to be granted one fee waiver per pool season and each school would cover the cost to staff the pool. Currently the waived fees are considered lost revenue and not as an expenditure which staff will continue to do. Staff is also recommending the waivers be granted administratively and not come before the Council.

In response to a question from Mayor Larson, Ingham said the new policy would include Crow School District.

In response to a question from Thomas Cotter, Schauer said this is separate from the scholarship fund the City provides for swimming lessons.

Thomas Cotter said he would like the waiver policy to reach as many kids as we can and he felt one waiver per school is not enough. He doesn't want to see kids get denied because two other classes beat them to it.

Schauer said Veneta Elementary brings the entire 5th grade class and Fern Ridge Middle School does the cardboard boat races. He said it's difficult for pool staff to monitor younger kids and the rentals seem to be better suited for older students.

In response to a question from Thomas Laing, Ingham said the City requires each school to cover staffing costs of about \$90 for six pool employees; one person in the office, four lifeguards on deck and one rotating.

Ingham said Veneta Elementary has been bringing the 5th grade class for years and the middle school students look forward to the boat races. He said staffing can be tricky because these events all take place the week before the pool opens; while school is still in session. He said we're better equipped to handle one request per school.

In response to a question from Victoria Hedenstrom, Ingham said the School Superintendent could sign the authorization to take the City out of the equation and allow the requests to be interchangeable among the schools.

Mayor Larson said if in the future we see more request, we could always amend the policy.

Ingham said any school can rent the pool under our rental policy.

MOTION: Thomas Cotter made a motion that the City Council approve the policy regarding donation and fee waivers for the Veneta Community Pool as presented. Thomas Laing seconded motion which passed with a vote of 5-0.

d. City Administrator.....Ric Ingham

(1) Modifications to Lane County Law Enforcement Intergovernmental Agreement (IGA)

Ingham reviewed the proposal and contract amounts and asked if the Council had any questions.

Mayor Larson said if we move forward with the increased patrols, it will give us a year to figure out where the funds will come from. She doesn't think we should consider 3.0 FTE deputies and should try to find a way to fund 4.0 FTE deputies.

Ingham said 54% of property taxes coming in goes directly into the law enforcement fund. The contract amount increases have been slightly more than what we've see out of the consumer pricing index.

In response to a question from Tim Brooker, Ingham said we could cover the increased costs in several ways. He said currently the City still meets its targeted ending fund balance but after the adoption of the 15-16 fiscal year budget, staff will evaluate where additional funds could be redirected to maintain an ending fund balance above the targeted minimum fund balance through FY 19-20. He said funding sources could come from state revenue, cell tower revenue, cell phone fees, etc.

Tim Brooker said he doesn't see any new funding sources coming in but it's important to find the funding for this increase. He sees no reason why we can't move forward and direct staff to provide some funding options.

MOTION: Thomas Cotter made a motion that the City pursue an Intergovernmental Agreement (IGA) with the Lane County Sheriff's Office for the 2015-16 fiscal year that reflects funding a sergeant at .5 FTE and deputy patrols at a 4.0 FTE staffing level. Tim Brooker seconded motion which passed with a vote of 5-0.

Ingham said staff will bring this agenda item back to the Council by the end of this fiscal year and by February, Lane County will have some projections but we will start the discussions before that time.

(2) Authorization of Judge Leiman to sign the Law Enforcement Data System Agreement

Ingham said staff is requesting the Council to authorize Judge Leiman to sign the LEDS agreement which allows him and the City's Court Clerk to access driver's license for Municipal Court proceedings. He said the City's previous Municipal Court Judge signed the agreement but our current Judge doesn't feel he had the authority to sign it (and legal counsel agreed) without Council approval. He said there is nothing in our charter that would allow a contract employee to sign a contract on behalf of the City.

MOTION: Thomas Cotter made a motion to authorize Judge Alan Leiman to sign the Law Enforcement Data System Agreement (LEDS) on behalf of the City. Tim Brooker seconded motion which passed with a vote of 5-0.

(3) Request to Adopt Ordinance Restricting Electronic Cigarettes and Tobacco Retail Licensing

Ingham said in the earlier work session Dr. Luedtke and Karen Gaffney provided the presentation on enacting an ordinance to make it illegal to sell or distribute E-cigarettes to minors. He said legal counsel assisted Cottage Grove with ordinance language to prohibit the sale of E-cigarettes to minors and beefed up the clean air act so people couldn't smoke within 10 ft. of public buildings. He said staff is looking for Council direction on what topics to include in an ordinance.

Victoria Hedenstrom said it is a good idea to have some type of licensing in effect later but for now we should get it on the books to prohibit the sale to minors.

Thomas Cotter is concerned that we don't have the enforcement capabilities.

Ingham said if that's the direction the Council wants Veneta to take, then Lane County would assist us with that language. He said he's not sure staff can get an ordinance together by the May 11th meeting but he will contact Christy Inskip, Coordinator of the Lane County Public Health's Tobacco Prevention & Education Program to get the entire power point presentation.

Mayor Larson applauded the County's efforts.

(4) Questions

In response to a question from Victoria Hedenstrom, Ingham said three dog citations will come before Judge Leiman on May 21st. He said the dog owner pled not guilty and has retained an attorney for the trial set for that date.

Victoria Hedenstrom said other ordinance language is very specific for an animal attack verses human attack. She said the initial attack wasn't to the woman but she felt that's where things get muddy. She said she doesn't think we're so off the mark as far as what other cities are doing.

Ingham said staff is planning a May 11th work session to discuss the current dangerous animal code and asked the Council what they would like see because our animal control ordinance covers a lot of material.

Victoria Hedenstrom said she would like to get more information about what a vicious dog is.

Tim Brooker said he's troubled by envisioning what or how the ordinance will be written. It's hard to change an ordinance around something that may or may not happen. We're talking about a particular breed of dog. How do we write an ordinance and what do we do to safe guard that? He felt an unprovoked attack should be a law enforcement and municipal court issue and not the City's.

There was a thorough discussion on questions the Councilors had, quarantine for rabies only at home verses someplace else, requiring specific fencing, language addressing dangerous dogs, etc.

Mayor Larson said the Council made a commitment to residents to look into it. She said we should have a work session on this subject.

6. OTHER

Ingham said Hartz will be delivering the budget document soon. He said the second meeting in May is on the 25th which is Memorial Day. He said normally we would cancel that meeting but depending on a few matters, we may try to reschedule that meeting to follow the second Budget committee meeting on May 21st. He said in order for Schauer to get the contract awarded for the 5th St. improvements, we may need to have a second May meeting.

Tim Brooker said the Lane ACT orientation is taking place on May 21st so he may not be attending the second Budget and City Council meetings.

Ingham reminded the Council to return their bios in order to include the information on the City's new website.

Ingham thanked Bork and Schauer for their help with the Earth Day event at Veneta Elementary. He said the next Council meeting is Monday, May 11th.

Schauer reminded the Council that this Saturday, May 2nd, is the citywide clean-up from 8:00 a.m. to 4:00 p.m. at the City's Public Works yard on Bolton Hill Rd. He said containers will be available for shredding.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:05 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council Work Session May 11, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director; Kyle Schauer, Public Works Director; Teresa Warrick, Code Enforcement; Carrie Connelly, Legal Counsel; Darci Henneman, City Recorder; Sgt. Billy Halvorson, LCSO; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Larson called the Veneta City Council work session to order at 6:05 p.m.

2. REVIEW VENETA MUNICIPAL CODE – DANGEROUS ANIMAL BEHAVIOR

Teresa Warrick, Code Enforcement reviewed her power point presentation and the City's current code.

Victoria Hedenstrom said Marion County's animal control code targets a person whereas Creswell and Lane County involve other animals and livestock.

In response to a question, Warrick said Marion County dangerous animal code appears to address attacks towards humans but other classifications are used for animal nuisances.

Victoria Hedenstrom said she felt that is where our code is hung up is that we're oriented toward harm to a person. She felt we should consider that.

Ingham asked if the Council had any questions about how other agency systems address the tiers or levels.

Victoria Hedenstrom said she preferred using the level system because it seemed easier to understand.

In response to a question from Mayor Larson, Sgt. Halvorson said a class system parallels state statutes where a felony violation is more serious.

Ms. Connelly said it may be related to trying to keep it out of a felony level. At a city level, we wouldn't want to have to provide a court appointed counsel or a jury trial if someone is being charged with one of these so instead of saying class, that implies state levels or state crimes. She said they want to non-criminalize it but still indicate that they are graduated. She said if she were advising the Council she would suggested we get away from the class system so we can differentiate between the levels and fine amounts.

In response to a question from Thomas Cotter, Ingham said we're not getting away from the level but "class A or B violation" system has a direct correlation back to state law. He said all of our violations are within Veneta Municipal Code (VMC) and are non-imprisonment offenses none of our citations are at that state level of Class A, B, or C. He said by moving away from classes, we would avoid the confusion with state law. He said we can keep the tiered system but avoiding a class level is a simpler process. He said the City of Creswell kept their code at the level system 1, 2, and 3, and got away from the class system.

In response to a question from Thomas Cotter, Ms. Connelly said by keeping the fine at no possible imprisonment for the owner/keeper, and doesn't relate to impounding the dog, and the fine under \$1000 a day, we keep it as non-criminal violations.

In response to a question from Mayor Larson, Ms. Connelly said if the owner were to use a dog as a weapon, the Council may want the matter to be written into Lane County Circuit Court. She said if someone were killed, the Council would rely on state law.

In response to a question from Victoria Hedenstrom, Ingham said all violations against VMC do not allow us to impose a prison sentence.

In response to a question from Tim Brooker, Warrick said current code doesn't impose restrictions once the quarantine period is over.

In response to a question from Thomas Laing, Warrick said if a dog is quarantined outdoors, it must be contained and secured; either on a leash in the backyard or placed in a secure enclosure. If quarantined in the home, it must be in a crate in another room and cannot be around other dogs, other than other pets in the home.

In response to a question from Tim Brooker, Warrick said the 10 day quarantine is to check for rabies and is enforced even if the dog has been vaccinated.

In response to a question from Thomas Cotter, Warrick said currently Veneta does not take any other action after the quarantine period is up. She said current code allows a quarantined dog can be walked on a leash after the quarantine period is up.

In response to a question from Mayor Larson, Warrick said currently Veneta code does not have any pre-court restrictions after the 10 day quarantine period is completed. She said the dog and owner must be found guilty before the court can impose any restrictions.

Ingham said Ms. Connelly did some research and found that Heppner County has language that addresses the time period between the incident and the trial, but it mainly outlines how does the animal control officer get the dog out of city limits.

