Minutes of the Veneta City Council
November 9, 2015

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

Others: Ric Ingham, City Administrator; Ken Jones, Legal Counsel; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Chief Ney, Lane Fire Authority; Herb Vloedman; and Joan Mariner, Fern Ridge Review

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1. CALL TO ORDER THE VENETA CITY COUNCIL
Mayor Larson called the Veneta City Council to order at 6:48 p.m.

2. PUBLIC COMMENT
None

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 October 26, 2015, Accounts Payable - To be Paid – Payable through November 3, 2015, Annual Light Parade and Banner Permits, Revised Civic Calendar for November, 2015, Civic Calendar for December, 2015.

4. COUNCIL BUSINESS AND REPORTS
a. Business
(1) Merger of Fire Districts – Presentation from Chief Ney, Lane Fire Authority
Chief Ney gave a power point presentation to the City Council.

In response to a question from Victoria Hedenstrom, Chief Ney said one ambulance transport cost is about $1600. He said the rate is set by Medicare. He said you're not just paying to be transported but paying for the ambulance to be available, six paramedics, insurance, vehicle costs, etc.

Chief Ney said the merger is on the November 2016 ballot and if passed, would become effective July 1, 2017.

In response to a question from Mayor Larson, Chief Ney said if approved by voters, the rates would be combined to one rate of approximately $2.03 per $1000 of assessed value.

The Council thanked Chief Ney for the presentation.

(2) Community Center Rental Waiver Request from VFW Post 9448

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee for the Veterans of Foreign Wars Post 9448 on the 3rd Tuesday of each Monday for the period of one year. Tim Brooker seconded motion which passed with a vote of 5-0.

In response to a question from Mayor Larson, Ingham said we don't require nonprofit entities to provide liability insurance.

(3) Appointment to the Economic Development Committee
Mayor Larson appointed Ryan Frome to the Economic Development Committee.

b. Council/Committee Liaison Reports
Thomas Cotter said the Economic Development Committee (EDC) met on November 4th. He said they want to hear from Veneta businesses and talked about sending an introductory post card to current business owners to let them know the EDC is working on retaining current businesses as well as bringing new businesses in to the City.

Herb Vloedman said the EDC has ambitious goals for 2016 and the postcards will get things rolling and hopefully engage the community to come forward with their ideas.

Tim Brooker said LACT is not meeting this month and he reminded staff that the STIP application needs to be submitted.

Victoria Hedenstrom said the Park Board met on November 4th and talked about a successful Tree City Celebration. There was a discussion about adding the kiddy pool to the community pool. Schauer provided a tour of the pool facilities. She said the Tree Lighting will be at the same location as last year's event and the Park Board will provide pedestrian control during the Parade.

Mayor Larson said work has started at the Elmira Elementary site. She said she, Ingham, and Thomas Laing discussed the STIP application and asked the legislators for their support. She said Mid Lane Cares hosted a "thank you" event at Deep Woods.

5. STAFF REPORTS

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

(1) Sidewalk & Bike Facilities Inventory Results
Bork presented a summary of the sidewalk inventory prepared by Pavement Services, Inc., the same company that prepared the pavement assessment for the City.

In response to questions from Mayor Larson, Bork said the City does not maintain sidewalks along Territorial Rd. She said streets with sidewalks on one side occur when only one side of the street is developed.

In response to a question from Thomas Cotter, Bork said cost of the sidewalk inventory was included in the pavement preservation plan that PSI conducted for the City.

Bork said property owners are responsible to repair damaged sidewalks in front of their homes but the City's policies regarding that aren't very strong. She recommended that language be added to Veneta Municipal Code.

b. Finance Director.....Shauna Hartz

(1) Amending Local Improvement District Ordinances

i. **Ordinance No. 525** - AN ORDINANCE AMENDING ORDINANCE NO. 489 AND ORDINANCE NO. 524 AND DECLARING AN EMERGENCY
Hartz said currently there are two active Local Improvement Districts in Veneta; Bolton Hill and E. Bolton. She said property owners were allowed to defer portions of the assessments for 10 years. She said recently a property owner contacted her and asked if the interest rate could be reduced if the total deferred amount was paid off within 10 years. She said staff felt this would be a win/win for residents and the City. She said the City would be reimbursed sooner and administrative costs would be lower. She said staff is proposing Ordinance No. 525 be approved by emergency to get the language in the agreements for E. Bolton property owners. She said staff will also notify Bolton Hill property owners of the change.

