

**Minutes of the Veneta City Council  
January 10, 2005**

Council  
Present: Mayor Tim Brooker, Darrell Carman, Thomas Cotter, and Marion Esty

Absent: Fred Miller

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Margaret Boutell, Community Services Director; Sandra Belson, City Planner; Jerry Elliott, City Engineer; Kyle Schauer, Public Works Director; Tami Sankowski, West Lane Chamber; Andy Smith; Sam Loftis; Karen McGowan, Register Guard; and Jeneca Jones, West Lane News

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Mayor Brooker called the Veneta City Council to order at 7:01 p.m.

**1. SWEARING IN OF NEWLY ELECTED COUNCIL MEMBERS**

Mayor Tim Brooker, Councilor Thomas Cotter and Councilor Marion Esty were given their oaths of office by City Recorder Sheryl Hackett

**2. PUBLIC COMMENT - None**

**3. CONSENT AGENDA**

**MOTION:** Thomas Cotter made a motion to adopt the Consent Agenda as presented. Marion Esty seconded the motion.

**On voting:** Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; and Darrell Carman, aye.

The consent agenda as approved included minutes for December 13, 2004, minutes for December 27, 2004, and bills paid and payable for December 2004/January 2005

**4. DEPARTMENT REPORTS**

- a. FROM MAYOR/COUNCILORS
- (2) Report on law enforcement activities  
Postponed until January 24, 2005
  - (3) Elect new Council President

**MOTION:** Thomas Cotter nominated Fred Miller to another term as Council President. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

- (4) Discussion on Council Committee assignments  
Having the agreement of the Councilors, Mayor Brooker announced the following Council assignments:  
Planning Commission - Marion Esty with Darrell Carman as the alternate.  
LCOG Board - Mayor Brooker with Darrell Carman as the alternate.

**Roads - Thomas Cotter**  
**Economic Development/LCOG Loan Committee - Thomas Cotter**  
**Park Board - Fred Miller**  
**Personnel Committee - Mayor Brooker and Fred Miller**  
**Region 2050 - Marion Esty with Fred Miller as the alternate**  
**Regional Arts Theater Group - Darrell Carman**

- (1) State of the City Address  
Mayor Brooker gave his annual State of the City Address (attached)

- (5) Appoint two Planning Commissioners  
The Council felt that it takes a long time for Planning Commissioners to gain the necessary knowledge they need for making decisions and that the current Planning Commission has gained that knowledge and is working very well together.

**Having the consensus of the City Council, Mayor Brooker reappointed Len Goodwin and James Dean to the Veneta Planning Commission.**

Mayor Brooker said he would like to have more notice before the next terms expire.

- (6) Appoint Citizen's Advisory Committee (East Veneta Study)  
Margaret Boutell presented the Council with the eleven applications the City received from people interested in serving on the Citizen's Advisory Committee. The key stakeholder groups have recommended representatives for their group which include Greg Demers (Fern Ridge Chamber), Craig Harbison (Neighbors for Responsible Growth), and Marion Esty (Planning Commission/Council). Margaret asked the Council to appoint four additional members, for a total of seven.

After the Council reviewed the applications and reached a consensus, Mayor Brooker appointed Larry Pierce, Janet Campbell, Sue Hallett, and Betty Fredrickson to the remaining four openings.

- (7) Recommendation regarding Freight Route Designation for Hwy 126  
Ric Ingham presented a letter from ODOT which states that the designation of Hwy 126 as a Freight Route will not affect the Cornerstone Drive project access permit. He said he does not see a negative side to the Freight Route designation because it will not increase the amount of truck traffic on the highway.

Ric presented two additional letters that were received too late for Council packets, one from Jim Spickerman and one from ODOT that was provided by County Commissioner Anna Morrison. Ric said the letter from Mr. Spickerman does not ask the Council to oppose the designation, only to use due diligence in asking questions. The letter from ODOT adds some clarity as to why the Freight Route designation has been proposed.

Thomas Cotter said he has given the matter a lot of thought, taking into consideration the comments from the public. He said he does not see the Freight Route designation as bad for Veneta. He said truck traffic will increase with or without the designation. He said holding access permits to a higher standard will improve safety along the highway and the designation could help the City obtain funding. He said access is not an issue on the south side of the highway west of Territorial because of the access road which has already been construction.

Darrell Carman said the purpose of a truck route is to move traffic through an area. He said he is concerned that the freight route designation may make it more difficult to get future approval for a signal light at the intersection of Huston and Hwy 126.

Thomas Cotter said he felt the best way for the City to get assistance from ODOT for a signal is if Veneta cooperates with ODOT.

