

# Minutes of the Veneta City Council

April 11, 2005

Present: Mayor Brooker, Darrell Carman, Thomas Cotter, Marion Esty, and Fred Miller

Others: Ric Ingham, City Administrator; Sandra Belson, City Planner; Margaret Boutell, Community Services Director, Kyle Schauer, Public Works Superintendent; Lee Larson; and Jeneca Jones, West Lane News

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Mayor Brooker called the Veneta City Council to order at 7:08 p.m.

## 1. PUBLIC COMMENT

### **Lee Larson; 25016 W. Broadway; Veneta, Oregon**

Mr. Larson showed the Council slides of current code violations which included an abandoned car, illegal sign, abandoned trailer, junk stacked behind a building, and an inoperable van with the wheels buried in the dirt. He said he is glad the City is growing; however, he would like to see people maintain their property. He said the code violations decrease property values. He suggested hiring a part-time code enforcement officer. He said code enforcement would pay for itself by increased property values. Mr. Larson said Broadway is the City's main street but it is also the City's worst looking street.

In response, Mayor Brooker said the City currently does code enforcement on a complaint basis. Mayor Brooker asked Mr. Lee to submit printed photographs to the City and they will follow-up on the code violations.

## 2. CONSENT AGENDA

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

**Vote: Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; Darrell Carman, aye; and Fred Miller, aye.**

The consent agenda as approved included pages 2-10 of the minutes for the joint meeting with the Veneta Planning Commission for March 7, 2005 and the Council minutes for March 28, 2005.

## 3. DEPARTMENT REPORTS

Mayor Brooker (Public Safety Work Session) - Mayor Brooker gave a brief summary of the public safety work session discussions.

Thomas Cotter (Fern Ridge Chamber) - A Fern Ridge Reservoir clean-up day has been scheduled for May 21, 2005. The Chamber will be asking restaurants to give participants a 10% discount for a meal and they are looking for someone to provide bottled water.

In response to a question from Jim Bruvold, staff said the city-wide clean-up is scheduled for May 7, 2005. This year the City is combining its effort with the Fire District, County Transfer & Recycling (CTR) and the Neighbors for Responsible Growth, (N4RG). The clean-up does not include hazardous waste disposal.

Marion Esty (Park Board) - The Park Board met last Wednesday and Public Works staff member Denny Capps took them on a tour of six City parks. The new members are working well as a committee and are currently taking a look at how the City's existing parks are operating. The Park Board will be holding an extra meeting this month to discuss budget items that impact the parks, including public safety and park maintenance.

#### 4. STAFF REPORTS

##### a. FINANCE OFFICER

###### (1) Changes in Fund Balance through January 2005

Ric said Shauna Hartz was unable to complete the fund balance through February before her resignation took affect. The City will be challenged to keep the fund balance current during the interim of hiring a new finance officer. He said the property taxes are looking pretty good and the numbers are encouraging.

Mayor Brooker said the Council may need the fund balance information during the budget process.

In response to a question from Darrell Carman, Ric said the City receives property taxes over a period of months with the largest sum coming in November. He said about 80% is collected by this time each year.

##### b. COMMUNITY SERVICES DIRECTOR

###### (1) Public Works Monthly Report for March 2005

Kyle summarized his monthly activity reports. In response to questions from Fred Miller, Kyle said they are getting close to resolving the water filter problems. Denny and Jerry attended a 3-day refresher training, Jeff and Justin attended classes for their state water certifications.

Marion said the poplar site looks great and, despite the weather, the Easter Egg Hunt was a success. Mayor Brooker thanked the public works staff for helping.

Mayor Brooker commented on the number of non-profit organizations using the Community Center vs the paying customers. He said they may need to look at the charges again to be sure the costs are being covered. He said it isn't a priority but he would like staff to check into the current cost for operation. He said they may need to start charging a small fee for the non-profit groups.

In response to a question from Mayor Brooker, Kyle said the sewer plant has performed very well, even during the periods of heavy rainfall. He said the next certification is to be done in 2006.

###### (2) Resignation of Veneta Planning Official

Margaret announced that City Planner Sandra Belson has accepted a full time position for Junction City. Staff will begin recruiting for a new planner with a closing date of May 6, 2005. Sandra's last day will be sometime in May. Mayor Brooker said during the budget process they can discuss salaries of

planning departments in cities of comparable size. Ric said the planning activities have picked up considerably.