Ms. Connelly said she was trying to find some support for what she anticipated that is the desire to impound the dog or impose penalties. She said this is all about deprivation – impounding the dog.

Thomas Cotter said restrictions could mean that if the dog were allowed outside, it would be required to wear a muzzle or we could require the dog and owner attend an obedience class either before or during that interim time. He suggested Veneta's code should be educational as well as punitive and he doesn't think that's an unreasonable request.

Ms. Connelly said the tension in the code is that a determination has to be made that the dog is "dangerous" or vicious". She said the Judge would have to issue some kind of warrant but that doesn't mean the person has to be cited into court but the dog's behavior needs to be witnessed by someone and sworn to the Judge. At that point, the City could deem the dog vicious and then the City could act on the Judge's determination before the owner was brought to court and provide post restriction appeal route. For example, we could say here's the notice to comply with and these are the things you need to do, if you refuse, you have a period of time to come before the Judge and challenge that determination. She said there's a pre restriction determination and a post opportunity to protest.

Victoria Hedenstrom suggested using the term "potentially vicious". She felt "vicious" assumes the dog is guilty and she would use the term "precautionary behaviors" need to be witnessed. She said she is concerned with a Judge identifying a vicious dog without a hearing.

Ms. Connelly said it's totally the Council's choice. She said clearly you don't need to impose any restrictions until a court hearing. She said if you use "potentially vicious" then the types of restrictions

imposed would be much lesser than a finding of a vicious animal and then we go back to the tiered approach.

Ingham said they almost become two separate issues. He said just because the Judge has issued a warrant or pre-trial restriction on the dog, doesn't mean a determination of guilt or violation has been found against the owner.

Ms. Connelly said you wouldn't have a finding from a Judge of potentially vicious with a citation for viciousness. She said we wouldn't aggravate the dog's behavior. She said the code enforcement officer would have to choose. She said we'll figure which behavior falls under what category. She said we can call it potentially vicious but it will never bump it up to the next level.

Tim Brooker said we can say a dog had demonstrated some vicious potential to be determined at court but until the court date, specific restrictions will apply. He said potential hasn't been proven.

In response to a question from Mayor Larson, Ms. Connelly said the citation would be potential vicious or vicious so there would be different categories

Ingham said we need to also keep in mind that many cities have court more than once a month. He said if a dog owner pleads not guilty and has a trial and then appeals the Municipal Court Judge's decision, then when is he available to continue. He said the matter is drawn out for several months.

In response to questions from Thomas Cotter, Ms. Connelly said the victim could be the witness. She said City of Springfield code states that the animal control officer, an officer of the city, an employee of the City, or a person who witnesses the bad behavior all can be a basis for the Judge to make a determination but that language has to be in the code prior to trial. She said she is under the impression that our Judge is still available to receive an emailed affidavit for probable cause and not be required to wait until the next court date.

In response to a question from Mayor Larson, Warrick said the only way any restrictions can be imposed by our Judge between the incident and the trial is if the dog is impounded but we don't have a place to hold it and in that situation, the dog would be transported to First Avenue Shelter in Eugene.

In response to a question from Victoria Hedenstrom, Warrick said the City contracts with First Avenue to provide quarantine and impound services.

In response to a question from Thomas Laing, Warrick said "dog at large" is defined by state law and refers to any dog off of its owner's property, not on a leash, (or in a designated dog park or field trials) and on City property or in any public right of way.

In response to a question from Victoria Hedenstrom, Warrick said a "level three" offense is considered a serious injury or death to a human and if the owner has more than one dog, the animal must be identified.

In response to a question from Thomas Laing, Ms. Connelly said the Council chooses the range of restrictions (which could include a pre-court process) to enforce and based on the facts, she suggested the Council pick the ones that are the most appropriate to be adopted by ordinance.

In response to a question from Tim Brooker, Ms. Connelly said we would have a list of code violations to impose and the Judge would determine, after the hearing, if those restrictions were violated. She said we really don't need pre and post-trial restrictions. It could be one continuous line of violations or a range of restrictions to apply in either case but this process would take place during the quarantine period.

3. OTHER

None

4. ADJOURN

Mayor Larson adjourned the Veneta City Council at 6:50 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

May 11, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Sgt. Halvorson, LCSD; Liz Killam; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Larson called the Veneta City Council to order at 7:01 p.m.

2. PUBLIC COMMENT

Liz Killam, 25125 Allure Ave., Veneta, OR

Ms. Killam provided the Council with an update on the Neighborhood Watch program. She said four groups have been established and one should be in place at the end of the month. She thanked the City Council for the funding to purchase the "Neighborhood Watch" house signs and the start-up packets. She said she wanted to talk about dogs and said she's glad the Council is looking to make the animal control code more effective. She said there is definitely a need for dog owners to make sure their dogs are safe. She suggested the following four points be adopted. 1) Language to address a time frame from when the report is taken to when the animal control officer contacts the owner. 2) If a dog is allowed to be quarantined in the back yard, it should be secured in an enclosure in the backyard. 3) Identify what action the City takes during the 10 day quarantine period. 4) Identify what the animal control officer looks for when he visits the quarantined animal. She also suggested when walking a dog, the walker should be over 18 years old or be accompanied by an adult and if a dog has the propensity to be aggressive it should be muzzled when it's off its owner's property.

In response to a question from Mayor Larson, Ms. Killian said the definition of "red zone dogs" is a dog that has the potential to be aggressive. She said owner of such dogs are required to have special training.

3. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included minutes for April 13, 2015, Accounts Payable, To be Paid – Payable through May 5, 2015, and the Public Works Activity Report for April, 2015.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Community Center Rental Waiver Request from Girl Scout Troop 20177

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee for Girl Scout Troop 20177 from September 1 2015 to June 1, 2016. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

(2) Request to Change Council Meeting Start Time to 6:30 p.m. effective July 1, 2015

Mayor Larson said it occurred to her that many other organizations have moved their meetings to 6:30 p.m. She asked if the Council had any questions.

Tim Brooker said in the past the Council changed the meeting start time during the summer.

In response to a question from Thomas Laing, Ingham clarified that the 6:30 meeting start time would be continuous through the year and would not be just during the summer.

Thomas Cotter said he would rather have the daylight to work in his yard.

Victoria Hedenstrom said she prefers the 7:00 p.m. start time but she's fine with changing the time to 6:30 p.m.

MOTION: Thomas Cotter made a motion to change the City Council meeting start time to 6:30 p.m. effective July 1, 2015. Thomas Laing seconded the motion which passed with a vote of 3-0. Thomas Cotter and Victoria Hedenstrom voted no.

(3) Reimbursement Policy for United Valley Methodist Church (UVMC)

Mayor Larson agreed to supplement \$50 per night for the warming center. She said she is very grateful that the Church provides this service to our community.

In response to a question from Victoria Hedenstrom, Ingham said last winter was the first year the Church offered a warming center and that we contributed to it. He said a few years back the City sponsored the Egan Warming Center at our Community Center and we incurred utility costs and purchased supplies.

Joan Mariner said she was a volunteer at the Community Center warming center when it was active. She said many community homeless attend UVMC's Sunday dinner so they have become familiar with the Church staff. She said they continue to get more guests because of that relationship. She said it works very well.

MOTION: Thomas Cotter made a motion to continue to support the warming center through United Valley Methodist Church by contributing \$50 every night the center is open. Tim Brooker seconded the motion which passed with a vote of 5-0.

b. Councilor/Committee Liaison Reports

Tom Laing said the Benefit by the Glass event is June 7th. He said things are going well and Mid Lane has started writing a newsletter. He said all green power EPUD customers can vote online for the Service Center to receive EPUD's GREEN grant to cover the cost of installing solar panels.

Tim Brooker said the next Lane ACT meeting is Wednesday but it doesn't appear to be a substantial agenda. He thought they would be talking about the 2017-20 STIP but it may be set for a future meeting.

In response to Mayor Larson, Tim Brooker said there has been no developments from the Highway 126 Safety Committee.

Victoria Hedenstrom said she attended the May Park Board meeting. Topics discussed were the success of the Earth Day event at Veneta Elementary. She said Park Board member Robert McCarthy was on KEZI news and talked about building bird feeders which members made and gave to each student. She said Carol Petty and Josie Hedenstrom were reappointed to the Board but there are still two vacancies which have no residency requirements. She said the Park Board is planning a movie night tentatively scheduled for August 14th at about 8:30 p.m. She said discussions are continuing with Territorial Sports Program representatives. She said the event will take place at the east end of the ball fields and the concession stands will be available. Members want to make sure the event is well advertised so they have a good turnout. Members talked about adding a youth activity to the fall Tree Planting or at the Park Board booth at the Harvest Festival. She said they also talked about planting trees at Veneta Elementary and where the Tree Planting event would take place.

Mayor Larson said City Hall entertained 72 second graders from Veneta Elementary and it was delightful. She said some students said they felt safe and people in Veneta were nice and friendly. When asked, many students said their favorite place in Veneta was Dari Queen. She said Elmira Elementary students will tour City Hall on Friday, May 15th and on May 21st Veneta Elementary students will tour the public works facilities. She said Fern Ridge Middle School students had some restorative justice training, which is a pilot program for community policing at the school level. She said the program focuses on involving students in a positive way rather than expelling them for violations. She said the Veneta Historical Committee will be installing the founder's plaque at the Applegate Museum on Saturday, June 6th at 1:30 p.m. She said there will be music and reading from student authors from their new book on local history funded by a grant from the University of Oregon. She said she has a neighbor that is not happy with the City but was delighted with the new signage on Baker Rd. because people were able to find her house. She said the neighbor also said she was very impressed with Lisa Garbett when she talked with her about her well.

5. STAFF REPORTS

a. City Administrator.....Ric Ingham

(1) Request to Modify Veneta Municipal Code to Prohibit All Smoking in Veneta City Parks

Ingham asked if the Council wanted to discuss prohibiting all smoking in all city parks; oral tobacco, E-cigarettes, etc. He reviewed the information provided in the packet and asked the Council if they had any questions. He said the Council could adopt two ordinances; starting with banning smoking in parks and a second that would ban selling all e-cigarettes products to minors or making it illegal for a minor to possess any e-cigarette products.

Tim Brooker said it seems that e-cigarettes are as dangerous as tobacco cigarettes. He said cigarette butts are horrible for our environment. He would like to see both bans pass.

Ms. Connelly said currently Veneta Municipal Code (VMC) prohibits smoking and tobacco use in portions of Territorial Park, sidewalks, etc. and the prohibition amendment would expand to all City parks.

In response to a question from Mayor Larson, Ms. Connelly said the partial ban in Territorial Park was to allow people to walk on the public sidewalk along Territorial Rd. She said the Council could also extend the ban 10 ft. from the boundaries of the park.

