

Minutes of the Veneta City Council

September 14, 2015

Present: Sandra Larson, Tim Brooker (via telephone), Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Claudia Denton, Economic Development Specialist; Linda Boothe; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL WORK

Mayor Larson called the Veneta City Council to order at 6:48 p.m.

2. PUBLIC COMMENT

Linda Boothe, 25127 Hunter Rd., Veneta, OR

Ms. Boothe said she appreciates the work City staff and the Council have put into revising City zoning codes and how the Public Works takes care of our City by maintaining our water/sewer systems, streets, etc. She said government should become less limited and invasive. How can government keep up with changing laws and why should businesses have to wait for code reform to conduct business that provides jobs, benefits, and taxes? She said she owns property on Jeans Rd. which is zoned Light Industrial and a code change allowed business and professional people to rent offices in her building on Jeans Rd. However, she also must pay a minimum fee to have a hair salon, masseur, and other professionals to conduct business in her building even though those businesses are already regulated by the County Health Dept. She said plant based food manufacturing is allowed in the Light Industrial zone but the material to provide the food may not be grown inside her manufacturing facility. However, it is allowed to be grown on undeveloped land in the Light Industrial zone. She said she has applied to the Economic Development Committee, however, what's really needed is for government to do what helps a community be safe and not interfere with the enterprise of people that want to be resourceful.

3. PUBLIC HEARING - AMENDMENTS TO THE VENETA COMPREHENSIVE PLAN

1) Mayor Larson opened the Public Hearing at 6:51 p.m.

2) Staff Report/Agenda Item Summary

Bork said the City Council is being asked to adopt the proposed amendments to the Comprehensive Plan "Comp Plan" and Veneta Land Development Ordinance (VLDO) which are the result of over three years of work from the Planning Commission, City Council, and staff. She said the proposed amendments have been reviewed by the Planning Commission and they made a recommendation to the City Council for adoption. She said these amendments reflect the recently adopted Residential Buildable Land Inventory and Housing Needs Analysis (2013) and the Economic Opportunity Analysis (2015). Bork provided a summary of the proposed amendments. She said the Planning Commission worked on several VLDO amendments that Ms. Boothe commented on which will allow business and professional offices in the Light Industrial zone. She said Mr. Parker recommended that Light Industrial and Industrial/Commercial zones be expanded to allow retail businesses and restaurants. He also recommended allowing a larger building footprint for retail businesses in order to promote development. Bork said another amendment to the Comp Plan was to remove the reference to "urban service boundary" which was, at that time, identified as a small area that related to capacity issues regarding the sewer facilities. She said since that time, the City has adopted updated Water and Wastewater Master Plans which look at the entire Urban Growth Boundary (UGB) as the study area and anticipates growth to the UGB and not just to the urban service boundary. She said the Planning Commission recommended removing all references to the urban service boundary.

In response to a question from Thomas Cotter, Bork said the term "interim stable" has been in the code since the 1970's and she too isn't sure why it was in the code. She said perhaps, at that time, there were stables in that area but staff couldn't find any history as to why that use was included in the zone.

- 3) Public Comments
None

Thomas Laing thanked the Planning staff on a job well done.

- 4) Questions from Council
None

- 5) Mayor Larson closed the Public Hearing at 6:58 p.m.

- 6) Deliberation & Decision
None

4. 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 July 30, 2015 Special Meeting, Accounts Payable - Paid through August 25, 2015, To be Paid – Payable through September 8, 2015, Public Works Activity Report for July and August, 2015, Finance Director Employment Agreement, Elmira High School Homecoming Parade Permit Application (already approved by City Administrator).

In response to a question from Mayor Larson, Bork said the City has issued an additional 40 permits, not including new single family dwellings.

In response to a question from Thomas Cotter, Bork said the school excise tax is one cent per sq. ft. for new construction. She said it's somewhat like SDCs for schools.

In response to a question from Mayor Larson, Schauer said he believes last week's brown water issue was caused from using Well 9 because of the work being done to the reservoir. He said it had been sitting unused for some time but it should settle out quickly. He said iron is causing the water discoloration but it's not a health issue.