- (3) **Planning Commission Quarterly Report**  
Sandra summarized her quarterly report which reviewed recent planning decisions and current applications. She highlighted the City's long-range planning projects and activities of the Planning Commission. In response to a question from Mayor Brooker, Margaret said LCOG is currently working on one application. Ric said this fiscal year the City budgeted \$25,000 for LCOG planning assistance. He said Sheryl will need to stay involved with planning to provide continuity and answer walk-in questions. He said the 120-day rule for processing planning applications impacts other administrative functions.

Mayor Brooker asked to be kept informed of administrative activities that fall by the wayside. Ric said they are currently in the process of hiring a half-time receptionist to help free up time for Teresa and Mindy. Darrell asked if there is any possibility of farming out work. Margaret said that Denise has offered to work some days at City Hall. Ric said there are some private planning firms such as Satre & Associates that the City may be able to use if necessary.

The Council said they are sorry to be losing Sandra.

- (4) **Acceptance of Stormwater Methodology and Calculations**  
Margaret said the 60-day review period starts today. A public comment session will be held April 25, 2005 and the methodology is scheduled for adoption on June 13, 2005. The SDC will be based on square footage of impervious surface and includes a reimbursement fee and improvement fee. A reimbursement is for existing capacity that was built into the system and those projects are marked with an "R". The majority is based on new capacity. LCOG consultants have helped figure out the amount of future impervious surface which is used to calculate the rate per square foot. For single-family residential, there are three levels of SDCs (high, medium, and low) based on ranges of impervious surface. Other development is based on a percentage of impervious surface. The SDC will be paid at the time a building permit is issued.

Thomas Cotter asked about the medium charge for single-family residential homes being based on 1,000 to 3,000 square feet rather than 1,000 to 2,000. In response, Margaret said it was based on the extensive research done by the City of Eugene. Ric said that larger homes tend to be built on larger lots. Margaret pointed out that reductions are allowed for developers that keep stormwater on their site. She said there is also an adjustment allowed for inflation. In response to a question from Darrell, Margaret said street and sidewalk surfaces are not calculated into the SDC. The SDC covers only impervious surfaces on private development. Mayor Brooker asked if the reduction for keeping stormwater on site endorses private detention ponds. Margaret said the developer would have to show that whatever is proposed for keeping stormwater on site would work with the soils.

**MOTION:** Fred Miller made a motion to adopt the Stormwater Methodology and Calculations. Darrell Carman seconded the motion.

Discussion: In response to a question from Thomas Cotter, Margaret said streets are not included in the impervious area because they are city-owned infrastructure. Margaret said the City could adopt street standards for pervious pavement. Ric said the Planning Commission has looked at alternative street designs as a way to reduce the amount of impervious surface. They have found there is a trade-off for other benefits. In response to a concern expressed by Thomas Cotter about the City incurring the cost of dealing with the runoff from the streets, Ric said to some extent the City has reduced that cost by requiring developers to construct stormwater detention ponds.

**Vote:** The motion passed with a unanimous vote of 5-0.

Ric said the Council action starts the 60-day review period.

c. CITY ADMINISTRATOR

(1) Hiring Update

Ric said he has been unable to find an interim for Shauna's position by working with the professional organizations. He has had some on-going discussions with some local people; however, most are not available until after the tax season. Ric said he would like to hire an interim and then begin recruitment for a finance officer after the job description is updated. He said he hopes to have someone hired by the beginning of the new fiscal year.

(2) Veneta Business Park Proposal

Ric said Merle Tyler has gone into bankruptcy and several developers are looking at purchasing the Tanglewood property. The City has had two inquiries about selling its Tanglewood lots. Ric said there is still a window of opportunity for securing the grant/loan agreement for the Cornerstone project. He said it depends on who purchases the property and whether a new company can be recruited to fill the job requirement outlined in the OECDD grant and loan documents.

Ric said Greg Demers is willing to pay 50% of the estimated \$44,300 cost for design and engineering for the Cornerstone project. Ric asked the Council to authorize splitting the cost of completing the engineering and design work in an amount not to exceed \$23,000 so the project can be put out to bid.