Ingham said that's a good idea because most of the youth congregate in the far corner of the park.

Victoria Hedenstrom agreed.

Mayor Larson said enforcement in designated areas would be complicated and she agreed the ban should be expanded.

In response to a question from Thomas Cotter, Ms. Connelly said she was uncertain about the penalties for minors in possession which would be a fine not to exceed \$500. She said that seems excessive but the Council could change it.

Sgt. Halvorson said currently when a violation takes place and is witnessed by law enforcement, a citation is issued. He said someone can report a minor smoking but he's not sure patrol can get there quickly enough, or at all, to cite a person for smoking in a park. Plus when the minor sees the officer, he likely will extinguish the cigarette.

Ingham said the April activity report shows 17 visits to Territorial Park and 7 to Fern Park. He said most often deputies on patrol anywhere in Veneta are just a few minutes away from Territorial Park.

Sgt. Halvorson said a minor in possession of tobacco is a violation of Veneta's code which parallels state statute – that it has to be witnessed by an officer. He said he drives by the park dozens of times daily. He said extending the ban would make it clear and simple for his deputies to issue citations for violations.

In response to questions from Thomas Cotter, Sgt. Halvorson said a citation issued to a minor for smoking is similar to citing a minor for a curfew citation and the individual is cited into Serbu Justice Juvenile Center (SJJC). He said if they're over 18 the citation is issued into Veneta Municipal Court. He said all traffic violations, regardless of the age, are also cited into Veneta Municipal Court.

Ingham said we need to remember that we're talking about those under 18. He said what we're really trying to do is keeping youth from starting to smoke by banning all smoking in City parks.

In response to a question from Thomas Laing, Sgt. Halvorson said if a deputy witnesses a minor smoking in a City park, he is cited to SJJC.

In response to a question from Victoria Hedenstrom, Sgt. Halvorson said banning tobacco in parks limits the use to minors. He said the ban is not going to guaranty all minors from smoking but is an effective tool.

Tim Brooker said it's an important issue for the City to be promoting the Clean Air Act among other things. He said he doesn't see a cost increase to the City and if residents receive citations for smoking in City parks it may change the minds of some minors to start smoking.

Ingham said Ms. Connelly has drafted an ordinance for the prohibition of the sale of e-cigarette products to minors and possession of e-cigarettes by minors. He said we can pull the no smoking ban in all parks out of that. He said with what's taking place with legislature, we could direct legal counsel to draft a separate ordinance for the no smoking ban and reworking section 12.10 in the VMC to include all parks.

Ms. Connelly said the smoking ban in all City parks would include all products; smoking, vapor, oral, etc. She asked the Council if they wanted to address the penalty section. She said currently, the penalty is “. . . punishable by a fine not to exceed \$500”. Does the Council want to increase it for the park ban or all park violations?

Thomas Cotter suggested the first offense could be a warning, the second time (for the same person) could be a small fine and the third offense the fine would increase.

Ms. Connelly said “. . . punishable by a fine not to exceed \$500” could be increased to \$1000, and leave it at the Judge's decision on the first offense. She said currently and along with a fine, offenders can be banned from all City parks for up to a year.

Mayor Larson said it's reasonable that the Municipal Court Judge would likely not fine up to the maximum of \$500.

Sgt. Halvorson said just like with all violations, deputies evaluate each situation and rely on their discretion and good judgment. He suggested keeping the fine amount in perspective to other fines for similar offenses. For example \$500 fines are in the same range as speeding close to 100 m.p.h. He said the ORS statute for a minor in possession of tobacco is \$110 and the Judge has the ability to increase or decrease the fine and look at the individual's history.

In response to a question from Mayor Larson, Ms. Connelly suggested starting with the language “. . . punishable by a fine not to exceed \$500” and from what she hears from staff, the Judge starts on the low end and depending on how many repeat offenses an individual has, he may go up to

the maximum.

In response to a question from Ms. Connelly, Sgt. Halvorson said he doesn't see the need to increase the maximum to \$1000. He said your suggestions is a good starting point and will give the Judge the latitude to increase or decrease the fine respective to the situation. He said however, we need to be careful in giving excessive fines because the goal is to change the behavior. He said it's at the Council's discretion but cautioned to keep the fines in perspective.

Mayor Larson suggested using the current language of "zero to \$500".

In response to a question from Victoria Hedenstrom, Sgt. Halvorson said if the fines are excessive, it will be harder for the deputies to issue those citations. He said if this is what the City wants then part of the contract is for deputies to enforce City code.

In response to a question from Thomas Cotter, Ms. Connelly said the parental responsibility piece of the code only addresses curfew enforcement.

Ingham said our code references back to ORS and only addresses curfew violations.

A member of the audience suggested the City be careful when it comes to high fines. He said if the fine is unrealistically high then a parent may think their child is being picked on or they won't support the system. He said the fines need to be in line with and in perspective.

Thomas Cotter suggested the ordinance be adopted by emergency so it's in effect before recreational marijuana becomes legal.

After a brief discussion, it was the consensus of the Council to direct staff to draft an ordinance to prohibit smoking, in any form and in all parks, for first and second reading and adoption with a 30 day effective date.

In response to a question from Thomas Cotter, Ms. Connelly said under state law "failure to supervise a minor" only addresses curfew and truancy violations. She said the parks smoking ban will fall under Section 12 (streets, sidewalks and public places) of the Veneta Municipal Code and would not be considered a nuisance violation.

(2) Draft Ordinance Banning Possession or Sale of E-cigarette products to Minors

Ingham said the legislature is continuing to take action on this issue and today the senate passed House Bill 2546 that would ban sales of electronic cigarettes to minors and extend the Oregon Clear Air Act. He said, from a statewide perspective, it looks like that ban will go through which would preclude any need for the City to pursue the same. He said what we're not seeing is a ban on possession of e-cigarette products by minors. He said do we want to act on that or wait to see what the legislature does?

Ms. Connelly asked the Council if they want to adopt slightly stricter restrictions on minors now or wait to see what the legislature passes in six weeks or so.

In response to a question from Mayor Larson, Ms. Connelly said Lane County's ordinance will ban minors in possession of e-cigarettes in the County. She said the Council may want to take that on when they address licensing retail establishments for the sale of e-cigarettes.

Ms. Connelly clarified that she will refine the second section into a stand-alone ordinance and leave the first portion – the indoor clean air act and the minor in possession to come later.

b. Community Development Director.....Kay Bork

(1) Recommendation for Veneta Municipal Code – Dangerous Animal Behavior

Bork said from the work session, it looked like the Council wanted to move forward with the following changes: 1) Amend the definition of “dangerous behavior”, 2) Write provisions that differentiate between classes of “dangerous behavior”; and 3) Add restrictions that can be imposed by the Judge to apply after a citation is issued for the time period between the incident and the court proceedings.

Ingham said Judge Leiman was asked if he wanted to be involved with the work session and he said he would like to be involved with the code amendments but he indicated he wanted to wait until after the current court proceedings before he provided his opinion on any code amendments.

It was the consensus of the Council to move forward with Bork’s outline above.

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

(1) Pool Calendar (handout)

Schauer provided copies of the recreation guide for the upcoming pool season. He said the pool opens June 13th and closes September 4th. He reviewed the schedule and asked if anyone had any questions.

In response to a question from Victoria Hedenstrom, Ingham said he wants to make sure everything is worked through before the Park Board movie night event is added to the pool schedule.

6. OTHER

a. Questions from Councilors

None

Ingham said a few years back Mid Lane Cares approached the City about planting vegetables at the Community Center for Tuesday and Thursday lunches at the Service Center as well as extra to be distributed. He said staff and lead organizer, Kim Kaufman worked through the liability coverage and allocated some of the planting areas. He said the City will provide the water but now Mr. Kaufman is talking about providing 15 to 20 raised beds. He said staff isn’t sure there’s an interest for that but we will continue to monitor the site and if Council approves, staff will continue to be supportive to ensure they’re operating within City guidelines.

In response to a question from Mayor Larson, Ingham said the garden is no longer a senior garden but a community garden spot. He said unless he hears otherwise, he will continue to work with Mr. Kaufman.

Ingham said the Oregon Country Fair (OCF) Board has asked that we submit a letter of support for a Lane County special use permit they are applying for in order to get four sites dedicated as historical sites. He said the permit would also allow OCF to continue with the Culture Jam event.

After a brief discussion, it was the consensus of the Council to direct staff to proceed with the letter of support for Oregon Country Fair’s special use permit.

Ingham said Councilor Laing talked earlier about EPUD’s \$40,000 GREEN grant. He said EPUD green customers can vote for the Service Center to receive grant funds to purchase solar panels. He said the Service Center’s monthly utility bill is over \$1000 and using the solar panels could cut that in half. He said since the City owns the building, with Council approval, staff would like to look into submitting the grant application on behalf of the Service Center. He said last year Bork submitted a grant application on behalf of the City and we were second in the running.

Schauer said the 5th St. Improvement project consisting of sidewalks, curb and gutters has gone out for bid. He said bidding for that project closes on May 14th, bidding for the East Bolton Sewer Improvement project closes May 28th, and bidding for the Wastewater Improvement Project closes on May 29th. He said once the bids are tabulated, staff will request the Council to approve award of the construction contracts for those projects.

Hartz said the City made an offer, and it was accepted, for the new receptionist position. She said the new hire will start on May 27th. She reminded the Council that the first budget committee meeting will be Thursday, May 14th.

Bork said the City's new website is up and running and she asked Councilors to visit the website.

Mayor Larson said we didn't get a huge turnout for the "If I were Mayor" contest but we did receive two entries; one from the elementary level and one from the high school level. She said the KOCF low power radio station is planning on broadcasting June 16th on a limited schedule. She said it will be canned programming but it's a beginning.

Ingham said staff will work through the next Council agenda and decide with Mayor Larson if we have a second meeting in May. He said it likely will be a special meeting on May 21st after the budget meeting.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:32 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council Special Meeting May 21, 2015

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

Others: Ric Ingham, City Administrator; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Sgt. Billy Halvorson; and Liz Killam, Veneta Neighborhood Watch

1. CALL TO ORDER

Mayor Larson called the Veneta City Council to order at 7:00 p.m.