In response to a question from Thomas Laing, Schauer said Well 9 is on Huston Rd.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Appointments to the Economic Development Committee

Mayor Larson said we have seven worthy applicants. She said the bylaws for this committee require that members to the Economic Development Committee (EDC) be appointed by a vote of the Council. She reviewed the applicants; Linda Boothe, Len Goodwin, Herb Vloedman, Jason Alansky; Gina Haley Morrell; Dave D'Avanzo; and Charles Ruff.

Ingham said we have more applications than we have openings if we amend the Bylaws to reduce the number of members from 10 to seven. He said because we only received three applications under the first deadline, Mayor Larson suggested we extend the application deadline until August 29th.

Tim Brooker said because of the issues on the horizon, we should take the applications we have now and consider appointing people as they apply or at least continue to take applications for consideration at the committee meeting.

Mayor Larson suggested postponing amending the bylaws until more applications come in.

After a brief discussion, it was the consensus of the Council to appoint the applicants that have applied and postpone amending the bylaws.

In response to a question from Thomas Laing, Ingham said the deadline for accepting Economic Development Committee applications was August 29th.

MOTION: Thomas Cotter made a motion to appoint all seven applicants to the Economic Development Committee. Tim Brooker seconded the motion which passed with a vote of 5-0.

(2) Appointment to Fill a Park Board Vacancy

Mayor Larson appointed Desiree Rhodes to position 4 on the Veneta Park Board.

(3) Request from Mid Lane Cares for the City to pay the Water/Sewer Fees for Fern Ridge Service Center for one year

Ingham said in previous years, Mid Lane Cares submits this request in the fall for the dates of October 1 to September 30.

MOTION: Thomas Cotter made a motion to approve waiving water sewer bill from October 1, 2015 to September 30, 2016. Thomas Laing seconded motion which passed with a vote of 5-0.

(4) Request from Domaine Meriwether for Rural Tourism Marketing Program (RTMP) Funds

Ingham said Lorrie Normann from Domaine Meriwether approached him a few weeks ago about the City assisting her with advertising costs. He said because this event would be considered a visitor attraction, he suggested the Council approve \$250 to \$350 from the Rural Tourism Marketing Program (RTMP) fund to cover her additional advertising costs.

In response to a question from Victoria Hedenstrom, Ingham said Ms. Normann could provide a breakdown of where the funds were spent.

In response to a question from Thomas Laing, Ingham said RTMP funds had a carry-over of almost \$10,000 from FY2014-15. He said the City will receive another distribution in January 2016.

MOTION: Thomas Cotter made a motion to provide \$300 from the Rural Tourism Marketing Program fund to Domaine Meriwether to use for advertising the Evening in the Vineyard event. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(5) Request from Fern Ridge Kiwanis to waive the Community Center Rental Fee

Mayor Larson said the Fern Ridge Kiwanis would like to use the community center for the installation of new officers.

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee for the Fern Ridge Kiwanis on September 29, 2015. Tim Brooker seconded motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Thomas Cotter said he attended the Fern Ridge Chamber of Commerce board meeting and they talked about the Wineries without Walls program, advertising, and upcoming elections. He said at that same meeting, Ingham provided a presentation on the Transportation Utility Fee (TUF).

Victoria Hedenstrom said new Park Board member, Jody Kenney, was introduced and member Carol Petty resigned from the Park Board. The Park Board is now in need of event chairs for the Earth Day and Easter Egg Hunt events. She said the Tree City Celebration will be Saturday October 17th and members discussed a theme for the event. She said arborist Matt Horwitz may provide a presentation on creating a defensible space around homes. She said other topics discussed included the Park Master Plan and the Applegate Landing Phase 3 subdivision will include seven acres of dedicated park space. She said a park tour is scheduled for the October 7th meeting which will begin at 4:00 p.m. rather than the usual time of 4:30 p.m.

