

Minutes of the Veneta City Council

May 9, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Thomas Laing, and Laura Ruff

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer Public Works Director; Darci Henneman, City Recorder; Alan Leiman, Municipal Court Judge; Anthony Clemons; Veronica Miller; Liora Sponko, Lane Arts Council; Mallorie Zara Roberts-Stott; Finley King; Marie Pickett; Herb Vloedman; Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:32 p.m.

2. PUBLIC COMMENT

Anthony Clemons, Veneta, OR

Mr. Clemons thanked the City Council for giving residents an opportunity to comment on City matters before they take action.

Veronica Miller, Veneta, OR

Ms. Miller said she felt the Council makes decisions without getting more input from City residents. She said she moved here 21 years ago and was told by City officials that a Parks and Recreation District (PRD) was something they wanted to do but more growth was needed in order to create a PRD, however, since that time Veneta's population has doubled. She said she is disappointed Veneta doesn't have its own police department or a PRD. She said voters voted to fund the skate park and the pool and when she was on the pool committee covering the pool was a necessity but now the City is talking about building the kiddy pool and she felt that covering the pool should be a higher priority. She said she's concerned about the lack of services for City residents. Besides not having parks, the playground at Bolton Hill is still not completed, we have no dog park in City limits and now the Transportation Utility Fee (TUF). She said comments were made on social media that the City is building low income housing to bring low income people into the area. The Fern Ridge Community Policing District (FRCPD) didn't pass because people outside Veneta didn't want to fund 24 hour police service for Veneta. She said if the FRCPD had passed, the City planned to build a new police station but since it didn't pass, why is the TUF being imposed? She said it makes her believe there is funding for parks and streets. She said she also complained about the bulk water station on Cornerstone and the damage to the street non-residents are causing but it has since been patched with residents' tax dollars. She said City residents paid for the water pipeline and water rate increases but non-City residents don't pay for anything. She said non-City residents benefit a lot from City services which isn't right because they don't pay for those services. She felt the City should restrict pool passes and the art camp should be for City residents only. She said those are our tax dollars that you're spending and they should be spent on residents and not on non-residents.

Mayor Larson said there are several people that agree we should have a dog park.

Liora Sponko, Lane Arts Council

Ms. Sponko said she is here tonight to ask the Council for a \$1000 donation to cover scholarships for the summer art program sponsored by Lane Arts Council. She thanked the Council for the donation the Council provided last year.

A. ACCEPTANCE OF VICTORIA HEDENSTROM'S RESIGNATION FROM THE VENETA CITY COUNCIL

Mayor Larson said Victoria Hedenstrom acknowledged in her resignation letter, that Veneta is a special place and she's enjoyed being a part of it. She is resigning because it is necessary for her family to move to Colorado.

MOTION: Thomas Cotter made a motion to accept Victoria Hedenstrom's resignation. Thomas Laing seconded the motion which passed with a vote of 4-0.

Declare Council Vacancy

MOTION: Thomas Cotter made a motion to declare that the Veneta City Council has a Council vacancy. Tim Brooker seconded the motion which passed with a vote of 4-0.

3. B. APPOINTMENT TO CITY COUNCIL VACANCY AND SWEARING IN OF NEWLY APPOINTED CITY COUNCILOR

MOTION: Thomas Cotter made a motion to appoint Laura Ruff as a City Council Member. Thomas Laing seconded the motion which passed with a vote of 4-0.

Municipal Court Judge Alan Leiman swore into office newly appointed City Councilor Laura Ruff.

4. IF I WERE MAYOR CONTEST RESULTS

Mayor Larson presented Mallorie Roberts-Stott with a certificate of participation and a \$25 gift certificate to Dairy Queen.

Mayor Larson presented Finley King with a certificate of participation and a \$50 cash gift card.

In response to a question from Mayor Larson, Mr. King said he plans to attend Oregon State University to study physics and engineering. His power point presentation was played which he narrated.

PUBLIC HEARING – AMENDMENTS TO VENETA LAND DEVELOPMENT ORDINANCE NO. 493, FILE #A-1-16

1) Mayor Larson opened the Public Hearing at 6:52 p.m.