2. PUBLIC COMMENT

Liz Killam, 25125 Allure Ave., Veneta, OR

Ms. Killam provided the Council with an update on the neighborhood watch program. She said she met with Jeannie Hartman, a long time Neighborhood Watch resident since the '70's. She said Ms. Hartman gave her several supplies, a few radios, t-shirts, jackets, and a few hats. Ms. Killiam said she and Karen Reister will talk to Ms. Hartman about coordinating watch groups for local businesses. Ms. Killiam said 15 residents of Shalimar Mobile Park would like to start up a group for their park but are not interested in doing patrols outside the park. She said she would also like to talk with Heather Glen residents and she has already spoken with the manager at Country Living who indicated residents are interested in the program but they may participant on a less formal level. She said the program is gaining momentum and she would like to see a dedicated space in the weekly paper. She said the new Neighborhood Watch signs are new and are an indication that the program is active in the community. Ms. Killam said social media groups are sharing information about what's working and what's not working and she is hoping to meet with them at the end of June. She talked about how quickly the community responded to the fugitive that was eventually arrested in Veneta. She said there was some quick timing on behalf of both the Veneta Crime Watch and Neighborhood Watch groups. She said social media is working effectively even for residents that are not involved but check their Facebook page. She said the last step would be to get linked with Lane County Sheriff's Office.

In resposne to a question from Ms. Killiam, Ingham said another package of magnetic "Neighborhood Watch" vehicle decals will be ordered before July 1st which the group can use however they choose.

The Council thanked Ms. Killam for getting the Neighborhood Watch program up and running.

Mayor Larson said Schauer needs to leave the Council meeting early so she would like to move his staff report up on the agenda.

3. STAFF REPORTS

- a. Public Works Director.....Kyle Schauer
(1) Award of Construction Contract for 5th St. Improvements

Schauer provided the Council with a brief review of the 5th Street Improvement project. He said four qualified bids were received, ranging from \$92,000 to \$58,501. After review, the City Engineer recommended Professional Underground Services, Inc., who had the lowest bid, be awarded the contract. Schauer is asking the Council to grant staff permission to enter into a contract with Professional Underground including a contingency of a not to exceed amount of \$65,000 which he doesn't expect will be used.

In response to a question from Thomas Laing, Schauer said Professional Underground has not provided services for the City but has contracted with the City of Creswell. He said he's familiar with the company because they do a lot of work in the City.

In response to a question from Thomas Cotter, Schauer said the City Engineer makes the final decision on the contractor chosen.

MOTION: Thomas Cotter made a motion to authorize City staff to enter into a contract with Professional Underground Services, Inc. to construct the 5th Street Improvement project for an amount not to exceed \$65,000. Thomas Laing seconded the motion which passed with a vote of 5-0.

3. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included the June 2015 civic calendar.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report for April 2015

Sgt. Halvorson reviewed the April activity report. He said soon the report will include park activity to show how many times and how often the deputies are in City parks. He said Ms. Killiam gave an excellent report on the Neighborhood Watch program. He said once the program has a formalized meeting schedule, he will appoint deputies to check in with each group and eventually a zonal system will be created. He said looking for the suspect in Veneta went very well. He said six deputies and a canine set up a parameter of the area and the canine zeroed in on the suspect. He said the suspect ended up at a home he was somewhat familiar with. Sgt. Halvorson said the suspect had outstanding warrants issued for burglary and car theft in Veneta and Eugene. He said once social media and the Crime Watch Group got involved, word about the suspect spread fast. He said we're starting to see people taking a more active role. He said the press release Sgt. Carver sent out the night before went to many groups, including Veneta Crime Watch. He said Veneta patrol cars will have a more predominant marking to identify them as Veneta patrols which is one of the items he and Ingham have been working on.

In response to a question from Thomas Cotter, Sgt. Halvorson said the "meet the sergeant" events at the library is going very well and the meetings are very productive. He said in many cases he stay's late because the conversation continues. He said a variety of questions are asked and he sees new faces at every meeting. He is hoping to get the meetings posted on the Library's reader board because there are still people that haven't heard about it.

b. Councilor/Committee Liaison Reports

Tim Brooker said the Lane ACT group met last week and reviewed a presentation on a car mileage tax verses a gas tax. He said there was a lot of arguments on both sides. He said a countywide pilot program will be implemented to find out which tax would be the fairest – a car mileage tax or gas tax. He said it was a very good presentation and there was a lot of discussion about what's going to happen now with the vehicle registration not passing.

Mayor Larson said Elmira High School Principal Gary Carpenter is in favor of drug testing students for alcohol but a decision has not yet been made. She said a history teacher from Elmira High School and an English teacher from Fern Ridge Middle School are trying to organize a trip to Greece and Italy for students from both schools. She said it's a very ambitious project but the trip ties in with studies at each school. She said the 7th grade glass took their field trip to Ashland and the Middle School boat races are on June 9th at the community pool. She said last year's event was a lot of fun.

5. STAFF REPORTS (CON'T.)

b. City Administrator.....Ric Ingham

(1) Questions from Councilors

Ingham provided the Council with a copy of the draft ordinance banning smoking and all tobacco products in City parks. He said staff will do a lot of outreach from now until June 8th to get the word out about the proposed ban and allow for comments. He said there will be a public comment period on June 8th and the ordinance will be read for first and second reading with enactment 30 days later.

6. OTHER

Mayor Larson said it was unanimous from Veneta and Elmira Elementary 2nd grade students that a smoking ban in all City parks will be a good thing. She said all three classes of 2nd graders at Veneta Elementary and two classes of 2nd graders from Elmira Elementary toured City Hall last week. She said this week is National Public Works week and the same classes toured the Veneta Public Works yard on East Broadway.

Ingham said he is out of the office next week and will be back Monday, June 1st.

Tim Brooker reminded everyone that Memorial Day weekend is a big event for wineries and suggested everyone get out and support local wineries.

Thomas Laing said the VFW is having a Memorial Day ceremony at Oakhill Cemetery at 10:00 a.m. on Monday. He provided directions to the cemetery. He said the VFW put the flags out early for Jimmy Cutshall's return home with the Oregon National Guard.

In response to a question from Tim Brooker, Thomas Laing said the Cutshall homecoming went very well. He said it was a great event.

Ingham said a work session has been scheduled for June 8th at 6:00 p.m. He said it will be a lengthy evening so please be prepared.

Thomas Laing said he will not be attending the June 8th Council meeting.

Ingham reminded the Council that the 6:30 p.m. early start time doesn't begin until July.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:34 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable Checks for Approval