Mayor Larson said school is open district wide and all reports indicate things are going well and everyone is working around the construction. She said Sterling Pew's brother volunteered to be at Veneta Elementary for the next two weeks to provide a line of sight from the parking lot into the building. She said the Harvest Festival was a great success and the City's chili was very good, however, the People's Choice award went to West Lane Technical Learning Center. She said Thomas Cotter will be attending the September LCOG meeting because she will be in Bend at the League of Oregon Cities (LOC) conference.

Ric introduced Claudia Denton and said Ms. Denton is the City's new Regional Assistance for Rural Environment (R.A.R.E) participant. He said she came in and hit the ground running and is anxious to set up the Economic Development Committee and get the Committee up and running.

Ms. Denton said she's excited to be working with the City for the next 11 months and getting to know everyone.

6. STAFF REPORTS

a. Office Support Specialist IIITeresa Warrick

- (1) Proposed Amendments to Veneta Municipal Code Chapter 9.25, Ordinance No. 398 Unlawful Possession of Marijuana
 - i. Agenda Item Summary

It was the consensus of the Council to postpone adoption of Ordinance No. 522 in order for staff to provide Council with more information.

- ii. **Ordinance No. 522 – AN ORDINANCE AMENDING CHAPTER 9.25 OF THE VENETA MUNICIPAL CODE; AND DECLARING AN EMERGENCY**

Ordinance No. 522 was pulled from the agenda.

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

- (1) Amendment to Veneta Comprehensive Plan and Land Development Ordinance
 - i. **Ordinance No. 523 – AN ORDINANCE ADOPTING AMENDMENTS TO THE VENETA COMPREHENSIVE PLAN ORDINANCE NO. 504 AND LAND DEVELOPMENT ORDINANCE NO. 493**

MOTION: Thomas Cotter made a motion to approve Ordinance No. 523 for first reading, by title only. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

Ordinance No. 523 was read into the record for first reading by title only.

(2) Approval of Proposed East Bolton Rd. Sewer Assessment Amount

Bork said Council is being asked to determine if the benefited property owners shall bear all or a portion of the costs for the E. Bolton Sewer Project which is a required step of the LID process. She said previously, the Council agreed to assess E. Bolton property owners the 2009 sewer project costs of \$213,900. She said the E. Bolton improvements came in at \$239,067. If property owners are assessed \$213,900, the City's share will be \$25,000 which is lower than the City Engineer's estimate. She provided the Council with LID assessments for each property owner based on the 2009 LID estimate project cost of \$213,900.

In response to a question from Victoria Hedenstrom, Ingham said it's up to the Council if they choose to reduce the amount E. Bolton residents will pay but that may be an issue for the Bolton Hill folks who were charged the full assessments.

Bork said once staff gets approval from the Council, the notification process will begin and cost amounts will be provided to residents.

MOTION: Thomas Cotter made a motion that the East Bolton Road LID benefitted properties pay a portion of the project costs in the amount of \$213,900 to be spread across LID benefitted properties as shown in Attachment 1. Thomas Laing seconded motion which passed with a vote of 5-0.

(3) Update on Trek Drive Structure (verbal)

Bork said previously, the Council approved the bid from Braun Excavating, Inc. to demolish the structure. However, since that time she has been contacted by a representative from Northwest Community Credit Union (NWCCU) and acknowledged they do own the property. She said unfortunately, Wells Fargo didn't submit the correct paperwork to NWCCU so that's why they were unaware of the abatement and demolition of the property. She said as they were working out the demolition schedule, the property was sold to an individual who is interested in renovating and rebuilding the home. She said she would recommend the Council move through the abatement process again so we can establish a timeline. Bork said this is informational only and does not require Council action at this time.

Mayor Larson said it's important that the new owners don't wait to get started on the project.

