

Minutes of the Veneta City Council
May 22, 2006

Council
Present: Mayor T. J. Brooker, Darrell Carman, Marion Esty, and Sharon Hobart-Hardin

Absent: Thomas Cotter

Others: Ric Ingham, City Administrator; Margaret Boutell, Community Services Director; Sheryl Hackett, City Recorder; Jerry Elliott, City Engineer; Sgt. Cliff Harrold, LCSO; Jenny Ramsey, Lane Arts Counsel; Carol & Norman Welch; Cathleen Coulson-Keegan; Joan Mariner; and Rob Lafferty, West Lane News

Mayor Brooker called the City Council to order at 7:00 p.m.

1. PUBLIC COMMENT

Cathy Coulson-Keegan; 25130 E. Broadway Avenue; Veneta, OR

Ms. Coulson-Keegan brought the Council's attention to an article in the Register Guard about the water supply in Lane County. She also told the Council she read an article in the West Lane News about Well 10 and the City's need for a future Well 11. She said she is very concerned about the recent growth in Veneta and the City's ability to provide water. She said City residents are being asked to voluntarily cut back on water use this summer. She said the article in the Register Guard says water is not an unlimited resource and should be carefully watched. She said the Planning Commission and City Council need to be cautious about how much growth they allow.

2. CONSENT AGENDA

MOTION: Darrell Carman made a motion to approve the consent agenda.
Sharon Hobart-Hardin seconded the motion.

Vote: Marion Esty, aye; Mayor Brooker, aye; Sharon Hobart-Hardin, aye
and Darrell Carman, aye

The consent agenda as approved included minutes for May 8, 2006, bills paid and payable for May/June 2006, and the Civic Calendar for June 2006.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

- (1) Report on law enforcement activities, Sgt. Harrold LCSO
Sgt. Cliff Harrold advised the Council that the traffic team sergeant is helping him secure a hand-held radar gun for the Veneta deputies that will allow them more opportunities to catch speeding vehicles than they have with a car mounted radars. He said the traffic team sergeant is also going to allow the contract deputies to use some of his traffic safety overtime hours during the summer months.

Sgt. Harrold said the deputies have concentrated some of their speed

enforcement on Hunter Road, making a lot of traffic stops. He praised his deputies for their efforts in obtaining and serving a search warrant at a residence on Cheney Court. A fugitive from California was arrested along with three others for delivery of a controlled substance. In addition to the arrests, the deputies recovered a stolen vehicle. He said he was very impressed with the work the deputies did and said it is a good example of community policing in a small community.

In response to a question from Darrell Carman about a letter the Councilors received about dogs at large, Sgt. Harrold said dog complaints are generally directed to Teresa who acts as the City's code enforcement person. He said the deputies deliver citations on behalf of the City and sometimes respond to after-hour complaints.

- (2) **Summer Arts Program Request**
Jenny Ramsey, Project Coordinator for the Explorer Club's after school and summer programs in Veneta, asked the Council for a donation of \$1,000 to help support the Summer Arts Program sponsored by the club. The money will be used for scholarships for Veneta children to participate. This year the program will be for grades K through 5. A number of high school students will be hired as teaching aides and a number of middle school students have asked to volunteer.

She said she appeared before the Park Board and they gave their endorsement.

MOTION: Sharon Hobart-Hardin made a motion to donate \$1,000 from the City's discretionary fund to the Summer Arts Program. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

- (3) **Appointment of a new member to the Economic Development Committee**

The City received only one application to replace banking representative Jennifer Achepohl who resigned from the Economic Development Committee for personal reasons.

Mayor Brooker appointed Scott Sanders to the Economic Development Committee.

Scott Sanders, Branch Manager of Siuslaw Bank, also represents the banking community.

b. **COUNCIL/COMMITTEE LIAISONS**

Marion Esty (Community Partnership) - At the last meeting several Board changes took place. Earle Ellson is the new president and Jim Petty is Secretary/Treasure. Marion is still the vice-president.

Mayor Brooker (Budget Committee) - The budget was finished and budget hearings are scheduled for June 12, 2006.

Sharon Hobart-Hardin (Park Board) - The board is finalizing their goals for the coming year and will present them to the City Council next month.

4. STAFF REPORTS

a. COMMUNITY SERVICES DIRECTOR

(1) Land Use Fee Analysis

Margaret Boutell presented the Council with an analysis of the current land use application fees charged by the City and a draft proposal to increase those fees to collect more of the actual costs for processing applications. If approved by the Council the proposal will be presented to the Planning Commission at their June 5, 2006 meeting for their input. If both the Planning Commission and Council agree, the increased fees will be brought back to the Council for adoption in the form of a resolution. The analysis included staff time being spent on various applications, the costs per hour for the staff working on applications, and the administrative support costs. The proposed fees are based on the average costs for each type of application.