User: mindy
Printed: 06/03/2015 - 4:41 PM

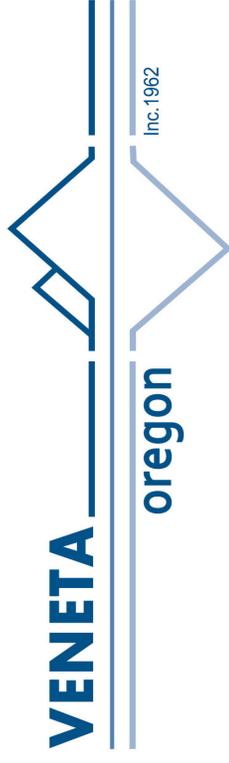
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18807	05/27/2015	PARKS and RECREATION	Pool Bldg. Janitorial - Maint	A-1 Lock & Safe	110.00
18836	05/27/2015	WATER FUND	System Maintenance	S&K Painting, Inc	167,200.00
18825	05/27/2015	GENERAL FUND	Publishing Costs	Fern Ridge Review	56.00
18825	05/27/2015	PLANNING FUND	Publishing Costs	Fern Ridge Review	98.00
18825	05/27/2015	GENERAL FUND	Publishing Costs	Fern Ridge Review	14.00
18821	05/27/2015	WATER FUND	Admin Supplies & Services	EDMS Inc	107.81
18821	05/27/2015	WATER FUND	Postage	EDMS Inc	252.04
18821	05/27/2015	SEWER FUND	Admin Supplies & Services	EDMS Inc	161.71
18821	05/27/2015	SEWER FUND	Postage	EDMS Inc	378.07
18821	05/27/2015	GENERAL FUND	Public Relations	EDMS Inc	383.34
18821	05/27/2015	WATER FUND	Admin Supplies & Services	EDMS Inc	15.77
18821	05/27/2015	WATER FUND	Postage	EDMS Inc	31.99
18821	05/27/2015	SEWER FUND	Admin Supplies & Services	EDMS Inc	23.65
18821	05/27/2015	SEWER FUND	Postage	EDMS Inc	47.99
18808	05/27/2015	GENERAL FUND	Internet & Web Site Fees	AHA Consulting, Inc	799.32
18808	05/27/2015	GENERAL FUND	Internet & Web Site Fees	AHA Consulting, Inc	73.33
18808	05/27/2015	GENERAL FUND	Internet & Web Site Fees	AHA Consulting, Inc	102.67
18808	05/27/2015	PARKS and RECREATION	Internet & Web Site Fees	AHA Consulting, Inc	80.67
18808	05/27/2015	PARKS and RECREATION	Internet & Web Site Services	AHA Consulting, Inc	58.67
18808	05/27/2015	PLANNING FUND	Internet & Web Site Fees	AHA Consulting, Inc	322.67
18808	05/27/2015	WATER FUND	Internet & Web Site Fees	AHA Consulting, Inc	286.00
18808	05/27/2015	SEWER FUND	Internet & Web Site Fees	AHA Consulting, Inc	403.34
18808	05/27/2015	STREET FUND	Internet & Web Site Fees	AHA Consulting, Inc	44.00
18808	05/27/2015	STORMWATER DRAINAGE	Internet & Web Site Fees	AHA Consulting, Inc	29.33
18816	05/27/2015	PARKS and RECREATION	Concession Supplies	Stacy Cornelius	500.00
18809	05/27/2015	GENERAL FUND	Training & Conferences	Automation Plus	18.00
18809	05/27/2015	PARKS and RECREATION	Training & Conferences	Automation Plus	2.00
18809	05/27/2015	STREET FUND	Training & Conferences	Automation Plus	2.00
18809	05/27/2015	WATER FUND	Training & Conferences	Automation Plus	24.00
18809	05/27/2015	STORMWATER DRAINAGE	Training & Conferences	Automation Plus	2.00
18809	05/27/2015	PLANNING FUND	Training & Conferences	Automation Plus	4.00
18809	05/27/2015	PARKS and RECREATION	Training & Conferences	Automation Plus	2.00
18809	05/27/2015	SEWER FUND	Training & Conferences	Automation Plus	24.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18809	05/27/2015	GENERAL FUND	Training & Conferences	Automation Plus	2.00
18838	05/27/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	1,719.33
18838	05/27/2015	STREET FUND	Attorney & Legal Services	Speer Hoyt LLC	885.00
18838	05/27/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	531.00
18838	05/27/2015	PLANNING FUND	Attorney & Legal Services	Speer Hoyt LLC	407.10
18838	05/27/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	30.09
18838	05/27/2015	PARKS and RECREATION	Attorney & Legal Services	Speer Hoyt LLC	30.09
18838	05/27/2015	PLANNING FUND	Attorney & Legal Services	Speer Hoyt LLC	15.05
18838	05/27/2015	WATER FUND	Attorney & Legal Services	Speer Hoyt LLC	166.37
18838	05/27/2015	SEWER FUND	Attorney & Legal Services	Speer Hoyt LLC	75.22
18838	05/27/2015	STREET FUND	Attorney & Legal Services	Speer Hoyt LLC	323.03
18838	05/27/2015	STORMWATER DRAINAGE	Attorney & Legal Services	Speer Hoyt LLC	32.75
18839	05/27/2015	PARKS and RECREATION	Park Maintenance	Supplyworks	198.10
18814	05/27/2015	WATER FUND	Telephone Services	CenturyLink Communications, LL	161.29
18818	05/27/2015	GENERAL FUND	Admin Supplies & Services	DocuTRAK Imaging, Inc	30.00
18818	05/27/2015	GENERAL FUND	Ordinance Enforcement	DocuTRAK Imaging, Inc	90.00
18829	05/27/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	591.56
18829	05/27/2015	PARKS and RECREATION	Electricity-Community Center	Lane Electric Coop Inc	112.39
18829	05/27/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	38.28
18829	05/27/2015	GENERAL FUND	Welcome Sign Maintenance	Lane Electric Coop Inc	129.54
18829	05/27/2015	SEWER FUND	Electricity	Lane Electric Coop Inc	4,270.23
18829	05/27/2015	WATER FUND	Electricity	Lane Electric Coop Inc	221.90
18829	05/27/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	480.00
18829	05/27/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	74.97
18829	05/27/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	122.40
18829	05/27/2015	WATER FUND	Electricity	Lane Electric Coop Inc	36.42
18832	05/27/2015	GENERAL FUND	Other Professional Services	Office Team	223.73
18832	05/27/2015	WATER FUND	Other Professional Services	Office Team	223.72
18832	05/27/2015	SEWER FUND	Other Professional Services	Office Team	230.50
18832	05/27/2015	GENERAL FUND	Other Professional Services	Office Team	239.70
18832	05/27/2015	WATER FUND	Other Professional Services	Office Team	239.71
18832	05/27/2015	SEWER FUND	Other Professional Services	Office Team	246.97
18812	05/27/2015	STREET FUND	Equipment Repairs	Cascade Garden Equipment	63.68
18812	05/27/2015	PARKS and RECREATION	Equipment Repairs	Cascade Garden Equipment	63.67
18828	05/27/2015	GENERAL FUND	Internet & Web Site Fees	Lane Council of Govern	706.25
18828	05/27/2015	GENERAL FUND	Internet & Web Site Fees	Lane Council of Govern	64.80
18828	05/27/2015	GENERAL FUND	Internet & Web Site Fees	Lane Council of Govern	90.72
18828	05/27/2015	PARKS and RECREATION	Internet & Web Site Fees	Lane Council of Govern	71.28
18828	05/27/2015	PARKS and RECREATION	Internet & Web Site Services	Lane Council of Govern	51.84
18828	05/27/2015	PLANNING FUND	Internet & Web Site Fees	Lane Council of Govern	285.11
18828	05/27/2015	WATER FUND	Internet & Web Site Fees	Lane Council of Govern	252.71
18828	05/27/2015	SEWER FUND	Internet & Web Site Fees	Lane Council of Govern	356.39
18828	05/27/2015	STREET FUND	Internet & Web Site Fees	Lane Council of Govern	38.88
18828	05/27/2015	STORMWATER DRAINAGE	Internet & Web Site Fees	Lane Council of Govern	25.92
18811	05/27/2015	STREET FUND	Other Professional Services	Branch Engineering, Inc	317.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18811	05/27/2015	PLANNING FUND	Technical Review Services	Branch Engineering, Inc	617.50
18811	05/27/2015	STREET FUND	Other Professional Services	Branch Engineering, Inc	1,898.43
18811	05/27/2015	PLANNING FUND	Technical Review Services	Branch Engineering, Inc	1,820.05
18811	05/27/2015	CAP CONSTRUCTION--SEWER	System Expansion	Branch Engineering, Inc	3,180.22
18811	05/27/2015	STREET FUND	Other Professional Services	Branch Engineering, Inc	6,468.54
18824	05/27/2015	GENERAL FUND	Animal Control Supplies/Admin	Figaro's Pizza	44.47
18840	05/27/2015	PARKS and RECREATION	Community Ctr Janitorial&Maint	Swanson's Pest Mgt	33.00
18840	05/27/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	Swanson's Pest Mgt	31.20
18840	05/27/2015	PLANNING FUND	City Hall Maint/Janitorial Sup	Swanson's Pest Mgt	7.80
18819	05/27/2015	PLANNING FUND	Admin Services & Supplies	Driver & Motor Vehicle Service	3.00
18833	05/27/2015	GENERAL FUND	Office Machine Maintenance	Pacific Office Automation	103.39
18833	05/27/2015	PLANNING FUND	Office Machine Maintenance	Pacific Office Automation	34.47
18820	05/27/2015	PARKS and RECREATION	Pool Maintenance	ecosystems	23.95
18819	05/27/2015	GENERAL FUND	Municipal Court Supplies	Driver & Motor Vehicle Service	23.00
18813	05/27/2015	PARKS and RECREATION	Safety Program & Supplies	Cascade Health Solutions	29.40
18813	05/27/2015	WATER FUND	Safety Programs & Supplies	Cascade Health Solutions	80.85
18813	05/27/2015	SEWER FUND	Safety Programs & Supplies	Cascade Health Solutions	22.05
18813	05/27/2015	STREET FUND	Safety Programs & Supplies	Cascade Health Solutions	14.70
18817	05/27/2015	SEWER FUND	Admin Supplies & Services	Daily Journal of Commerce	108.10
18817	05/27/2015	SEWER FUND	Admin Supplies & Services	Daily Journal of Commerce	273.00
18822	05/27/2015	WATER FUND	Electricity	EPUD	1,512.62
18810	05/27/2015	GENERAL FUND	Admin Supplies & Services	Bi-Mart Corporation	51.00
18810	05/27/2015	PLANNING FUND	Admin Services & Supplies	Bi-Mart Corporation	18.87
18810	05/27/2015	PARKS and RECREATION	Community Ctr Janitorial&Maint	Bi-Mart Corporation	21.48
18810	05/27/2015	SEWER FUND	System Maintenance	Bi-Mart Corporation	6.17
18810	05/27/2015	STREET FUND	Landscape Maint & Supplies	Bi-Mart Corporation	36.94
18810	05/27/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	Bi-Mart Corporation	7.99
18815	05/27/2015	GENERAL FUND	Admin Supplies & Services	C & K Market Inc	56.26
18815	05/27/2015	STREET FUND	Admin Supplies & Services	C & K Market Inc	8.99
18815	05/27/2015	GENERAL FUND	Recognitions	C & K Market Inc	36.99
18823	05/27/2015	WATER FUND	Water Purchase	Eugene Water & Electric Board	7,180.19
18823	05/27/2015	WATER FUND	Water Purchase	Eugene Water & Electric Board	7,034.61
18826	05/27/2015	GENERAL FUND	Internet & Web Site Fees	Hunter Communications, Inc	91.48
18826	05/27/2015	PLANNING FUND	Internet & Web Site Fees	Hunter Communications, Inc	30.50
18826	05/27/2015	WATER FUND	Internet & Web Site Fees	Hunter Communications, Inc	121.98
18826	05/27/2015	SEWER FUND	Internet & Web Site Fees	Hunter Communications, Inc	60.99
18826	05/27/2015	LAW ENFORCEMENT FUND	Telephone Services	Hunter Communications, Inc	20.00
18830	05/27/2015	GENERAL FUND	Judicial Services	Law Office of Alan J Leiman, P	371.00
18831	05/27/2015	PARKS and RECREATION	Training & Conferences	Mark Eveland	6.50
18837	05/27/2015	GENERAL FUND	Training & Conferences	Mindy S Sandford	22.35
18835	05/27/2015	GENERAL FUND	Training & Conferences	Rural Development Initiatives	249.00
18835	05/27/2015	GENERAL FUND	Training & Travel-Officials	Rural Development Initiatives	249.00
18827	05/27/2015	STREET FUND	Street Maintenance	Lane County Sheriff's Ofc	3,560.00
18834	05/27/2015	SEWER FUND	System Maintenance	Pacific Plumbing & Rooter, Inc	200.00