Mayor Brooker said a deceleration lane may be a better solution to the problem than a signal. He felt the City would be in a better position to get funding for safety improvements along the highway if it is designated as a Freight Route.

Marion Esty said she agrees. She said the Council needs to consider what is best for the community in the future and look at it as long term planning.

**MOTION: Thomas Cotter made a motion to direct staff to send a letter to ODOT and the OTC in support of the Freight Route designation for Hwy 126. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.**

b. COUNCIL/COMMITTEE LIAISONS

Thomas Cotter (Fern Ridge Chamber) - Ric will be attending the Chamber meeting luncheon on Wednesday, January 12, 2005.

Darrell Carman (Arts Committee/Theater Group) - Darrell said he will attend their meeting tomorrow; however, he said the group is not having a lot of success.

5. STAFF REPORTS

a. COMMUNITY SERVICES DIRECTOR

(1) Public Works Monthly Report for December 2004

Kyle Schauer summarized his monthly activity report for the Council.

In response to a question from Mayor Brooker, Kyle said Ray's is taking charge of removing the decorations from the community Christmas tree. The project was delayed while awaiting for EPUD to bring their equipment. The decorations should be removed tomorrow and after that the public works crew will remove the tree.

Thomas Cotter asked Kyle to check into the possibility of installing a solar

street light at the intersection of Hwy 126 and Eighth Street.

Ric Ingham complimented the public works crew for the behind the scenes work that made the local holiday activities successful. He said the crew helped with the Light Parade, Tree Lighting, and SANTA project.

- (2) Planning Commission Quarterly Report for 4<sup>th</sup> Quarter 2004  
Sandra Belson summarized the Planning Commission quarterly report for the Council. She said the City has received it's first Measure 37 Claim from a property owner who claims the Greenway subzone has devalued his property. The property owner has been sent an application form and a copy of the ordinance. After receiving the required information the City will begin processing the claim.

Mayor Brooker said the numbers in the report do not really reflect the tremendous amount of work the planning staff has done.

- (3) **RESOLUTION 887 - A RESOLUTION ADOPTING A COORDINATED POPULATION PROJECTION FOR THE CITY OF VENETA**

Sandra Belson said the coordinated population project is a new requirement imposed by the state. The state economist came up with the statewide projected population. Sandra presented the Council with a memorandum explaining how the coordinated population was then allocated. She said the one thing that has not yet been agreed to is a process for changing the projected populations in the future. LCOG will probably have the burden to support whatever the city wants to change. If the projected populations are not approved, it will make it more difficult to get state funding. Veneta just finished periodic review and constructing new facilities so the population projection will probably not have a short term impact.

Sandra said she anticipates the projected populations will be reviewed biannually. She said the current projections for Lane County were lower than the forecasted projections in 1997.

In response to a question, Ric said the City's current population figure from Portland State is 3,660.

In response to questions, Sandra said the projections for Region cannot be determined until they decide what scenario will be used. She said Veneta currently has more than a 20-year supply of land within it's UGB which is what a UGB is supposed to allow for. She was not aware of a 3% limitation. She said Goal 14 is currently begin revised.

In response to a question from Darrell Carman about the benefit of the growth restrictions imposed by the state, Sandra said it helps reduce over funding for infrastructure projects.

**MOTION: Darrell Carman made a motion to adopt Resolution 887 to coordinate Veneta's population projection. Thomas Cotter seconded the motion which passed with a unanimous vote of 4-0.**

(4) Wastewater Connection Policy

Margaret Boutell said several properties on Hunter Road that are currently on septic, now have the capability to connect to the city's wastewater system. Prior to notifying the property owners that they will be required to connect to the city system, staff asked the Council for direction on a payment policy for the SDC and connection costs. Staff has recommended that the Council adopt an installment payment policy similar to the one established by Resolution 821 for the 2001 sewer connect project.

In response to a question from Thomas Cotter, staff said the agreement the home owner signs requires payment in full at the time the home sells and a lien is placed on the property until the costs are paid in full. The policy would only apply to existing properties that are currently served by a private septic system.

In response to a question from Thomas Cotter, Margaret said the property owner is responsible to pay for any required laterals and that cost would be figured into their total costs.

Darrell Carman recommended starting the repayment schedule with two years instead of one year. The Council agreed with Darrell and directed staff to bring back a resolution for adoption at their next meeting.

b. CITY ENGINEER

(1) Capital Improvement Plan Discussion

Ric Ingham said staff has been coordinating the efforts of the City Engineer and City Attorney on a Capital Improvement Plan and Methodology. Originally the Street Assessment, Capital Improvement Plan, and Methodology were to be done as one plan. At the recommendation of Lane Council of Government staff, they were split into three separate reports. After Jerry Elliott completed the plans, Carrie Connelly did a legal review of each plan to make sure they met statutory requirements. Ric provided the Council with the final drafts of the Transportation Capital Improvement Plan and the Transportation Methodology and Calculation Plan. He asked the Council to review the plans so they can be adopted by resolution at their next meeting.