Margaret said some of the application fees will be changed to deposits and staff time for processing the application will be tracked. The applicant will be either billed for additional costs or receive a refund of any unused portion of the deposit. The proposal also includes combining the technical review and publication deposits into one deposit.

Margaret said staff will continue to provide the service of answering basic land use questions at no charge.

Marion Esty said she feels the fees should be increased and kept in line with what other communities are charging.

In response to a question from Darrell Carman, Margaret said the accounting costs for billing or refunding unused deposits are included in the support costs.

Margaret said the incentive for the developer is that the more complete their application is, the fewer costs they will be billed for.

Mayor Brooker said he is in favor of basing the deposit on the minimum staff time involved to process an application rather than the average.

Sharon Hobart-Hardin said the Council could adopt the fees and review them after six months or a year and make adjustments if necessary.

Staff pointed out that basing the deposit on the average saved staff time

because bills do not have to be sent until the deposit is used up.

By consensus, the Council agreed to approve the new fee structure on an interim basis and review the fees after six months or a year.

Margaret advised the Council that after the Planning Commission has had an opportunity to review the proposal, staff will bring the proposal back to the Council in the form of a resolution.

(2) Region 2050 Project Deliverables & Funding Request

Margaret said the Region 2050 Project has gone on longer than anticipated; therefore, Carol Heinkel is requesting funds from participating cities to complete the project. Small cities are being asked to contribute \$1,000 to \$5,000 each. Along with the request the Council was provided with draft Scope of Work for items to be completed and a list of desired outcomes for the various cities. At the meeting, the Council was provided with a corrected list of desired outcomes for Veneta.

Ric asked the Council if they are in favor of contributing additional funds and if so, in what amount. He said there is some funding left in the LCOG planning assistance line item that could be used.

Mayor Brooker said he feels there is value in finishing up the project. He said the City can use the employment figures. Ric said if the state accepts the data from the Region 2050 plan, the City can use the information for updating its Comprehensive Plan.

Marion Esty said she feels it is extremely important for the City to be involved.

Sharon Hobart-Hardin said it sounds to her like the City is only getting one meeting for the extra money. She said it isn't Veneta's problem that the project has gone beyond the six-year schedule. She said she agrees the City should stay involved but she is leaning more toward contributing \$1,500 to \$2,000.

Mayor Brooker said he agrees that \$5,000 might be a little high.

In response to a question from Darrell Carman, Ric said the City's biggest investment has been the staff time involved. He said both Sandra and Margaret have been very active in the process.

Darrell asked about the cost/benefit ratio.

Margaret said LCOG is working with a lot of professionals to develop data on economics and transportation. She said if the City can update its Comprehensive Plan based on that data it will be a big benefit.

Darrell said it would cost the City a lot more than \$5,000 to have its own analysis done.

MOTION: Sharon Hobart-Hardin made a motion to approve the request from LCOG for additional funds for the Region 2050 Strategy in the amount of \$2,500. Darrell Carman seconded the motion which passed with a vote of 4-0.

b. CITY ADMINISTRATOR

(1) Well 10 Update

Ric told the Council he has met with Jerry Elliott several times since the last Council meeting to discuss the status of Well 10. At the last meeting Jerry Elliott advised the Council that the project is behind schedule and he projected the project to be over-budget by a minimum of \$100,000. Ric said he is suggesting that the Council take an alternative approach to make sure Well 10 can provide a back-up water supply this summer. He said Well 10 can be connected directly into the Jeans Road water line without the filtration plant. Ric said the City Attorney has advised him that the City can request an exemption from the procurement process to get the work done in time for summer. The project needs to be advertised for 14 days. Ric asked the Council to authorize Weber Elliott to complete the necessary bid documents for completion of the pump and pipeline connection to Jeans Road.

In response to a question from Mayor Brooker, Ric said the treatment facility will be done as a second phase to the project.

In response to questions from Darrell Carman, Ric said Well 10 will be connected to the City water line but not turned on. He said there is no requirement to treat the water because it doesn't have any bacteria in it. Generally the City treats water for iron which causes staining. In this case, the water would not be treated; however, the water line will not be turned on unless it is needed as a back-up water supply this summer. Jerry Elliott said the location of the pipe will be in the same location as planned for the full project.

Ric said by going through the exemption process the well can probably be connected by the first or second week in July.

MOTION: Sharon Hobart-Hardin made a motion to authorize Weber-Elliott Engineering to develop the bid documents to connect Well 10 to the City water system. Marion Esty seconded the motion which passed with a unanimous vote of 4-0.

(2) Water Conservation Discussion

Ric said the Water Management and Conservation Plan prepared by Jerry Elliott several years ago suggests things that can be done to conserve water. The suggestions included making changes in development practices for the types of landscaping and the types of plumbing fixtures for new homes. Margaret has prepared a list of water conservation measures that residents can take. The list will be mailed to water customers with their annual water quality report. The City can help to conserve water by not irrigating some city property, providing public education about conservation, adopt development codes for plumbing fixtures and landscaping, adopt a water use rate structure that encourages conservation such as higher rates for higher levels of use. He said the City could take a more aggressive approach by adopting some water conservation measures.