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 06/04/2015 - 6:41 AM
 Batch: 001-06-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
A-ILock A-1 Lock & Safe										
112432	05/28/2015	48.00	0.00	06/09/2015	Master lock - system key	PO 4592	-	No		0000
210-210-53040	System Maintenance									
112432	05/28/2015	48.00	0.00	06/09/2015	Master lock - system key	PO 4592	-	No		0000
220-220-53040	System Maintenance									
112432	05/28/2015	48.00	0.00	06/09/2015	Master lock - system key	PO 4592	-	No		0000
230-230-53065	Bldg & Yard Maintenance									
	112432 Total:	144.00								
	A-ILock Total:	144.00								
AbvMess Above The Mess										
1106	05/15/2015	438.00	0.00	06/08/2015	Monthly Contract		-	No		0000
100-100-52055	Janitorial Services Contract									
1106	05/15/2015	109.50	0.00	06/08/2015	Monthly Contract		-	No		0000
140-140-52055	Janitorial Services Contract									
1106	05/15/2015	182.50	0.00	06/08/2015	Monthly Contract		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	1106 Total:	730.00								
1106 - CH	05/15/2015	51.20	0.00	06/08/2015	Window Washing		-	No		0000
100-100-52055	Janitorial Services Contract									
1106 - CH	05/15/2015	12.80	0.00	06/08/2015	Window Washing		-	No		0000
140-140-52055	Janitorial Services Contract									
	1106 - CH Total:	64.00								
	AbvMess Total:	794.00								
ALSCO ALSCO										
May 2015	05/31/2015	152.25	0.00	06/08/2015			-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
May 2015	05/31/2015	38.06	0.00	06/08/2015			-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	May 2015 Total:	190.31								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	ALSCO Total:	190.31								
AnalyLab Analytical Laboratory Group										
66828-Wtr	05/06/2015	98.00	0.00	06/08/2015	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
	66828-Wtr Total:	98.00								
66828-WW	05/06/2015	1,049.40	0.00	06/08/2015	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
	66828-WW Total:	1,049.40								
	AnalyLab Total:	1,147.40								
BarnScot Barnes Scottie										
0615	05/29/2015	260.00	0.00	06/09/2015	Monthly Newsletter June 2015		-	No		0000
100-100-51095	Public Relations				MM/XXXXX Newslet					
	0615 Total:	260.00								
	BarnScot Total:	260.00								
CivWest Civil West Engineering Service										
3101-006.05	05/26/2015	1,439.55	0.00	06/09/2015	Svcs 4/26-5/25/15 Air piping		-	No		0000
220-220-61610	System Improvements									
3101-006.05	05/26/2015	2,673.45	0.00	06/09/2015	Svcs 4/26-5/25/15 Air piping		-	No		0000
314-314-60130	System Expansion									
	3101-006.05 Total:	4,113.00								
3101-008.01	05/26/2015	1,735.00	0.00	06/09/2015	Svcs 4/26-5/25/15 Mixing Zone Study		-	No		0000
220-220-52070	Engineering Fees									
	3101-008.01 Total:	1,735.00								
	CivWest Total:	5,848.00								
EmePoo Emerald Pool & Patio										
384948-1	05/06/1515	99.98	0.00	06/09/2015	Pool needs - PO 4583		-	No		0000
130-520-54040	Pool Maintenance									
	384948-1 Total:	99.98								
	EmePoo Total:	99.98								
EPUD EPUD										
104799 05/2015	05/27/2015	21.20	0.00	06/09/2015	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 05/2015 Total:	21.20								
107383 05/2015	05/27/2015	449.77	0.00	06/09/2015	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 05/2015 Total:	449.77								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
122635 05/15	05/27/2015	29.12	0.00	06/09/2015	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 05/15 Total:	29.12								
51043 05/15	05/27/2015	383.66	0.00	06/09/2015	City Hall		-	No		0000
100-100-51035	Electricity									
51043 05/15	05/27/2015	95.91	0.00	06/09/2015	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 05/15 Total:	479.57								
60675 05/2015	05/27/2015	91.79	0.00	06/09/2015	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 05/2015 Total:	91.79								
61380 05/2015	05/27/2015	70.84	0.00	06/09/2015	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 05/2015 Total:	70.84								
8229 05/2015	05/27/2015	20.65	0.00	06/09/2015	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 05/2015 Total:	20.65								
St Lights 05/20	05/27/2015	2,482.49	0.00	06/09/2015	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lights 05/20 Total:	2,482.49								
	EPUD Total:	3,645.43								
FayPaig Fay Paige										
15T000109 Fay	05/21/2015	40.00	0.00	06/09/2015	Refund unused bail		-	No		0000
100-000-20310	Bail Payable									
	15T000109 Fay Total:	40.00								
	FayPaig Total:	40.00								
FRRRev Fern Ridge Review										
151179	05/14/2015	144.00	0.00	06/09/2015	High grass abatement ad - PO 4351		-	No		0000
100-170-51125	Ordinance Enforcement									
	151179 Total:	144.00								
	FRRRev Total:	144.00								
GarbLisa Garbett Lisa										
LGarbett 05/15	06/02/2015	11.95	0.00	06/09/2015	Mileage & parking reimbursement		-	No		0000
140-140-51070	Training & Conferences									
	LGarbett 05/15 Total:	11.95								
	GarbLisa Total:	11.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Grainger Grainger 9748503209	05/21/2015	96.30	0.00	06/09/2015	Pool needs - PO 4589		-	No		0000
130-520-54045	Pool Bldg Janitorial - Maint	96.30								
	9748503209 Total:	96.30								
	Grainger Total:									
HayEnt Hayden Homes, LLC S-1-14(F)	05/21/2015	3,404.99	0.00	06/09/2015	Refund over payment planning fees		-	No		0000
140-140-51105	Refunds-Land Use Appl	3,404.99								
	S-1-14(F) Total:	3,404.99								
	HayEnt Total:	3,404.99								
Hdfowler HD Fowler Company 13914456	05/11/2015	398.12	0.00	06/09/2015	Irrigation maint needs - PO 4584		-	No		0000
130-130-53210	Park Maintenance	398.12								
13914456	05/11/2015	796.24	0.00	06/09/2015	Irrigation maint needs - PO 4584		-	No		0000
230-230-53070	Landscape Maint & Supplies	796.24								
	13914456 Total:	796.24								
	Hdfowler Total:	796.24								
IngR Ingham R Ric RIngham 05/2015	05/22/2015	175.40	0.00	06/09/2015	Mileage & Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff	50.00	0.00	06/09/2015	Mileage & Expense Reimbursement		-	No		0000
RIngham 05/2015	05/22/2015	225.40								
100-100-51030	Telephone Services	225.40								
	RIngham 05/2015 Total:	225.40								
	IngR Total:	225.40								
LanCoDe Lane County Deeds & Records 17053133 7100	05/21/2015	37.00	0.00	06/09/2015	Lien Satisfaction - McKnight		-	No		0000
100-170-51125	Ordinance Enforcement	37.00								
	17053133 7100 Total:	37.00								
	LanCoDe Total:	37.00								
LanEle Lane Electric Coop Inc 42002 05/2015	05/29/2015	75.54	0.00	06/09/2015	Community Center		-	No		0000
130-530-51035	Electricity-Community Center	75.54								
	42002 05/2015 Total:	129.54								
42007 05/2015	05/29/2015	129.54	0.00	06/09/2015	hwy 126 Welcome Sign		-	No		0000
100-100-51100	Welcome Sign Maintenance	129.54								
	42007 05/2015 Total:	129.54								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
42008 05/2015	05/29/2015	3,395.56	0.00	06/09/2015	Wastewater Treatment Plant		-	No		0000
220-220-51035	Electricity									
	42008 05/2015 Total:	3,395.56								
42009 05/2015	05/29/2015	203.29	0.00	06/09/2015	Bolton Hill Reservoir		-	No		0000
210-210-51035	Electricity									
	42009 05/2015 Total:	203.29								
42013 05/2015	05/29/2015	37.39	0.00	06/09/2015	Huston/Tidball pump		-	No		0000
210-210-51035	Electricity									
	42013 05/2015 Total:	37.39								
St Lights 05/15	05/29/2015	1,304.52	0.00	06/09/2015	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lights 05/15 Total:	1,304.52								
	LanEle Total:	5,145.84								
MidSta Mid-State Industrial Svc										
159503	05/20/2015	1,830.00	0.00	06/09/2015	Monthly Contract		-	No		0000
230-230-53150	Street Sweeping Contract									
	159503 Total:	1,830.00								
	MidSta Total:	1,830.00								
MurSmi Murray Smith & Associates Inc										
14-1619-5	05/18/2015	5,406.78	0.00	06/09/2015	Services through 4/30/15 - 2.0 Reservoir		-	No		0000
210-210-53040	System Maintenance									
	14-1619-5 Total:	5,406.78								
	MurSmi Total:	5,406.78								
NexCom Nextel Communications										
886952530-114	05/27/2015	39.46	0.00	06/09/2015			-	No		0000
100-100-51030	Telephone Services									
886952530-114	05/27/2015	39.46	0.00	06/09/2015			-	No		0000
130-130-51030	Telephone Services									
886952530-114	05/27/2015	59.18	0.00	06/09/2015			-	No		0000
210-210-51030	Telephone Services									
886952530-114	05/27/2015	59.18	0.00	06/09/2015			-	No		0000
220-220-51030	Telephone Services									
886952530-114	05/27/2015	39.46	0.00	06/09/2015			-	No		0000
230-230-51030	Telephone Services									
	886952530-114 Total:	236.74								
	NexCom Total:	236.74								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
OfcTeam Office Team										
43052086	05/18/2015	234.91	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
100-100-52290	Other Professional Services									
43052086	05/18/2015	234.91	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
210-210-52290	Other Professional Services									
43052086	05/18/2015	242.03	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
220-220-52290	Other Professional Services									
	43052086 Total:	711.85								
43095575	05/25/2015	214.13	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
100-100-52290	Other Professional Services									
43095575	05/25/2015	214.14	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
210-210-52290	Other Professional Services									
43095575	05/25/2015	220.63	0.00	06/09/2015	T Weller Wk End Dt		-	No		0000
220-220-52290	Other Professional Services									
	43095575 Total:	648.90								
	OfcTeam Total:	1,360.75								
OneCal One Call Concepts Inc										
5050496	05/31/2015	8.58	0.00	06/09/2015	Uitlity Locates MM/Year		-	No		0000
210-210-51030	Telephone Services									
5050496	05/31/2015	8.58	0.00	06/09/2015	Uitlity Locates MM/Year		-	No		0000
220-220-51030	Telephone Services									
	5050496 Total:	17.16								
	OneCal Total:	17.16								
OrCit O C C M A										
2015	06/02/2015	303.00	0.00	06/09/2015	R Ingham - Summer Conference Reg		-	No		0000
100-100-51070	Training & Conferences									
	2015 Total:	303.00								
	OrCit Total:	303.00								
OrmKip Orme Kip										
KOrme 05/2015	06/02/2015	50.00	0.00	06/09/2015	Cell phone stipend		-	No		0000
220-220-51030	Telephone Services									
	KOrme 05/2015 Total:	50.00								
	OrmKip Total:	50.00								
PacAg Pacific Ag Systems										
0025332-IN	05/27/2015	61.50	0.00	06/09/2015	Weld flange - PO 4585		-	No		0000
220-220-53040	System Maintenance									
	0025332-IN Total:	61.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	PacAg Total:	61.50								
PacRub Pacific Rubber & Supply										
00200622	05/20/2015	717.39	0.00	06/09/2015	Pool needs - PO 4520		-	No		0000
130-520-51515	Pool Equipment									
	00200622 Total:	717.39								
00200697	05/21/2015	148.50	0.00	06/09/2015	Pool needs - PO 4588		-	No		0000
130-520-51515	Pool Equipment									
	00200697 Total:	148.50								
	PacRub Total:	865.89								
PetCas Petty Cash										
05/28/2015		130.00	0.00	06/09/2015	75 cash drawer; 20 lockers; 35 vending		-	No		0000
130-000-10200	Petty Cash-Parks Brd / Pool									
	Pool 2015 Total:	130.00								
	PetCas Total:	130.00								
PettCarl Petty Carol										
05/27/2015		80.23	0.00	06/09/2015	Reimburse Earth Day expenses		-	No		0000
CPetty 5/2015										
130-130-54620	Park Board Events & Activities									
	CPetty 5/2015 Total:	80.23								
	PettCarl Total:	80.23								
Ricoh Ricoh USA, Inc.										
05/20/2015		173.26	0.00	06/09/2015	Color copier supplies/service		-	No		0000
5036121003	Office Machine Maintenance									
100-100-51065										
5036121003	Office Machine Maintenance									
05/20/2015		57.76	0.00	06/09/2015	Color copier supplies/service		-	No		0000
140-140-51065	Office Machine Maintenance									
	5036121003 Total:	231.02								
	Ricoh Total:	231.02								
SchKyl Schauer Kyle										
06/02/2015		50.00	0.00	06/09/2015	Cell phone stipend		-	No		0000
KSchauer 05/20	Telephone Services									
210-210-51030										
	KSchauer 05/20 Total:	50.00								
	SchKyl Total:	50.00								
Uspost US Postmaster										
06/03/2015		114.00	0.00	06/09/2015	Post office box annual rental fee		-	No		0000
7/1/15-6/30/16	Admin Supplies & Services									
100-100-51010										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	7/1/15-6/30/16 Total:	114.00								
	Uspost Total:	114.00								
VenAce Veneta Ace Hardware										
May 2015	05/31/2015	10.96	0.00	06/09/2015	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
May 2015	05/31/2015	-16.27	0.00	06/09/2015	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
May 2015	05/31/2015	10.98	0.00	06/09/2015	Various needs		-	No		0000
230-230-53070	Landscape Maint & Supplies									
May 2015	05/31/2015	4.99	0.00	06/09/2015	Various needs		-	No		0000
210-210-53040	System Maintenance									
May 2015	05/31/2015	31.98	0.00	06/09/2015	Various needs		-	No		0000
210-210-51515	Tools & Small Equipment									
May 2015	05/31/2015	47.22	0.00	06/09/2015	Various needs		-	No		0000
130-130-51515	Tools & Small Equipment									
May 2015	05/31/2015	37.47	0.00	06/09/2015	Various needs		-	No		0000
220-220-51515	Tools & Small Equipment									
May 2015	05/31/2015	7.24	0.00	06/09/2015	Various needs		-	No		0000
230-230-51515	Tools & Small Equipment									
May 2015	05/31/2015	2.24	0.00	06/09/2015	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
May 2015	05/31/2015	20.99	0.00	06/09/2015	Various needs		-	No		0000
130-130-53210	Park Maintenance									
May 2015	05/31/2015	12.97	0.00	06/09/2015	Various needs		-	No		0000
220-220-53040	System Maintenance									
	May 2015 Total:	170.77								
	VenAce Total:	170.77								
VenVet Veneta Vet Hospital										
Thru 05/18/15	05/20/2015	42.05	0.00	06/09/2015	Neuter services		-	No		0000
100-170-51122	Animal Control Feral Program									
	Thru 05/18/15 Total:	42.05								
	VenVet Total:	42.05								
	Report Total:	32,980.73								