2) Staff Report

Bork said the proposed amendments were initiated by the Planning Commission in February 2016, originally because of an interpretation from an applicant regarding off street parking standards. She said staff realized the code could be more flexible specifically related to parking lot standards where parking lots should not be located at the front of a building or to the side. The Planning Commission made a recommendation to approve amendments to encourage that flexibility except that loading docks are to be the rear of the buildings. Proper Notice and publication was completed on April 20, 2016 and no comments, to date, have been received. She said later in the agenda, the Council will have the option to approve the amendments by adopting Ordinance No. 528.

In response to a question from Thomas Cotter, Bork said the definition is being amended to eliminate all or a portion of the common property line between abutting properties so as to not create an additional lot or parcel. She said a property line adjustment cannot create a third lot without going through the partition process.

3) Public Comments

Anthony Clemons, Veneta, OR

Mr. Clemons asked if the west end of Cherry Ln. is to be developed, would the owner be required to follow the regulations.

Bork said all development within City limits is required to follow a process and must be approved by the Planning Commission.

4) Questions from Council

None

5) Mayor Larson closed the Public Hearing at 7:00 p.m.

6) Deliberation & Decision
None

6. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Laura Ruff, aye; Tim Brooker, aye.

The consent agenda as approved included Minutes for March 28, 2016, Minutes for April 11, 2016, Minutes for April 20, 2016, Accounts Payable - Checks for Approval – Paid through April 19, 2016, To be Paid – Payable through May 3, 2016.

7. COUNCIL BUSINESS AND REPORTS

a. Business

- (1) Donation Request from Lane Arts Council to provide Scholarships for the Summer Art Program
Ingham said Lane Arts Council came before the Council at the April 25, 2016 meeting and requested a reduction of the Community Center rental fee of \$380, which the Council granted. However, Lane Arts Council did not include their second request for a scholarship donation at that time. Ingham said rather than Lane Arts Council pay \$400 for the Community Center rental fee and the City make a cash contribution, its staff's recommendation that the City waive the entire rental fee amount of \$780; (\$380 on April 25, 2016 and \$400 tonight).

Laura Ruff said it's been a vital program, her daughter donates her time to the program and she completely supports the program and anything the Council can do to support the program.

Ingham said the City has two discretionary accounts; one in the Zumwalt and General Funds.

In response to a question from Mayor Larson, Hartz said the balance of the Zumwalt Discretionary account is about \$3000.

MOTION: Thomas Cotter made a motion to waive the community center rental fee in the amount of \$400 for the Lane Arts Council All about Art Summer Camp and also to donate \$500 from the Zumwalt Discretionary Fund for scholarships. Tim Brooker seconded the motion which passed with a vote of 5-0.

In response to a question from Veronica Miller, Ingham said tax dollars do not go into the Zumwalt Fund.

- (2) Donation Request from Mid Lane Cares
Mayor Larson said the Lions Club and Veterans of Foreign Wars (VFW) contributed \$500 each for the automated external defibrillator (AED). Mid Lane is requesting to be reimbursed \$200 because the total cost of the machine was \$1200.

MOTION: Thomas Cotter made a motion to donate \$200 to Mid Lane Cares to cover the remaining cost to purchase an automated external defibrillator (AED) for the Fern Ridge Service Center. Thomas Laing seconded the motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Thomas Laing attended an LCOG meeting. He said there was a positive response to the member survey LCOG conducted.

Thomas Cotter said several members of the Economic Development Committee (EDC) interviewed several business owners for the Veneta Business Connect program. He said he did not conduct interviews but was debriefed and found the results very informative. He said it seems to be a pretty effective tool which came across as being useful. He said the EDC will meet on May 11th.

Herb Vloedman said he conducted interviews and said it was helpful to both him and the businesses. He said those interviewed thanked the EDC members conducting the survey.

Tim Brooker said the Governor thanked the transportation committee for participating on the transportation panel and most of the discussion dealt with what's next and is funding really available for the transportation projects.

Ingham said the Governor did appoint a legislative committee to look at a 2017 transportation package. He said four Lane County legislators were appointed to the nine member committee. He said Highway 126 is on the top of the list.

Mayor Larson said Victoria Hedenstrom was the Council liaison to the Park Board. She asked Laura Ruff if she's interested in continuing as the liaison.

Laura Ruff said she would be interested.

Mayor Larson said the School District staff survey results indicated that better communication was the most common thread among those polled. She said the Fern Ridge Middle School Talented and Gifted (TAG) students are working on a project about Veneta's history. She said rather than publish a book, they will instead do a dramatic presentation at Applegate Theater next Sunday May 15th at 2:00. She said the Farmers' Market opened with five farm stands.

