

Minutes of the Veneta City Council

September 28, 2015

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

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Shauna Hartz Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Steve Reister, Sgt. Halvorson, LCSO; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:39 p.m.

2. PUBLIC COMMENT

Steve Reister, 88197 Eastwood Ct., Veneta. OR

Mr. Reister thanked Mayor Larson, the City Council, and City staff for the efforts and funding that went into the Fern Ridge Neighborhood Watch (FRNW) booth at the Harvest Festival. He said Lane County Sherriff's Office (LCSO) partnered with FRNW in a booth at the Festival which provided a lot of information to Veneta residents. He said it could not have gone better and he just wanted to thank the City and Council for supporting the project.

Mayor Larson thank Mr. Reister as well and said the booth was a great addition to the Harvest Festival and the entire community.

3. PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 87646 TREK DR.

1) Mayor Larson opened the Public Hearing at 6:41 p.m.

2) Staff Report

Bork said staff scheduled a public hearing for the structure at 87646 Trek Dr. in order to notify the new owner of the nuisance status of the house and to ensure it is made safe according to Council orders. She said the public hearing is to allow the Council to make a motion to set a deadline for the improvements to be made. She said the new owner, Mr. Turnbo, has already submitted two permits; to demolish and reroof the building by December 15, 2015. She said she is confident he will be able to meet that timeline.

In response to questions from Victoria Hedenstrom, Bork said Mr. Turnbo has been working every day and the next door neighbor to the north has already been able to sell her home.

It was the consensus of the Council to set December 15, 2015 as the deadline to make the structure safe. If that deadline is not met, then the City will be allowed to contract to have the structure made safe or demolish the structure.

Thomas Cotter said we could also grant Mr. Turnbo an extension to complete the work.

3) Public Comments

There were no public comments other than Mr. Turnbo's letter.

4) Questions from Council

None

5) Mayor Larson closed the Public Hearing at 6:48 p.m.

6) Deliberation & Decision

None

MOTION: Thomas Cotter made a motion to declare 87646 Trek Drive a dangerous building and order the structure be made safe by completing the work specified on the building permits by December 15, 2015 and if deadline is not met, the work shall be undertaken by City personnel and equipment, or bids be obtained according to applicable local and state contracting laws and regulations at the expense of the owner of the property. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

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 Accounts Payable - To be Paid – Payable through September 22, 2015 and the Civic Calendar for October, 2015.

In response to a question from Thomas Laing, Schauer said Aqua Flow is the manufacturer of the bulk water station located at Cornerstone Dr. He said this is the maintenance agreement for the bulk water station.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report for July & August 2015

Sgt. Halvorson briefly reviewed the activity reports and asked if the Council had any questions.

In response to a question from Mayor Larson, Sgt. Halvorson said there was an early morning swath of property crimes through one neighborhood. He said several cars were left unlocked which someone rifled through. He said this incident bumped the property crime number up a little.

In response to a question from Thomas Cotter, Sgt. Halvorson said the skate park calls are a total of how many times deputies are in the park; which are mostly patrol checks at night and walkthroughs with no incident reported. He said one deputy responded to two 14 year olds fighting.

In response to a question from Thomas Laing, Sgt. Halvorson said deputies go through the park at various times throughout a 24 hour period and at night they check to make sure no one is hiding in the bowl or in the trees. He said the patrol checks are documented with a call in on the radio.

In response to a question from Thomas Cotter, Sgt. Halvorson said lighting may also bring more eyes to the skate park but also bring more users.

Sgt. Halvorson said the Veneta logo has been placed on the side and rear of all contract patrol cars. He said these changes were paid for by LCSO and will not be passed on to the City.

In response to a question from Mayor Larson, Sgt. Halvorson said the white patrol cars are scheduled to be cycled out late this year or spring of 2016. He said they should be replaced with SUVs because the Crown Victoria's are no longer being made.

Sgt. Halvorson said when former Lane County Sheriff, Tom Turner left Lane County, Byron Trapp was appointed as Sheriff. He said LCSO is making a few temporary changes and he and Sgt. Doyle will be trading positions. He said he will be filling a temporary duty assignment beginning November 1st. and Sgt. Doyle will be the contract sergeant for Veneta.