City of Veneta

MEMORANDUM

Date: June 4, 2015
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for May 2015

Water

Replaced one MXU radio transmitter.
Installed one new meter service.
Monthly water production: Wells-0 MG-shut off for Broadway Reservoir Recoat Project, EWEB-14.802 MG
Total of 14.802 million gallons.
Took five bacteriological samples. All were negative.
Performed 59 service calls.
Delivered 49 Shut Off Notices.
Performed zero shut offs for non-payment.
Continued working with contractor on Broadway Reservoir re-coating project.
Continued utilizing EWEB as sole source of water during re-coating project.
Flushed Well #9 line and filters.

Wastewater

Took five influent and five effluent samples of treatment plant. No violations.
Monitored Jeans and Pine Street lift pump stations.
Mowed around effluent application site.
Assisted Engineers with dye study of Long Tom River as part of Mixing Zone Study.
Applied herbicide to irrigation lines at effluent disposal site.
Held pre-bid meeting at WWTP for Air-Piping and Efficiency project.
Responded to one customer complaint of backed up sewer. Problem was in their piping.
Monitored installation and progress of sewer system for Applegate III subdivision.

Street/Storm Drainage

Issued five Right of Way Construction Permits.
Replaced/repared two street signs.
Mowed detention ponds.
Finished Installing plantings for NW corner of Hwy 126 beautification project.
Planted grass area at beautification project.
Mowed drainage swale on Bolton Hill Road.
Had bid opening and awarded contract for 5th Street Improvement project.

Parks & Recreation

Cleaned parks weekly.

Cleaned up litter in Skate Park.

Lots of mowing and landscaping in all parks.

Continued getting the Community Pool ready for operation.

Kip Orme and Mark Eveland attended swimming Pool Operator Training.

Installed new safety floor matting at Community Pool.

Repaired broken shower at Community Pool.

Held interviews and hiring process for Lifeguards.

Other

Completed six miscellaneous service orders.

Performed 13 utility locates.

Community center use: paying-10, non-profit-eight.

Building Permits: five

Certificates of Occupancy: none

Facilitated the City Wide Clean Up.

All City Staff participated in First Person Shooter training and exercise.

Created a base and secured new portable toilet on lot 600 for homeless use.

Assisted with the installation of new historical sign at museum.

Extended pad and made access for new portable toilet for the Farmer's Market.

Installed signs and banners for Farmer's Market.

Name Jody Kenney

Committee Applying for Park Board

Date 5/22/15

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.)

Background in office management

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

Looking for a worthwhile volunteer opportunities

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

None at this time.

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

*Santa Project
Smart program*

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

no

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

no

To: Veneta City Council

Ref: Veneta Community Gardens

2 June 2015

This is a letter from Mid Lane Cares Board to the City Council of Veneta formally requesting that the City of Veneta consider incorporating the Veneta Community Gardens site under the city's current liability insurance coverage. The Community Garden site currently consists of the 5 raised garden beds with plans for 15 additional beds in the future. Attached are copies of the sites history and information as well as a copy of the garden sites application for the use of the beds. The use of the site is planned for a period of 5 months a year - May through September. Our liability insurance cost for this program site is more than we (MLC) can cover \$508.00 per year. Our hope is that the city can and will be able to add this program site to the cities liability coverage and allow this current planting season to begin. Any other program information needed by the council will be made available by me at the council's boards meeting on 6-8-2015.

Kim Kaufman
Mid Lane Care
Board Member

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Adoption of Budget and State Revenue Eligibility for Fiscal Year 2015-16

Meeting Date: June 8, 2015
Department: Finance

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

ISSUE STATEMENT

To operate legally past June 30, 2015, the City is required to adopt a budget for fiscal year 2015-16. To remain eligible for State Shared Revenue apportionments the City Council needs to consider and approve two resolutions.

BACKGROUND

BUDGET ADOPTION:

The Proposed Budget for fiscal year 2015-16 was presented to the Budget Committee on May 14, 2015. On that same date the Budget Committee approved the proposed budget without making any changes. The committee also imposed a tax levy, specified appropriations, and categorized the taxes. The next required step is for the City Council to conduct a hearing on the approved budget. The notice for the hearing was published in the newspaper on May 27, 2015 and the hearing was conducted at the City Council's June 8, 2015 meeting. The resolution included in this packet contains the necessary parts for official action. The resolution also includes a change being recommended by staff. That is to increase the Capital Outlay appropriation in the General Fund by \$36,000.

The change is being recommended to carry forward the fiscal year 2014-15 fiber optic installation project. The project will not be completed by June 30, 2015 as previously thought.

STATE REVENUE:

The State of Oregon collects Cigarette, Liquor and Highway Gas Taxes. The State then, as required by Oregon Revised Statutes (ORS) "shares" a portion of the money collected with cities and counties. For the upcoming fiscal year it is estimated that the City of Veneta could receive \$332,747. In order to be eligible to receive the shared revenue each city and county must conduct a public hearing by the budget committee, conduct a public hearing by the City Council, and approve two resolutions. The purposes of the resolutions are to verify that the City provides certain services and to officially notify the State that we wish to receive the revenue. The Budget Committee conducted its hearing on May 14, 2015. There were no public comments. The City Council conducted its hearing on June 8, 2015.

The resolutions referred to above follow this summary. They should be considered individually for approval.

COUNCIL OPTIONS (For each resolution)

1. Approve resolution without changes
2. Approve resolution after requesting changes
3. Deny resolution and provide direction to staff

CITY ADMINISTRATOR’S RECOMMENDATION

Approve all three resolutions.

SUGGESTED MOTION

- “I make a motion to approve Resolution No. 1173 a resolution adopting the operating budget for fiscal year 2015-2016; specifying appropriations; imposing taxes; and categorizing taxes imposed, as presented.”
- “I make a motion to approve Resolution No. 1174 a resolution certifying that the City provides four or more municipal services, as presented.”
- “I make a motion to approve Resolution No. 1175 a resolution declaring the City’s election to receive state share revenues, as presented.”

CITY OF VENETA

RESOLUTION NO. 1173

A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2015-2016; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

PART I - ADOPTION:

BE IT RESOLVED that the Veneta City Council hereby adopts the budget, approved by the City of Veneta Budget Committee on May 14, 2015, for the 2015-2016 fiscal year in the total amount of \$18,582,397, of which \$11,400,003 is unappropriated and reserved, now on file at the Veneta Administrative Center, also known as City Hall; and

PART II - APPROPRIATIONS:

BE IT RESOLVED that for the fiscal year beginning July 1, 2015 in the amounts and for the purposes shown on Exhibit "A" a total of \$7,213,395 be appropriated; and

PART III - IMPOSING THE TAX

BE IT FURTHER RESOLVED that the Veneta City Council hereby imposes the taxes provided for in the adopted budget at the rate of \$5.6364 per \$1,000 of assessed value for operations; and in the amount of \$89,453 for bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property within the City as of 1:00 a.m. July 1, 2015.