Marie Pickett said Heather Blake is the new Farmers' Market site manager/vendor and she will be there throughout the season. She said something new this year is a "produce for kids" program which will start July 1st and will allow any child 10 or under to use tokens to buy fresh fruits and vegetables. She said currently they have about 20 kids a week participating and the program may branch out to food demonstrations.

8. STAFF REPORTS

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

(1) Transportation Utility Fee (TUF) Ordinance

i. **Ordinance No. 527** – AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF VENETA. For second reading by title only and final enactment.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 527, an Ordinance adopting a Transportation Utility Fee for the City of Veneta for second reading by title only and final enactment. Laura Ruff seconded the motion which passed with a vote of 5-0.

Ordinance No. 527 was read into the record for second reading by title only and final enactment.

(2) Amendments to Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494

- i. **Ordinance No. 528** – AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 RELATING TO PARKING LOT LOCATION AND PROPERTY LINE ADJUSTMENT STANDARDS. For first reading by title only.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 528, an Ordinance amending Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494, relating to parking lot location and property line adjustment standards for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 528 was read into the record for first reading by title only.

- b. Finance Director.....Shauna Hartz

- (1) Amendments to Veneta Municipal Code relating to Utility Billing Cycle

- i. Agenda Item Summary

Hartz said in 2014 staff took on the task of reviewing the utility billing processes, existing ordinances and related code. She said the objective was to improve the clarity and efficiency of the processes. She reviewed the steps the Council took to amend five chapters of the code. Amendments include but are not limited to extending the payment due date by five days, past due notices will be sent sooner, and the door hanger process will be eliminated. She said staff has started a dialogue with some residents that will be most affected by the changes. The code amendments will also give the City more teeth when residents move from one City residence to another. She said we may not start service at the second residence if there is an outstanding balance for the applicant or property.

She said Ordinance No. 529 governs the public works operating side of the sewer system. She said some definitions needed more clarification and some housekeeping issues were addressed.

- ii. **Ordinance No. 529** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13, CHAPTER 10. For first reading by title only.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 529, an Ordinance amending Veneta Municipal Code Title 13, Chapter 10 for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 529 was read into the record for first reading by title only.

- iii. **Ordinance No. 530** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 20. For first reading by title only.

Hartz said Ordinance No. 530 provides that we now have separate water and sewer deposits rather than one general water deposit which was somewhat confusing. She said it also clarifies what we can use deposits for so when someone moves, we can apply the deposit to any outstanding account balance. Also, the definitions and terms are now consistent throughout the code.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 530, an Ordinance amending Veneta Municipal Code Title 13, Chapter 20 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.

It was pointed out that the above motion was read incorrect. Ordinance No. 530 should have been read to amend Veneta Municipal Code Title 3 not Title 13.

Thomas Cotter withdrew his motion.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 530, an Ordinance amending Veneta Municipal Code Title 3, Chapter 20 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.

Ordinance No. 530 was read into the record for first reading by title only.

- iv. **Ordinance No. 531** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 25. For first reading by title only.

Hartz said Ordinance No. 531 includes the bulk of the changes; addressing utility billing services, language, and issues regarding water and sewer customers and focuses on utility billing and the application process. She said the fillable forms will be available on the City's website.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 531, an Ordinance amending Veneta Municipal Code Title 3 Chapter 25 for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 531 was read into the record for first reading by title only.

- v. **Ordinance No. 532** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE SECTIONS 13.35.010, 13.35.050, 13.35.080; REPEALING 13.35.070; AND INSERTING 13.35.090. For first reading by title only.

Hartz said Ordinance No. 532 focuses on the stormwater fee and required some minor changes to make the definitions consistent and also provide clarity that the billing aspects of the drainage fees were tied into the water and sewer billing process.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 532, an Ordinance amending Veneta Municipal Code Sections 13.35.010, 13.35.050, 13.35.080; Repealing 13.35.070; and inserting 13.35.090 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.

Ordinance No. 532 was read into the record for first reading by title only.

- vi. **Ordinance No. 533** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13 CHAPTER 05. For first reading by title only.