In response to a question from Thomas Laing, Sgt. Halvorson said he will be spending less time in Veneta but there will be a sergeant to fill his spot. He said obviously that person hasn't been in the loop so to a certain extent he will be doing both jobs until his replacement is brought up to speed.

In response to a question from Mayor Larson, Sgt. Halvorson said he will bring the new temporary sergeant up to date with what's happening in Veneta and that new sergeant will also supervise the Veneta patrols.

- (2) Request from Long Tom Watershed Council to waive Community Center Rental Fee
Mayor Larson said she sees no issue with granting this request.

MOTION: Tim Brooker made a motion to waive the Community Center rental fee for Long Tom Watershed Council. Thomas Cotter seconded the motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Thomas Cotter said he attended the LCOG meeting on Thursday where Faye Stewart said his goodbyes and the new chair was introduced. He said everything seems to be going well but they still have not sold the Springfield building. LCOG continues to work through their software change-over for reporting their income. Brenda Wilson is doing an excellent job and they're looking for a place to have their next meeting. He said he wanted to volunteer Veneta but he wanted to make sure we had enough time to do it.

Mayor Larson said we have enough space and time to organize hosting the meeting. She said she would follow up with an invitation to hold the next LCOG meeting in Veneta.

Tim Brooker said there will be some discussion about the Elmira Multi-Use Path and the State Transportation Improvement Program (STIP) at the next Lane Area Commission on Transportation (LACT) meeting. He said he and Ingham have talked about the bike path discussions that took place at the LACT meeting.

Mayor Larson said District wide enrollment down about 25 students. She said full time kindergarten class has started but enrollment is less than expected. Also West Lane Technical Learning Center (WLTLC) is up 36 students. She said there were some upset parents regarding some bussing issues but things have been fixed. She said Elmira Elementary broke ground on the new building. Mayor Larson said Elmira High School had a good turnout for sports. She said the high school is the second smallest in the league with 407 students but had the largest turn out for football. She said Veneta Elementary is in need of Start Making A Reader Today (SMART) readers. She said it's a good program and very satisfying to read to or with a child. Volunteers can register on the School District's website or stop by Veneta Elementary. Mayor Larson said the League of Oregon Cities (LOC) conference was very informative and Transportation Utility Fees (TUF) were discussed at the Mayor's roundtable. She said she was surprised at the number of TUFs other cities have. Marijuana was also discussed and she and Ingham shared their concern about the impact large grows will have on public utilities. She also reminded Councilors that emails are in fact, public records.

6. STAFF REPORTS

a. Community Development Director.....Kay Bork

- (1) Transportation Utility Fee (TUF) Policy Issues

Bork said staff will continue to clarify the TUF process for the open house on October 22, 2015 from 6:30 to 8:00 p.m.

In response to question from Mayor Larson, Ingham suggested the Budget Committee review increasing the TUF annually. He said if the Council wants to continue with the TUF for many years, they could always decrease the fee. He suggested the Ordinance include language that doesn't lock us in to the three increases.

Mayor Larson said all developed property, including properties that are not on City services, will pay the TUF. She said that will also include storm water fees.

Hartz said a \$3 TUF is sufficient to take care of the preservation plan and improvements. She said once we have a clear picture of the Transportation System Plan (TSP) we could raise the fee.

Ingham said we understand the City has a lot of need but we don't know what that need will cost until we get that TSP update completed. He said we're really trying to identify new resources for other large projects and implement the Preservation Plan.

In response to a question from Mayor Larson, Hartz said the TUF will be paid first when a utility payment is received.

Bork reviewed the timeline for adopting the TUF with the first fee being charged on the January 2016 utility bill.

After a brief discussion, it was the consensus of the Council to direct legal counsel to draft the ordinance for first reading at the November 9, 2015 Council meeting.

(2) 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 for Second Reading by Title Only and Final Enactment

MOTION: Thomas Cotter made a motion to approve Ordinance No. 523 for second reading, by title only and final enactment. Tim Brooker seconded motion which passed with a vote of 5-0.

Ordinance No. 523 was read into the record for second reading by title only and final enactment.

b. Finance Director.....Shauna Hartz

(1) Financial Activity and Fund Balance Report FY 2014-15

Hartz said she changed the report format slightly by breaking out the revenues by type to provide more information to the Council when reviewing the yearly progress and also this information feeds into the budget document that she submits for the award. She said the last page reflects the City-wide total and an ending fund balance increase by about \$500,000. She said the materials and services in the water and sewer funds are about 60% to 70% spent. She said we budget that larger amount in the event that we have a major breakdown of equipment to repair or replace.