PART IV – CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
General, Law Enforcement, Planning and Parks & Recreations Funds	\$ 5.6364/1,000	\$ -0-
Debt Service Fund	\$ -0-	\$ 89,453

BE IT ALSO FURTHER RESOLVED that the Veneta City Council directs the Finance Director/Budget Officer to certify to the County Assessor of Lane County, Oregon, the tax levy made by this resolution and shall file required documents by July 15, 2015.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ___ day of June, 2015.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

RESOLUTION NO. 1173 - EXHIBIT A

FUNDS BY TYPE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL TO BE APPROPRIATED
GENERAL FUND:							
GENERAL	311,833	259,746	58,000	-	-	75,000	704,579
SPECIAL REVENUE FUNDS:							
LAW ENFORCEMENT	-	847,197	2,500	-	-	2,500	852,197
PARKS & RECREATION	220,517	117,066	39,800	-	-	20,000	397,383
PLANNING	154,891	39,623	6,400	-	-	25,000	225,914
STREETS	162,954	572,706	36,800	-	5,000	100,000	877,460
STORMWATER	32,089	10,016	6,400	-	25,000	10,000	83,505
CONSTRUCTION - GOVERNMENTAL	-	-	3,600	-	-	-	3,600
INVERSE CONDEMNATION	-	100	-	92,012	-	-	92,112
ZUMWALT	-	42,325	-	-	20,000	-	62,325
BUSINESS ASSIST LOAN/GRANT	-	39,050	-	-	1,000	-	40,050
LOCAL IMPROVEMENT	-	550	350,000	16,136	-	-	366,686
ENTERPRISE FUNDS:							
WATER	284,051	409,428	22,000	259,000	5,000	100,000	1,079,479
SEWER	346,085	652,844	22,000	117,000	430,000	100,000	1,667,929
WATER SDC	-	25	-	179,000	-	-	179,025
SEWER SDC	-	34,000	174,000	161,000	-	-	369,000
CAPITAL PROJECT FUNDS:							
CAPITAL PROJECT-NEW POOL	-	-	-	-	-	-	-
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	-	150	-	-	-	-	150
DEBT SERVICE FUND:							
DEBT SERVICE	-	-	-	87,000	-	-	87,000
RESERVE FUNDS:							
PW EQUIPMENT	-	-	25,000	-	-	-	25,000
GOVERNMENTAL RESERVE	-	-	-	-	100,000	-	100,000
ENTERPRISE RESERVE	-	-	-	-	-	-	-
TOTALS	\$ 1,512,420	\$ 3,024,827	\$ 746,500	\$ 911,148	\$ 591,000	\$ 432,500	\$ 7,213,395

CITY OF VENETA

RESOLUTION NO. 1174

**A RESOLUTION CERTIFYING THAT THE CITY PROVIDES
FOUR OR MORE MUNICIPAL SERVICES**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services; and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; therefore be it

RESOLVED, that the City of Veneta hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760: (1) police protection, (3) street construction, maintenance, and lighting, (4) sanitary sewer, (5) storm sewers, (6) planning, zoning, and subdivision control, and (7) water services.

NOW, THEREFORE, be it resolved by the City Council that the City of Veneta hereby certifies that it provides the municipal services as enumerated in the above paragraph.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ___ day of June, 2015.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

CITY OF VENETA

RESOLUTION NO. 1175

**A RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE SHARED REVENUES**

WHEREAS, the City of Veneta is eligible to receive state-shared revenues (cigarette, liquor, and highway taxes) under ORS 221.760; and

WHEREAS, a resolution declaring the City's election to receive state-shared revenue is required for each fiscal year; and

WHEREAS, the fiscal year 2015-16 proposed budget includes these revenues as a resource; and

WHEREAS, receiving state-shared revenue enables the City to maintain the current level of municipal services as in previous years; therefore be it

RESOLVED, that pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2015-2016.

NOW, THEREFORE, be it resolved by the Veneta City Council that the City of Veneta hereby elects to receive state-shared revenue for fiscal year 2015-2016.

PASSED by the Veneta City Council this ___ day of June, 2015.

APPROVED by the Mayor this ___ day of June, 2015.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

I, Darci Henneman, certify that a public hearing before the Budget Committee was held on May 14, 2015 and a public hearing before the City Council was held on June 8, 2015, giving citizens an opportunity to comment on use of State Shared Revenue.

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Award of Contract for the East Bolton Road Sanitary Sewer Project

Meeting Date: June 8, 2015
Department: Public Works

Staff Contact: Kyle Schauer
Email: kschauer@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 313

ISSUE STATEMENT

Will the City Council authorize staff to enter into contract with H & J Construction, Inc. to construct the East Bolton Road Sanitary Sewer Project?

BACKGROUND

On May 28th, bidding for the East Bolton Road Sanitary Sewer project closed. The project includes the installation of sewer mainline and service laterals to currently unserved properties on East Bolton Road between Territorial Road and Pine Street.

The City received three bids for the project. They were as follows:

Wildish Construction	\$229,005.00
Delta Sand and Gravel	\$214,308.40
H & J Construction, Inc	\$214,084.75

H & J Construction, Inc.'s bid for \$214,084.75 is the lowest, most responsive bid. The City's contract engineering firm-Branch Engineering has vetted out the bids and have recommended awarding the bid to H & J Construction, Inc.

It is also recommended that the City add a contingency of about 10% to the budget for a total request not to exceed \$235,000.

RELATED CITY POLICIES

The project is budgeted for construction under the Sewer Fund in both this current budget year and fiscal year 2015-2016.

COUNCIL OPTIONS

1. Authorize staff to enter into contract with H & J Construction, Inc. and proceed with the project.
2. Deny the request.
3. Postpone decision pending more information.

CITY ADMINISTRATOR'S RECOMMENDATION

The City Council authorize staff to enter into contract with H & J Construction, Inc. to construct the East Bolton Road Sanitary Sewer project for an amount not to exceed \$235,000.

SUGGESTED MOTION

"I make a motion to authorize City staff to enter into contract with H & J Construction, Inc. to construct the East Bolton Road Sanitary Sewer project for an amount not to exceed \$235,000."

ATTACHMENTS

1. Recommendation to Award letter from Branch Engineering Inc.



May 29, 2015

City of Veneta
 88184 Eighth Street
 Veneta, OR 97487
 ATTN: Kyle Schauer, Public Works Director

RE: **E. Bolton Road Sanitary Sewer Project**
Engineer's Recommendation for Award of Contract

The City received the following bids for the E. Bolton Road Sanitary Sewer Project.

1. <u>H & J Construction, Inc.</u>	\$ 214,084.75
2. <u>Babb Construction dba Delta Sand and Gravel</u>	\$ 214,308.40
3. <u>Wildish Construction</u>	\$ 229,005.00

I have reviewed all bid packages and found them to be complete and responsive. H & J Construction, Inc. bid is under the estimated cost range for this project (see attached cost estimate).

I recommend that the contract be awarded to H & J Construction, Inc. in the amount of \$214,084.75.

Sincerely,

Branch Engineering Inc.

Michael Lane Branch, P.E.

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Prohibiting Smoking in City Parks

Meeting Date: June 8, 2015
Department: City Administration

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

ISSUE STATEMENT

Does the Council wish to adopt an ordinance that would prohibit smoking or the use of tobacco products within the boundary of all City parks and recreational facilities?

BACKGROUND (include prior council or committee action)

At the April 27th work session the Council heard from Lane County Public Health officials regarding the County's efforts to outlaw the purchase and possession of electronic inhalants by minors. The presentation touched on alarming trends taking place in the unregulated vaping industry and the exponential jump in e-cigarette use by 11th graders in Oregon.

From that work session and subsequent Council meeting, legal counsel and staff were directed to monitor proposed and pending legislation that would regulate the purchasing and possession of e-cigarette product by minors and to draft ordinance(s) for adoption in June.

At the May 11th meeting, the Council was provided with legislative updates. The most significant update had to do with passage of House Bill (HB) 2546A, which added the prohibition on the sale of e-cigarette products to minors. The bill was signed by Governor Brown in late May. Both the House and Senate are discussing legislation that would more closely regulate retailers selling tobacco and tobacco related products. Based on that information, the Council chose to direct legal counsel to draft a single ordinance that would prohibit smoking in all City parks.

Ordinance No. 520 is being presented as an amendment to VMC. 12.10 for a first and second reading to implement a smoking ban.

RELATED CITY POLICIES (include existing resolutions and ordinances)

Veneta Municipal Code 12.10.30 currently only prohibits smoking in the majority of Territorial Park, including the fenced-in skate park, basketball court and playground area. The new ban would extend to all City owned public parks including trails, open space, sport fields and the community pool.

At this time, staff is requesting that Ordinance No. 520 be read for a first and second reading by title only at the June 8th meeting with final enactment taking place on July 8th. Prior to the City Council action, a public comment period has been scheduled to hear from the community on this issue.

COUNCIL OPTIONS (include financial impacts)

The Council has several options:

- 1) Adopt Ordinance No. 520 for first and second reading.
- 2) Adopt Ordinance No. 520 for first reading only and continue to solicit public comment prior to a second reading.
- 3) Choose to either modify Ordinance No. 520 or delay the adoption to a future Council meeting.

CITY ADMINISTRATOR’S RECOMMENDATION

Based on positive comments from the community, I recommend that the Council adopt Ordinance No. 520 for a first and second reading by title only.

SUGGESTED MOTIONS

First motion:

“I make a motion to adopt Ordinance No. 520 to be read for a first time by title only”

Second motion:

“I make a motion to adopt Ordinance No. 520 to be read for a second time by title only”

CITY OF VENETA

ORDINANCE NO. 520

AN ORDINANCE AMENDING VENETA MUNICIPAL CODE CHAPTER 12.10
PROHIBITING SMOKING WITHIN CITY PARKS

WHEREAS, Electronic Smoking Devices (ESDs) are relatively new products which are increasing in use and popularity while their health impacts remain unknown; and

WHEREAS, 80 percent of adult Oregonians do not smoke and 90 percent of adult Oregonians believe that people should be protected from secondhand smoke; and

WHEREAS, the City wishes to prohibit both smoking and the use of ESDs within City parks and open space.

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

Section 1. Amending VMC 12.10.

A. VMC 12.10.010, Definitions, is hereby amended as follows:

- (1) "Electronic Smoking Device" (or "ESD") means any electronic product that delivers nicotine or any other substance to the person inhaling from the device, including, but not limited to an electronic cigarette, e-cigar, e-pipe, vape pen or e-hookah. Electronic Smoking Device includes any component, part, or accessory of such a product, whether or not sold separately.
- (2) "Park" means:
 - (a) any land owned or leased by the City of Veneta and designated as a park by the City Council;
 - (b) any City owned or managed parks and recreational facilities; and
 - (c) all public parks, trails, open space, and special use areas, such as sport fields, basketball courts, and swimming pools, including spectator areas and bleachers."
- (3) "Smoke" and "Smoking" mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, weed, plant, or other tobacco-like product or substance in any manner or in any form. "Smoke" and "Smoking" also include the use of an Electronic Smoking Device which creates an

aerosol, in any manner or in any form. A lighted Smoking instrument includes an activated or "switched on" ESD.

B. VMC 12.10.030, Prohibited Smoking and Tobacco Use, is hereby amended as follows:

"12.10.030 Prohibited Smoking and Tobacco Use

No person may chew any tobacco or tobacco product, or Smoke or carry any lighted Smoking instrument, in any Park or within 10 feet of the boundary of any Park."

Section 2. All other existing Sections of Chapter 12.10, City Parks, shall remain in full force and effect.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2015, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this ____ day of _____, 2015, no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ against by the City of Veneta Council this ____, day of _____, 2015.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed on _____