

**Minutes of the Veneta City Council
Special Meeting
July 30, 2015**

Present: Sandra Larson, Tim Brooker (via telephone), Thomas Cotter
Absent: Victoria Hedenstrom and Thomas Laing
Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director, Shauna Hartz, Finance Director; Darci Henneman, City Recorder; Sgt. Billy Halvorson, LCSO; David Calderwood, and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the special meeting of the Veneta City Council to order at 3:09 p.m.

2. PUBLIC COMMENT

David Calderwood, 28104 Spencer Creek Rd., Eugene, OR

Mr. Calderwood said he supports the proposed code amendments to the Animal Control Ordinance. He said the City's proposed amendments are very good and well written but suggested once a dog has been identified as dangerous, it should be required to wear a specific colored collar, attend dog obedience classes or the dog should be micro chipped or tattooed. He provided staff with a CD of the Calgary, Alberta, Canada animal code. He said he was appointed by Commissioner Jay Bozievich to the 1st Street Animal Control Committee and has been a member since the committee's conception. He said the Committee investigates a lot of various animal control codes.

3. CONSENT AGENDA

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

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

The consent agenda as approved included minutes for June 22, 2015 Work Session, Minutes for June 22, 2015, Accounts Payable - Checks for Approval – Paid through July 7, 2015, To be Paid – Payable through July 21, 2015, Civic Calendar for August, 2015.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report

Sgt. Halvorson provided his report. He said it's very consistent with the last couple of months. He asked if the Council had any questions.

In response to a question from Tim Brooker, Sgt. Halvorson said the 19 calls to the skate park were a combination of deputy foot patrols and drive by patrols. He said the purpose is to show how many times the deputies are at the skate park.

Sgt. Halvorson said this is his 4th year coordinating the sheriff's patrols for the Oregon Country Fair (OCF) and this was the quietest year yet. He said arrests were down and the relationship with the City of Veneta, the LCSO and OCF is working.

In response to a question from Thomas Cotter, Sgt. Halvorson said Saturday at the Fair was pretty busy and Friday and Sunday were about the same. He said Thursday the deputies saw a lot of activity because all of the campgrounds opened and didn't close until Monday which kept a lot of attendees in the area. He said typically it quiets down on Sunday but this year there was more than the usual activity.

- (2) Request from Mid Lane Cares to Sponsor the 2015 Veneta Harvest Festival
Ingham said there are three sponsorship levels offered. He said in the past the City has used Rural Tourism Marketing Program (RTMP) funds to sponsor this event because it brings people to the Fern Ridge community from outside the area.

Mayor Larson said it seems logical we would be a full sponsor.

MOTION: Thomas Cotter made a motion to approve \$500 sponsorship from the Rural Tourism Marketing Program Fund to Mid Lane Cares for support of the 2015 Harvest Festival. Tim Brooker seconded motion which passed with a vote of 3-0.

- (3) Request from Fern Ridge Chamber of Commerce to Sponsor the 2015 Chili Cook-off
In response to a question from Tim Brooker, Hartz said the RTMP fund has a balance of about \$10,000.

Ingham said we haven't always used all the funds and each year we receive about \$5200 to \$6000.

MOTION: Thomas Cotter made a motion to approve a \$500 sponsorship from the Rural Tourism Marketing Program Fund to Fern Ridge Chamber of Commerce for support of the 2015 Chili Cook-off at the Harvest Festival. Tim Brooker seconded motion which passed with a vote of 3-0.

b. Councilor/Committee Liaison Reports

Mayor Larson said the School District's construction work continues. She said the City of Veneta will host the Lane County Mayor's Association roundtable meeting in October. She said organizers are hopeful by having the Roundtable meeting in Veneta, more coastal mayors may be encouraged to attend.

5. STAFF REPORTS

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

(1) Proposed Amendments to Veneta Municipal Code Chapter 6.05 Animal Regulations

i. Agenda Item Summary

Bork said at the June 22 meeting the Council requested staff to provide more information about protecting cats from dangerous animals. Tonight she provided a response from legal counsel which defines a dangerous animal and that cats will be protected from dangerous animals. She said no changes have been made to the ordinance and she is not able to address the earlier public comment made at tonight's meeting.

Mayor Larson said we can amend the ordinance at a later date to include additional information

ii. **ORDINANCE NO. 521 – AN ORDINANCE AMENDING CHAPTER 6.05 – ANIMAL REGULATIONS OF THE VENETA MUNICIPAL CODE AND DECLARING AN EMERGENCY**

MOTION: Thomas Cotter made a motion to approve Ordinance No. 521 for first reading, by title only, and declaring an emergency. Tim Brooker seconded motion which passed with a vote of 3-0.

Ordinance No. 521 was read into the record for first reading by title only.

MOTION: Thomas Cotter made a motion to approve Ordinance No. 521 for second reading, by title only, and final enactment and declaring an emergency. Tim Brooker seconded motion which passed with a vote of 3-0.

Ordinance No. 521 was read into the record for second reading, by title only, and for final enactment of July 28, 2015.