Hartz said Ordinance No. 533 relocates financial language so all of the financial language is together in Title 3. She said a few housekeeping changes and definitions were also made.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 533, an Ordinance amending Veneta Municipal Code Title 13 Chapter 05 for first reading by title only. Laura Ruff seconded the motion which passed with a vote of 5-0.

Ordinance No. 533 was read into the record for first reading by title only.

(2) Declaring City Assets as Surplus and Authorizing Disposal

i. Agenda Item Summary

Hartz said the process of surplusizing items that the City no longer needs is covered by the State's Oregon Public Contracting Rules, which the City has its own version of the rules. Our

rules have the exception of E16 and were provided to the Council, which allows the City to opt out of a competitive bid process when declaring property as surplus by way of a resolution. She said we do need to make and present the findings as to why other means of disposal on particular assets is in the best interest of the City. She said as stated in the resolution direct selling is less expensive than going through the full competitive bidding process which is very time consuming for staff.

In response to a question from Thomas Laing, Hartz said the surplus items will be advertised on Craigslist but we are not required to inform the public that the items are on Craigslist.

Hartz said she worked with legal counsel to develop a bill of sale which buyers will be required to sign which reinforces that all sales are "as is".

In response to a question from Tim Brooker, Schauer said the majority of the items are without value but all listed items include a value as a starting point.

In response to a question from Laura Ruff, Hartz said the money generated from the sale will be deposited back into the purchasing fund if known.

In response to a question from Mayor Larson, Hartz said this is the process used in the past to dispose of surplus property, however, this resolution is more thorough and lays out the procedures more clearly.

ii. **Resolution No. 1190** - A RESOLUTION DECLARING SURPLUS PROPERTY

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1190, a Resolution Declaring Assets as Surplus Personal Property and Authorizing Disposal. Thomas Laing seconded the motion which passed with a vote of 5-0.

In response to a question from Veronica Miller, Schauer said if someone submits a full price offer we would take it and after a week we would take the best offer. He said putting the property on Craigslist is considered putting it out to the public.

Ms. Miller said she is concerned that not all residents will know about the property if it's only placed on Craigslist and she suggested it should be noticed to the public.

After a brief discussion, it was the consensus of the Council to direct staff to post the list of surplus property on the City's website as well as on the bulletin board at City Hall.

(3) Compensation Plan for Hourly, Temporary, and Seasonal Positions

i. Agenda Item Summary

Hartz said Resolution No. 1191 is necessary in order to adjust the minimum wage to the new state of Oregon minimum wage which becomes effective July 1, 2016. She said the compensation plan is attached to the resolution as an exhibit.

ii. **Resolution No. 1191** – A RESOLUTION ADOPTING A REVISED COMPENSATION PLAN FOR HOURLY, TEMPORARY, AND SEASONAL POSITIONS AND REPEALING RESOLUTION NO. 1180

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1191, a Resolution to amend Exhibit A, the City's Compensation Plan for Hourly, Temporary, and Seasonal Positions and Repealing Resolution No. 1180. Laura Ruff seconded the motion which passed with a vote of 5-0.

- (4) Financial Report on Fund Balances through March 31, 2016
Hartz said this is the financial report through the third quarter of fiscal year 2015-16 which is informational only. She said at this point we want operating revenue sources to be at least 75% and operating expenditure to be less than 75%. She said for the most part we are meeting these objectives, however, there are a few exceptions to that which she reviewed.

In response to a question from Mayor Larson, Hartz said some of the revenue percentages are misleading.

Ingham said 98% of all property tax revenue has been received and most of those expenditures line up except for the Law Enforcement Fund because we've only been invoiced for the first two quarters of 2015-16 so we've only paid for half of that contract thus far. That's why the ending fund balance is so high.

In response to a question from Thomas Cotter, Hartz said materials and services in the Planning Fund is so high because we had a lot of land use applications that required review by the City Engineer or legal counsel, which we paid and will then get reimbursed by the developer.

c. City Administrator.....Ric Ingham

(1) Veneta Elementary School Plaza Design

Ingham said we discussed this briefly at the last meeting and brought it back for full Council review. He said the Council is being asked to authorize \$4100 from the Parks and Recreation Fund to support design and engineering of a tree stand and plaza area at Veneta Elementary. He said this area would be used year round and should be considered an investment in our community.

MOTION: Thomas Cotter made a motion to allocate an amount not exceed \$4100 for the cost of designing and engineering of a tree-stand and plaza terracing at the Veneta Elementary School. Tim Brooker seconded the motion which passed with a vote of 5-0.