In response to a question from Mayor Larson, Hartz said when we closed out the capital construction enterprise fund and broke it into two funds, she had to budget what she thought the ending fund balance would be and it actually was \$500,000 less.

In response to a question from Mayor Larson, Ingham minimum fund balances are developed by fund. There is not a target for the City-wide budget.

In response to a question from Victoria Hedenstrom, Hartz said we budgeted revenue from fines to be about \$10,000 but it actually came in at \$21,000. She said the increase likely came from outstanding fines sent to collections.

In response to a question from Tim Brooker, Hartz said the fines are strictly court only fines.

Hartz said we had \$291,000 budgeted for capital outlay in the sewer fund but we only spent \$63,000 and part of that is timing – for example a project is started in one fiscal year and completed in the following.

- c. Public Works Director..... Kyle Schauer
(1) Project Updates

Schauer provided the Council with an update on ongoing projects. He said the E. Bolton Rd. Sanitary Sewer project is completed and the roadway looks much better. He said pavement preservation continues and the crack sealing will finish on Friday, October 2, 2015. He said he expected to see a final tally today but it did not arrive and actually only 5000 additional pounds of seal was needed. He said the slurry seal project will begin tomorrow and notification went out to residents. He said that project will continue all week, finishing up on Friday. By next week the street striping will be done and the project should be completed.

In response to a question from Thomas Laing, Schauer said the repairs to the 8th St. Bridge have been completed. He said the contractor left it open after it was cleaned and readied for asphalt which resulted in damage to some vehicles when they drove over it. He said he referred those damages back to the contractor to deal with. He said last Friday morning, the Public Works Dept. filled the gap with gravel and we haven't heard of any more damages or complaints. He said it's significantly better than it was.

- d. City Administrator..... Ric Ingham
(1) Veneta/Elmira Multi-Use Path/State Transportation Improvement Plan (STIP) Application

Ingham reviewed the updated information including the timeline. He said the Council is being asked if the City should submit the STIP pre proposal application for the Veneta/Elmira Multi-Use Path. He said pre-proposal applications are due October 1st.

Tim Brooker suggested we submit the STIP application now and we can always seek funding from Connect Oregon if the STIP application is not approved. He said that was recommended by the LACT Co-Chair.

Ingham said the Connect Oregon applications are due by the end of the calendar year and if awarded, those dollars need to be spent as early as July 2016.

In response to a question from Mayor Larson, Tim Brooker said ODOT staff ranked our multi-use path high on the project list but unfortunately, that likely won't have any effect on the LACT committee doing the selection.

In response to a question from Thomas Laing, Ingham said \$3 million in STIP funding will go to Region Two, which consists of Lane, Linn, Lincoln, and Benton counties.

Ingham reviewed the timeline and said we should have an idea of how our project is ranked before the final Connect Oregon application is due. He said the STIP grant requires a 10% funding match compared to Connect Oregon's 30% match. Also, Connect Oregon projects cannot be constructed in a right-of-way so the engineering would have to be redone to move the path out of ODOT's right of way.

Thomas Laing clarified costs for Phase 1 of the multi-use path were \$18,000 and we received \$8000 from the HEAL Cities grant.

MOTION: Thomas Cotter made a motion to direct staff to complete the necessary 2018-21 STIP proposal for funding Phase 1 of the Veneta-Elmira multi-use path. Thomas Laing seconded the motion which passed with a vote of 5-0.

- (2) Law Enforcement Public Safety District Update
Ingham said Mr. Reister and the Fern Ridge Neighborhood Watch (FRNW) has been working on developing a public safety district and would like to present it to the Council at a work session which staff has tentatively scheduled for October 12th.

Mayor Larson said Mr. Reister has done a tremendous amount of work on this and welcomed him to make a few comments.

Mr. Reister said the group first started talking about a public safety district about a year ago when the FRNW was developed. He said they have been working with Lane County and the City to explore the possibilities.