Mayor Brooker asked that the plans be made available for the public to review and comment on prior to their adoption.

Ric said once the plans are adopted by resolution, the public will have a 60-day period for public comment prior to the City adopting the Systems

**Development fee.** Staff will solicit feedback from the development community and other stakeholders during that period.

Jerry Elliott said the Street Assessment report which the Council has already received, only looked at the cost to bring existing streets up to a standard of "good". The Transportation Capital Improvement Plan includes the costs to expand the City's street capacity to meet future demand. The cost to do that has been estimated at \$5.2 million. The Transportation Methodology and Calculation Plan is based on the premise that expanding capacity of existing streets helps everyone living in the City. How the street will be used in the transportation network has been evaluated and a certain percentage of the total cost is allocated for each street. The Capital Improvement Plan estimates \$3.6 million of the \$5.2 million would come from future users and \$1.6 million would come from existing users.

Jerry Elliott said the plan includes bringing all of the City's streets up to City standard. He said the Council may want to evaluate the streets and determine whether some of them can be deleted from the Capital Improvement list.

In response to a question from Darrell Carman, Jerry Elliott said the Street Assessment costs are based only on bringing the existing streets up to a good condition through maintenance and preservation. It does not include bringing the streets up to standard as far as width, curbs, gutters, or sidewalks. The cost to upgrade streets to meet the future needs of the community is in the CIP.

In response to a question, Ric said the new SDC's would be in addition to the ones already being charged for water, sewer, and parks, bringing the total SDC amount to about \$8,809 total. He said that total is comparable to what other communities in the state charge.

Darrel Carman said the SDCs are high for the type of starter homes being built in Veneta and could drive development away.

In response, Thomas Cotter said the fees cover the cost of the infrastructure the City has to have to accommodate development.

Ric said if the SDC fee is too much lower than other communities, Veneta could get the Lion's share of low income housing. He said it is important for a City to have a mix of low to high income housing development.

In response to a question from Mayor Brooker, Jerry Elliott said sidewalks were not included as part of the proposed improvement fee. The \$2.7 million dollar figure for sidewalks is separate from the \$5.2 million for street improvements. The City's policy has been to construct sidewalks through Local Improvement Districts.

In response to a question about whether or not it is fair to ask the property owners along existing streets to pay for sidewalks that are needed as a result of development, Ric said that would be a policy discussion the Council may want to have in the future.

c. CITY ADMINISTRATOR

- (1) **ORDINANCE 452 - AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF PROVISIONS FOR GOVERNING THE DEVELOPMENT AND USE OF SYSTEM DEVELOPMENT CHARGES FOR WATER, WASTE WATER, DRAINAGE, STREETS, FLOOD CONTROL, AND PARKS; REPEALING ORDINANCE NO. 338 AND 391. Second reading by title only and for final enactment.**

**MOTION: Thomas Cotter made a motion to adopt Ordinance 452 for second reading by title only and for final enactment. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.**

- (2) Updates  
Ric announced the Army Corp of Engineers will be hosting a community meeting at the Fern Ridge Middle School on Wednesday at 7:00 p.m. to discuss the draw down of the Fern Ridge Reservoir for repairs.

He encouraged the Council and public to participate.

Ric announced the Council will be holding a Goal Setting retreat on Saturday, February 5, 2005 at the Veneta Community Center.

The Council was asked to make arrangements with staff if they would like to attend the LCOG dinner.

6. **OTHER**

- a. Possible joint meeting with Planning Commission for a public hearing to consider application for variance to City's Wetland Ordinance (Slaven Estates): Monday - February 7, 2005 - 7:00 p.m. .

The Council was asked to reserve February 7, 2005 for a possible joint meeting with the Planning Commission. If the applicant does not submit the applications in time for public notice, a new date will be set and the Council will be notified.

- b. The Council was asked to contact Shauna Hartz if they have any comments on the proposed revisions to the Employee Handbook.

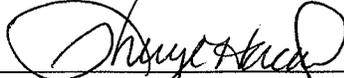
7. **ADJOURN**

Mayor Brooker adjourned the Veneta City Council at 9:14 p.m.



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Fred Miller, President of the Council  
Acting Mayor

ATTEST:



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Sheryl Hackett, City Recorder  
(minutes prepared by SL Hackett)