(2) 2016 Special City Allotment Grant

i. Agenda Item Summary

Bork said Resolution No. 1181 will allow the City to apply for a \$50,000 grant through ODOT's 2016 Special City allotment grant program for transportation improvements. She said in order to apply, the Council is required to pass Resolution No. 1181, and agree to complete the project by September 2016 if we accept the funds. She said originally we wanted to include 2nd St. and 3rd St. on the application but now that we have the City Engineer's estimate, we will only apply for funding for the 2nd St. improvements. She said the Engineer's estimate for both projects was about \$400,000 so staff felt we would have a stronger chance for an award if we only include the 2nd St. improvements on the application.

In response to a question from Mayor Larson, Bork said we're confident the project will be completed by September 2016.

Bork said the City Engineer said he may be able to value engineer his estimate to reduce some of the cost but this is his estimate to do full street improvements including street lighting to match the existing downtown area lighting.

ii. **Resolution No. 1181** - 2016 SPECIAL CITY ALLOTMENT

MOTION: Thomas Cotter made a motion to approve Resolution No. 1181. Tim Brooker seconded motion which passed with a vote of 3-0.

(3) Update on 87646 Trek Dr. Structure

Bork said staff contacted five firms to request a quote for demolition of the structure at 87646 Trek Dr. She said July 22nd was the deadline for submitting a quote and we only received one from Braun Excavating, Inc. for \$8,950. She said that quote would include removal of all the structure and foundation debris and also require the City to disconnect all electricity to the structure.

In response to a question from Mayor Larson, Bork said it's difficult to determine if that was a good bid because we don't have anything to compare it to.

Ingham said staff was thinking a fair bid would be in the \$5000 to \$7000 range but we're in the height of the construction season, the bid is higher than we expected, but staff doesn't feel it's an unreasonable quote.

In response to a question from Mayor Larson, Bork said the bank provided us with the owner's name but staff is having some difficulty contacting them.

Ingham said if the Lane County Assessor's office still lists the bank as the owner, we will record a lien for demolition costs against the property and in the name of the agent of record.

In response to a question from Mayor Larson, Bork said the next step will be to sign a contract with Braun and schedule the work.

Ingham said staff will do its due diligence to locate the current property owner and Bork is constantly talking with legal about how the abatement on this property is progressing. He said

the driveway will stay but the foundation will be removed.

MOTION: Thomas Cotter made a motion to approve the \$8950 bid from Braun Excavating, Inc. to remove all debris including the structure and foundation at 87646 Trek Dr. Tim Brooker seconded motion.

In response to a question from Tim Brooker, Thomas Cotter said he knows the company and they have a very good reputation.

VOTE: 3-0.

In response to a question from Mayor Larson, Bork said she didn't feel a contingency is needed because it wasn't listed in the bid.

- b. Public Works Director.....Ric Ingham (for Lane Branch)
- (1) Award of Contract for the City of Veneta Slurry Seal and Pavement Preservation Project
- Ingham said Lane Branch was available on Monday but could not make today's meeting so he will review the report. He said the project includes crack and slurry sealing for numerous City streets and will also include full depth replacement of small sections of streets (patching) prior to the slurry seal application. He said two other potential projects were bid alternatives. Alternate no. 1 would call for an asphalt overlay of E. Bolton Rd. from Territorial Rd. to Trinity St. which would be done after the existing sewer project is complete. Alternate no. 2 would include patching, milling, and asphalt overlay of Broadway Ave. from 4th St. to 6th St. as well as 5th St. from Broadway Ave. to Dunham Ave. After reviewing the bids, staff recommended moving forward with the main project, including a contingency, and Alternate no. 1. He said the Alternate no. 2 project can be re-bid as part of similar work to be done at a later date. Ingham said staff is optimistic all of this work can be done by September 30th and requested the Council approve the City enter into a contract with C. R. Contracting at an amount not exceed \$400,000.

In response to a question from Thomas Cotter, Ingham said he's not sure if there is a specific penalty if the project is not completed by the deadline. He said weather really drives construction work and if the temperature drops or the rain comes in, the work can't be done. He said the contractor is eager to get the job done by the deadline.

Ingham said the work won't start until the contract is signed and in that time, staff will do some outreach to residents. He said the work is spread out over town and it could take up to three weeks to complete the slurry seal and the overlay on East Bolton. He said it's possible the work won't start until after Labor Day and take the majority of September to complete the project.

MOTION: Thomas Cotter made a motion to authorize City staff to enter into a contract with C.R. Contracting to construct the main project and Alternate No. 1 of the City of Veneta 2015 Slurry Seal and Pavement Preservation Project for a total not to exceed \$400,000. Tim Brooker seconded motion which passed with a vote of 3-0.

- c. City Administrator.....Ric Ingham
- (1) Revised City Administrator Employment Agreement
- Ingham said on July 13th the Council reviewed his annual evaluation and made a recommendation for a merit increase. He said he and Hartz suggested rather than incorporating the changes into a third Employment Agreement addendum, a new Agreement would be drafted and sent to legal for review. He said Hartz received the contract back and he asked if the Council would like to review the contract prior to Mayor Larson signing it or if the Council would approve Mayor Larson sign the contract after her review.