**MOTION:** Fred Miller made a motion to authorize the City to split the cost for design of the Cornerstone project in an amount not to exceed \$23,000.

Discussion: In response to a question, staff said they do not need the final plat and survey work done to design the street; however, a deadline is coming up for the developer to get the final plat approved. In response to a question from Darrell about the different columns of numbers, Ric said some of the work has already been done and items that are blank are things that have been removed from this part of the project. Those items would be done during the construction phase.

**ACTION: Thomas Cotter seconded the motion which passed with a unanimous vote of 5-0.**

Ric said the City had originally committed \$100,000 for the project.

(3) Public Safety citizen petition

Andy Smith initiated the petition to show the Council there is a great deal of concern in the community about the level of police protection. Ric pointed out that a large number of the people who signed the petition are not city residents. Mayor Brooker said he understands the frustration the public feels; however, he doesn't think they understand the funding necessary to provide 24-hour protection.

Ric said he is encouraged with the level of interest in the community and hopes it will help the County in their efforts to get a public safety district formed. He said the issue is not just having more deputies, it's having an adequate correction system. He said Veneta is just a small part of a county-wide issue. Mayor Brooker said he would like to use the petition as a resource for finding other ways to help with public safety, such as expanding the Neighborhood Watch Program.

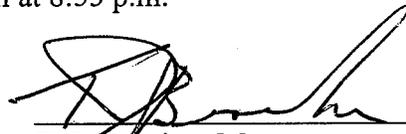
5. OTHER

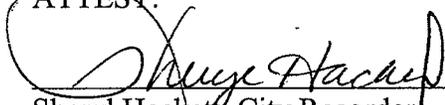
- a. A joint public hearing with the Veneta Planning Commission is scheduled for Wednesday, May 11, 2005, at 6:00 p.m. to consider a wetland variance for lot 9 of the Coven Estates Subdivision.

The Council agreed to meet on June 6, 2005 at 7:00 p.m. for another joint public hearing with the Veneta Planning Commission to consider a wetland variance for the Larson property on Hwy 126.

- b. Ric said the City Attorney has about 52 questions as a result of their review of the employee handbook. He said there are several outstanding policy issues that should be presented to staff. In response, Mayor Brooker said they may need to meet with the employee committee to discuss those issues. He and Fred agreed to review the issues with Ric sometime next week.
- c. As a result of the staff shortage, Mindy was unable to produce the check run until 5:00 p.m. today. Thomas Cotter, Darrell Carman, and Mayor Brooker agreed to stop by City Hall to review the checks by noon tomorrow.

- d. Mayor Brooker agreed that Margaret should be authorized as a second staff person to sign checks until a new finance officer is hired.
  - e. Ric announced that the annual Business Expo is scheduled for Saturday, May 14<sup>th</sup> from 10:00 a.m. to 5:00 p.m.
  - e. Ric received a call from Pat Coy that several national church organizations are holding prayer sessions and they would like to meet around the City flagpole. They are not asking for City involvement. They plan to meet on May 5<sup>th</sup> from 12:20 p.m. to 12:50 p.m. Darrell Carman said he noticed the City could use a new flag.
  - f. Thomas Cotter said the City has received notice from the Corp of Engineers that Clearlake Road will be closed from June 1<sup>st</sup> through November 30<sup>th</sup> while they are doing repair work on the Fern Ridge dam.
  - g. Thomas Cotter said he would like the City to somehow recognize the return of the local veterans. Mayor Brooker asked him to come back to the Council with some ideas. Fred Miller agreed to help. Tom said one thing the City might consider is installing a reader board sign. Mayor Brooker said the first step would be to find out the cost and he asked Kyle and Margaret to check out the possibility of installing one at City Hall. Thomas Cotter said the main intersection would be the best location. Darrell Carman said it would be nice if the West Lane News could devote some space to recognizing the veterans.
  - h. In response to a question about purchasing goods and service, Mayor Brooker said written back-up should be obtained for verbal quotes. Ric said that has been staff's commitment and staff requires written quotes for anything from \$2500 to \$5000.
6. ADJOURN  
Mayor Brooker adjourned the City Council at 8:55 p.m.

  
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T. J. Brooker, Mayor

ATTEST:  
  
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Sheryl Hackett, City Recorder  
(minutes prepared by SLHackett)