Darrell Carman said the City might want to investigate the possibility of using and selling water effluent for irrigation.

By consensus, the Council directed staff to prepare some water conservation measures for adoption.

(3) Work Plan Update

Ric provided the Council with an updated Work Plan as well as a "New Network Plan" for the City computer system. He said the goal is to have computer upgrades on a 2-3 year rotation. There is still information to be added to the website. Economic Development efforts are moving forward. The two significant items that did not get done this fiscal year were the public safety evaluation and the Urban Renewal Plan amendments. The public safety evaluation had to be postponed because of the City's inability to locate an acceptable public safety consultant. Ric said he feels Sgt. Harrold has made some improvements in the law enforcement services the City is currently receiving. The next step for Urban Renewal will be to solicit a consultant to help with plan amendments to add the downtown plan projects.

Ric said most projects on the Work Plan that are not currently underway have been carried over to next fiscal year for financial reasons.

Margaret Boutell reported that the Greenway overlay amendments and the land use fee analysis projects will be completed this fiscal year. Staff will do some more ordinance amendments next fiscal year. Now that the Transportation System Plan has been updated, staff will concentrate some efforts on adoption of stormwater plans.

Staff plans to complete the E. Hunter overlay project this fiscal year. Progress has been made on the new water meter read program. A

Wastewater rate and SDC analysis as well as a couple of Local Improvement District projects are planned for next fiscal year.

Margaret asked the Council for their input on projects they would like the Planning Commission to work on next. Staff will be talking to the Planning Commission about that at their June 5, 2006 meeting.

Darrell Carman said he would like the City to set a future goal of having computerized Council packets to reduce the volumes of paperwork now being generated.

(4) Grant Assistance for Downtown Design Standards

Staff is requesting permission from the Council to begin the process of researching and securing assistance from the Transportation and Growth Management (TGM) division of the Department of Land Conservation and Development (DLCD). Staff would be asking for assistance to amend the Land Development and Comprehensive Plan to incorporate the recommendations provided by the Oregon Downtown Development Association (ODDA) for Veneta's Downtown Master Plan.

MOTION: Sharon Hobart-Hardin made a motion to authorize staff to pursue a request for code assistance services from the TGM Program. Darrell Carman seconded the motion.

Discussion: In response to a question from Mayor Brooker, Ric said they may be able to expand the request to include the rest of the City. Marion Esty said she feels the City should wait on doing a citywide update. Mayor Brooker said he does not want to do anything that would jeopardize getting the downtown design done. Ric said that each time the City amends it is a lengthy process that requires a 45-day notice to DLCD. The advantage to doing citywide changes is that the amendments could be done in the same time frame.

Vote: The motion passed with a vote of 4-0.

(5) Needs and Issue Process Update

Ric said the Needs and Issues process is used by state and federal agencies to prioritize grant funding opportunities. The City is being asked to submit a prioritized list of projects. He said going through the process also helps the City determine its highest priorities.

Sharon Hobart-Hardin recommended getting the endorsement of the Economic Development Committee (EDC) for projects put on the list.

She said approval by both the City Council and EDC could add strength to a grant proposal.

5. OTHER

Norman Welch said the newspaper report on Well 10 said the City only has three wells. In response to his question about where those wells are located, Ric said one is Well #9 on Huston Road, one is Well #4 at the public works yard on E. Broadway, and the new well is Well #10 on Jeans Road.

Carol Welch said she does not want to experience another water shortage and she does not like hearing the words "hopefully" when experts are talking about the City having enough water to serve the growth. She said the City should first drill the wells and then allow development only after they are sure there will be enough water.

Mayor Brooker responded by saying the City has enough water to support existing and planned development for some time. He also said the plans for Well 10 and Well 11 are to accommodate the projected growth.

Joan Mariner asked if any studies have been done to determine if the logging activities around the City have affected the aquifer.

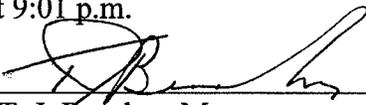
Ric said the City has been working with the Oregon Water Resources Department on water rights transfers. That agency has not advised the City of any problems or changes in the ground water flows.

Ric said staff will continue to provide the Council with correspondence received from citizens and respond to any requests from the Council for additional information.

Cathy Coulson-Keegan complimented the City on the Wings and Wine Event. She said she feels it should be an annual event and suggested soliciting more volunteers to help with advertising next year.

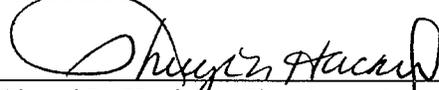
6. ADJOURN

Mayor Brooker adjourned the City Council at 9:01 p.m.



T. J. Brooker, Mayor

ATTEST:



Sheryl L. Hackett, City Recorder
(prepared by SLHackett)