MOTION: **Thomas Cotter made a motion to approve Ordinance No. 525 for first reading, by title only, and declaring an emergency. Victoria Hedenstrom seconded motion.**

In error, the Council did not vote.

Ordinance No. 525 was read into the record for first reading by title only.

MOTION: **Thomas Cotter made a motion to approve Ordinance No. 525 for second reading, by title only, and final enactment and declaring an emergency. Thomas Laing seconded motion which passed with a vote of 5-0.**

Ordinance No. 525 was read into the record for second reading, by title only, and for final enactment of November 9, 2015.

(2) Increase Lien Search Request Fee

i. Agenda Item Summary

Henneman said currently the City charges title companies, banks, etc. $10 per lien search. She said staff has been working with Net Assets, Inc. to prepare a lien database which can be accessed through the City's website. Net Assets will monitor and update the database for a fee of $10 per lien search. Staff is requesting the Council approve Resolution No. 1183 which increases lien search fees from $10 to $20 per search so the City can cover Net Assets' fees and retain $10 to cover staff time.

In response to a question from Victoria Hedenstrom, Hartz said revenue received from the lien search fees are recorded into the General Fund.

ii. Public Comment

None

iii. **Resolution No. 1183** – A RESOLUTION ESTABLISHING LIEN SEARCH FEES

MOTION: **Thomas Cotter made a motion to approve Resolution No. 1183. Thomas Laing seconded motion which passed with a vote of 5-0.**

(3) Financial Activity and Fund Balance Report through September 30, 2015

Hartz said operating expenditures are where they should be with a few exceptions. The General Fund license and permits revenue is higher than expected because building permits for Phase 3 of the Hayden Homes subdivision are being issued. She said revenue in the Water Fund is higher for same reason. She said the over expenditure of 1000% is a miscode and will be corrected. She said the ending fund balance has not changed very much since July 1, 2015.

(4) Lane County Assessment & Tax Report

Hartz said during the budget process, she estimated that assess values would increase by 1% but the actual increase was just over 3%. She said the budget included receiving 1.2 million dollars in property tax revenue but it looks like it will be closer to 1.3 million dollars.

c. City Administrator.....Ric Ingham

(1) Fern Ridge Community Policing District Follow Up

Ingham said he would like to schedule an executive session sometime next week which he will coordinate with legal counsel. He said the Council has voiced some concern about how the proposed public safety services will be delivered as opposed to how they are currently being delivered.

In response to a question from Mayor Larson, Mr. Jones said he and Mr. Reister are working on how the City can impose specific conditions in the agreement.

Ingham encouraged Councilors to email or call him with issues they want to focus on and Mr. Jones will provide the legal parameters for what the Council is concerned about.

In response to a question from Thomas Laing, Ingham asked the Council to contact him if anyone would like more information about the split rate. He said staff can provide some diagrams to help explain how a split rate works based on information received from Deschutes County. He said it doesn't seem advantageous for the City to pursue a split rate.

(2) Work Plan Update

Ingham said the Council laid out a two year work plan in 2013 which he reviewed. He said the City received a $10,000 grant from FEMA to work on an emergency preparedness plan. He said we should hear from the University of Oregon if we will get a R.A.R.E student to assist with that project.

In response to a question from Thomas Laing, Schauer said the $435,000 air piping project includes replacing the piping that supplies the air for the plant and upsizes it to allow for growth. The new piping will be laid in concrete trenches rather than underground which will provide better access. He said variable speed drives will be installed on the blower controls and will turn off automatically when they're not needed. Currently the blowers are either on or off.

(3) Questions from Councilors

None

6. OTHER

None

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:20 p.m.

Sandra H. Larson, Mayor

ATTEST:

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)