(2) Questions from Councilors
None

6. OTHER

Hartz said the budget document will be delivered Thursday or Friday of this week. She said the first Budget Committee meeting will be May 19th and a light dinner will be served before the meeting, which begins at 5:30 p.m.

In response to a question from Mayor Larson, Hartz said the vacancy on the Budget Committee has not been filled.

Thomas Cotter said he will not be attending the first meeting.

Ingham said prior to the May 23rd Council meeting the City and staff will be recognizing Victoria Hedenstrom for her service on the City Council. Light refreshments will be served beginning at 5:30 p.m. and Mayor Larson will present her with a plaque.

Schauer said the all City clean-up was a successful event. He said the Sanipac crew was great and there was a steady flow of people all day. He said he has received many comments of appreciation for providing the opportunity to get rid of things. He said they had three dumpsters of metal and another one full of appliances. He said he will have complete totals at the next meeting.

Thomas Cotter suggested next year working with the Boy Scouts to maybe provide services to senior residents that can't make it to the clean-up.

In response to a question from Thomas Cotter, Schauer said Lane County informed him that they do not have a hazardous chemical event scheduled for western Lane County but the next likely one would be in Florence. He said they also have their site open in the Glenwood area which will take most of those items at any time.

In response to a question from Thomas Laing, Schauer said we took several car batteries but Sanipac did not advertise they would take them. He said a van was full of electronics.

Ingham said the City chose years ago to not participate with Lane County's tipping fee and because they've general held hazardous waste events in communities that participate in that tipping program. He said even for a one day event we would need to participate in the tipping program.

Bork said the Park Board is assisting staff with revisiting the Parks Master Plan and looking at the 2008 Capital Improvement Plan (CIP). She said the CIP may be amended but first we wanted to know what assets the parks have and their condition. She said the Park Board inventoried all City parks' assets and their condition; buildings, lighting, trash receptacles, play structures, etc. and then rated each park. She said the results were compiled onto one sheet and reviewed. The next step is to compare the old CIP with the current condition of all park equipment and see if the old CIP still makes sense. She said the information was helpful but brief. She said most of the equipment is in good condition but one park is in need of extra attention. The Park Board noticed that most of the parks do not have bike racks.

In response to a question from Mayor Larson, Schauer said he is having a hard time finding similar play equipment to the equipment that was damaged from the fallen trees in City Park. He said the park itself was tore up pretty bad and the ground has just now dried out to where they can get in there with equipment to clean it up. He said an arborist looked at the park today to see if there are any other hazards in the park. He said this summer we may do a planting.

In response to a question from Tim Brooker, Ingham said we need to take a serious look at the Capital Improvement Plan (CIP) for the parks. He said we were hoping to overhaul the entire Master Plan after we concluded with the Transportation System Plan (TSP) this summer. We hate to get too far into the Parks Master Plan when we know that updating the TSP is the priority project but we do need a plan for City Park. He said this past wet winter is preventing us from getting in there and cleaning it up for this summer.

In response to a question from Mayor Larson, Schauer said the swing set needs to be replaced but he's not sure if we will have one for this summer.

Mayor Larson said it's clear that not having a major swing set at that park would be very strange.

Ingham said staff will look into getting a swing set at City Park as a priority.

Bork said we are getting funding from ODOT for the Transportation System Plan (TSP) updates. She said ODOT is in the process of hiring a new planner, which takes time but that new planner will be helping us with the updates this fall.

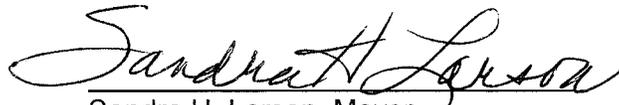
In response to a question from Mayor Larson, Bork said she hasn't heard from the Oregon Parks and Recreation Dept. on the grant application the City submitted for partial funding of the kiddy pool. She said we likely won't hear anything until the fall.

Ingham said the Kiddy Pool Committee will make a presentation to the Oregon Dept. of Parks and Recreation in Salem next month.

Ingham said Garbett has been busy with Hayden Homes as well as other developers.

ADJOURN

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


Sandra H. Larson, Mayor

ATTEST:



Darci Henneman, City Recorder
(Minutes prepared by DHenneman)