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

(1) Update on Pavement Preservation Projects (verbal)

Schauer said there's been a lot of work happening around town. All dig outs and patch repairs have been completed and the crack seals and slurry seal will happen soon but next week's weather doesn't look good. He said the amount of crack seal to be used was low. He said their bid was to use 14,000 pounds of application which they've just about used at this point. He said we may need an additional 6,000 to 12,000 pounds of application. He said the contract was written with a \$37,000 contingency and it looks like we'll use most of that if not all. He suggested we use that and get as good of a product as we can. He said he will work with the engineer and the contractor to get this project completed.

In response to a question from Mayor Larson, Schauer said crack seals are difficult to determine, because we don't always know the depth of the cracks and how much product is really needed. He said the most difficult streets have already been done so hopefully the estimate isn't as dire as suggested.

In response to questions from Thomas Laing, Schauer said the crack seal process is very labor

intensive. He said all organic materials are cleaned out of the cracks and then followed by high pressure air to remove the debris. He said that is followed by a hot tar application to fill in the cracks and then squeegeed in. He said the final step is then to spray the cracks with a sealant so the tar isn't tracked by traffic. Schauer said some of the asphalt is failing so the plan is to use the above process on the streets that are in pretty good shape, which will hopefully prevent them from cracking further. He said sealing the streets to keep water out of the base allows for more stability in the asphalt.

- d. City Administrator.....Ric Ingham
(1) Request from Charter to Extend Microwave Tower Lease

Ingham said this lease extension of the Bolton Hill tower. He said originally Charter wanted a two year renewal. He said we've often used the lease renewal as a way to put pressure on Charter to abandon the micro-wave feed and go to a fiber feed to bring advance services. He said Mayor Larson and Council president, Cotter suggested shortening the lease to a one year renewal in an effort to get Charter to advances their services to our area. He said the one year lease would become effective January 1, 2016.

In response to a question from Victoria Hedenstrom, Ingham said for the last two years Charter Communications has not wanted to discuss upgrading services because they were in the middle of the consolidation with Comcast/Time Warner but the FCC would not allow that to happen. Charter went ahead and made an offer to other cable providers but until the license and consolidation takes place, they don't want to talk about services or what they're selling or willing to retain.

MOTION: Thomas Cotter made a motion to approve the Lease Renewal with Charter Communications for one year. Tim Brooker seconded the motion which passed with a vote of 5-0.

- (2) Revisions to Economic Development Committee Bylaws

- i. Agenda Item Summary
This item was pulled from the agenda.

Mayor Larson appointed Thomas Cotter as the Council member of the Economic Development Committee.

- ii. **Resolution No. 1182** – A RESOLUTION ADOPTING REVISED BYLAWS FOR THE ECONOMIC DEVELOPMENT COMMITTEE AND REPEALING RESOLUTION NO. 700

Resolution No. 1182 was pulled from the agenda.

6. OTHER

Mayor Larson showed off her talking stick she purchased at the Crazy Horse Monument in South Dakota.

Ingham said staff has tentatively scheduled a work session on September 28th to focus on the last of the Transportation Utility Fee (TUF) policy questions for other TUF. He said staff would also like to set the date for one or two Town Hall meetings sometime in October and get these meetings advertised in the City newsletter and Fern Ridge Review. The first Open House is tentatively scheduled for Wednesday, October 21, 2015.

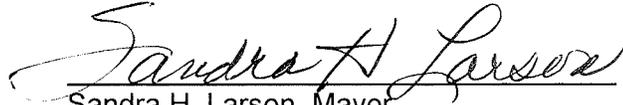
Mayor Larson said the City is hosting the Mayor's Roundtable meeting on Wednesday, October 21st at City Hall.

After a brief discussion it was decided that the TUF Open House will be Thursday, October 22, 2015 at 6:30 p.m., at City Hall.

Thomas Cotter said he came to City Hall as a real estate agent regarding a property he was working on with a client. He said City staff members were very professional and he thanked Ingham for having such a great staff.

7. **ADJOURN**

Mayor Larson adjourned the Veneta City Council at 7:54 p.m.


Sandra H. Larson, Mayor

ATTEST:



Darci Henneman, City Recorder
Minutes prepared by DHenneman)