It was a consensus of the Council to direct Mayor Larson sign the contract after her review.

MOTION: Thomas Cotter made a motion to approve the suggested changes to City Administrator Ingham's Employment Agreement and authorize Mayor Larson to sign the agreement after her review. Tim Brooker seconded motion which passed with a vote of 3-0.

- (2) Reconvening of the Veneta Economic Development Committee
Ingham said reconvening the Economic Development Committee (EDC) was recommended in the Five Year Economic Development Action Plan adopted in April 2015. He said with the Resource Assistance for Rural Environments (R.A.R.E.) student coming on in September, staff felt August is a good time to advertise for committee members. He said the EDC was created in 1985 and Bylaws were adopted that same year. He said there's been a series of revisions to the Bylaws, the most recent was in 1996 which called for a 10 member committee. He said staff felt that may be too large of a committee and if the Council agrees, staff will bring the amended Bylaws to the September 14th meeting at the same time Mayor Larson makes her recommended appointments to the committee.

Tim Brooker said he's not convinced we need to start recruiting until the Bylaws are approved.

In response to a question from Thomas Cotter, Tim Brooker said we can advertise the Committee vacancies while we're waiting to have the Bylaws amended and approved, then Mayor Larson could make the appointments. He said he felt the Bylaws should be somewhat complete.

Ingham said we have six weeks before appointments would be made and he's not sure any fundamental changes would be made but the current language has 10 members including ad hoc positions. He said the only revision would be to change the number of members from 10 to seven and remove the ad hoc positions.

MOTION: Thomas Cotter made a motion to direct staff to solicit applicants for the Veneta Economic Development Committee. Tim Brooker seconded motion which passed with a vote of 3-0.

- (3) Questions from Councilors
Tim Brooker thanked everyone for allowing him to attend the meeting via telephone and he apologized for not being able to attend the meeting in person due to his illness.

Mayor Larson said she's glad he's feeling better and looks forward to seeing him at the next meeting.

Thomas Cotter said he called Schauer a week ago to express his dismay at the speed of the dump trucks traveling down E. Hunter to Huston and not stopping at the intersection. He said Schauer went to the site and the next day he noticed how slow the trucks were going and he wanted to commend Schauer and the drivers for the response and consideration of the residents in the area.

In response to a question from Mayor Larson, Hartz said we don't yet know what the net proceeds from the Zumwalt Campground are.

Ingham said we received the signed Zumwalt Campground contract from Lane County and the percentage paid to the County was half of what it was last year. He said all the outreach to change over to a new reservations system was well received, which may be a driving force to make some other positive changes. He said the only negative impact of the campground was

the cars queuing up at the Cornerstone area. He said we need to just tell them they can't park there at all. He said we started allowing campers to stage there about five years ago to keep them from stacking up on Jeans Rd. but now they show up 36 hours early and use the area as an opportunity to be the first in line to enter Zumwalt Campground.

6. OTHER

Ingham said most recently Chief Ney from Lane Fire Authority has enacted industrial fire protection level no. 4. He said a level 4 prohibits all logging operations and mowing in non-irrigated areas among other things. He said Lane Forest Products has been clearing the poplar plantation and they have been told they cannot continue until the restriction is lifted. He said public works is also restricted to mowing only irrigated grass. Ingham said it's alarming that we're going into the high fire danger mode this early in the season.

Joan Mariner said she is concerned about the potential fire hazard on a stretch of E. Hunter Rd. She said the ditches are very brushy and it wouldn't take much for a fire to start.

Ingham said once the humidity drops, Chief Ney will likely lift the restriction.

Joan Mariner said a large section of fence around the Veneta Elementary construction site was down. She said Greg Baker from the School District called the Lane County Sheriff's Office non-emergency line and a deputy promptly arrived. She said she was pleased at how quickly a deputy responded. She said Mr. Baker and a relative got the fence back up.

Ingham said the City will participate in this year's chili cook off at the Harvest Festival.

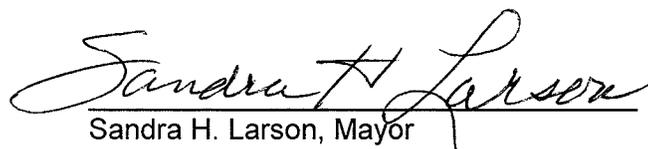
Thomas Cotter suggested the City could challenge the Lane Fire Authority or the Fern Ridge Library.

Ingham suggested City elected officials could challenge the School District Board or the Lane Fire Authority Board.

Ingham said at this point, it does not look like the Council will meet in August. He said that may change but staff doesn't see anything coming up. He said the City summer barbeque will be Sunday August 16th at 2:00 p.m. at Schauer's home. He said staff will provide details soon.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 4:00 p.m.


Sandra H. Larson, Mayor

ATTEST:


Darci Henneman, City Recorder
Minutes prepared by DHenneman)