Mr. Reister said the only safe zone is within City limits. For example, if you live on Perkins Rd., outside City limits and you get something stolen, you'll get a piece of paper from the Lane County Sheriff's Office (LCSO) but if you live in City limits, a deputy will respond. He said the City of Creswell is facing the same issues and they opted to have Portland State University (PSU) conduct a study and give recommendations. He said the FRNW poured over the study and came up with their own ideas. Mr. Reister said he met with Sheriff Trapp of LCSO, Commissioners Jay Bozievich and Faye Stewart to discuss the subject.

Sgt. Halvorson said Lane County Tax and Assessor's office worked on creating a proposed boundary which may sit just inside the school district boundary. He said the boundary will go south to Crow, east to Central Rd., west to Walton, and North to Clear Lake Rd. He said a Youth Corp program is also proposed to provide opportunities for disenfranchised youth and also included in the program would be resource officers for schools.

Mayor Larson said a lot more information will be provided at the October 12th work session. She said the public safety district is not a new idea but there's lot of pieces to it.

Mr. Reister said there are a number of people involved, but Lane County likes the idea because this is a citizen initiated move and the group wants to take the government out of it.

- (3) Great Shake Out Earthquake Drills
Ingham said this is an international event taking place annually on the 3rd Thursday in October (October 15, 2015). He said the City has outreached to the School District, Lane Fire Authority, and the Library to have a better disaster preparedness plan. He said the City will follow the drill on the 15th and hopefully by planting the seed with the other three government partners, we can put something together for future years.

Ingham said he met with the R.A.R.E. program manager who informed him that four participants did not get placed so we will submit the application for an intern to work on the disaster preparedness plan.

- (4) Questions from Councilors
None

7. OTHER

Bork said Dept. of Land Conservation and Development (DLCD) informed the City of a technical assistants grant opportunity. She said with regard to the City's five year plan and the Economic Opportunities Analysis (EOA), staff would like to submit an application to fund a retail market analysis for the downtown area as well as studies showing what our downtown can support. She said the study will identify barriers and opportunities for retail development, surveying businesses, and also provide scenarios for developing the downtown area. She said the grant is \$50,000 and would cover the cost to hire a consultant and would be about a nine month project once we got the consultant on board. She said

the consultant would also work with the Economic Development Committee and tie business expansion in with the Rural Development Initiative (RDI).

After a brief discussion, it was the consensus of the Council to direct Mayor Larson to sign the cover letter and submit the full application, however committing the City to matching funds would require Council approval.

Bork said the Tree City Celebration is Saturday, October 17th at the community center. She said Arborist, Matt Horowitz will hold a work shop on how to create a fire defensive space and Park Board member, Robert McCarthy has organized a youth scavenger hunt.

In response to a question from Mayor Larson, Bork said a tree planting is not planned because we don't have an area identified.

Ingham said we may go back and replant some trees that aren't doing well but we don't always have a spot for tree planting.

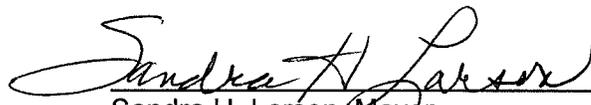
Ingham said the first meeting of the Economic Development Committee (EDC) will be Wednesday, September 30, 2015 at 2:00 p.m. at City Hall. He said Claudia Denton has jumped in and put together some good material and hopefully out of that meeting an aggressive work plan will be created. He said EDC contact information will be provided to the Council.

In response to a question from Mayor Larson, Ingham said we have not received applications for the remaining vacancy on the EDC but staff will advertise the vacancy on the City's website and in the Fern Ridge Review.

In response to a question from Thomas Laing, Ingham said the City has been talking with Terry McDonald of St. Vincent DePaul about resurrecting the retail store with vertical housing on W. Broadway. He said St. Vincent would replicate the original building discussed six years ago and use the lot between Second St. and Third St. to provide a retail store on the first level and two levels of vertical housing for veterans. He said the retail store would provide employment opportunities for the veterans. He said there are a number of obstacles for Mr. McDonald to work through. He said Mr. McDonald wouldn't have his resources together until the fall of 2016 and will likely submit the planning application in the early part of 2017.

8. ADJOURN

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


Sandra H. Larson, Mayor

ATTEST:


~~Darci Henneman, City Recorder~~
Shauna Hartz, Finance Director
(Minutes prepared by DHenneman)