

**Minutes of the Veneta City Council
February 9, 2009**

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

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Brian Issa, Community Services Director; Sheryl Hackett, City Recorder; Zac Moody, Assistant Planner; Darci Henneman, Assistant City Recorder; Ken Jones, Legal Counsel; and Matt Nicholson, West Lane News

1. PUBLIC COMMENT

None

Mayor Hobart-Hardin amended the agenda to include in the Executive Session, ORS 192.660 (2) (f) - Consideration of materials exempt by law from public inspection.

2. CONSENT AGENDA

MOTION: Darrell Carman made a motion to approve the consent agenda as presented. T.J. Brooker seconded the motion.

Vote: Marion Esty, aye; Darrell Carman, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and T. J. Brooker, aye.

The consent agenda as approved included minutes for January 12, 2009, January 21, 2009, special meeting, January 26, 2009 and bills paid/payable for January 2009.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

Mayor Hobart-Hardin said one topic of discussion at the January 31, 2009 City Council Goal Setting Session was the consent agenda language. It was discovered that several types of documents including ordinances and resolutions are allowed to be approved under the consent agenda. She would like to discuss adding those items to the consent agenda for approval only after prior deliberation and for the second reading and final enactment. She felt adding certain documents to the consent agenda would allow more time to discuss at length new policies and procedures.

The consensus of the Council was to allow approval of resolutions and second readings of ordinances to be approved in the consent agenda based upon previous discussions by the Council.

Marion Esty arrived at 7:04 p.m.

4. STAFF REPORTS

a. FINANCE DIRECTOR.....JERRI MOORE

(1) First Quarter Financial Report

Jerri provided the First Quarter Financial Report ending September 30, 2008. She said except for a few "front loaded transactions" which occurred early in the fiscal year, resources and expenditures are on track. Debt service expenditures and transfers are examples of "front loaded" items. Jerri said an SDC report including development related fees the City collects (traffic impact and parkland acquisition fees) was presented along with the regular financial report.

In response to questions from Mayor Hobart-Hardin, Jerri said many debt service accounts are at 90% or above because the funds are spent in the first quarter. Jerri also said materials and services were at 94% in the Zumwalt fund because most of the activity for this event occurs in the month of July.

In response to questions from T. J. Brooker, Jerri said the transportation SDC figure is a negative figure because these monies were over-spent on FY2007-2008 street projects. She is hopeful this balance will reach zero as the year progresses. She said staff did not budget any transportation SDC transfers to be done in 2008-09. She said staff took a conservative approach and is anticipating the street SDC account will build up again.

Ric said the Bolton Hill Road and Pine Street projects were the bulk of the transportation SDC transfer in FY2007-2008.

In response to a question from Darrell Carman if exceeding a line item was an oversight or intentional, Jerri said staff anticipated having a higher amount of transportation SDCs to draw from in FY2007-2008. She explained the City spent the SDCs not yet collected but did not exceed an expenditure line item budget.

Ric said staff would prefer not to cut so close on spending funds before they are collected. He said the City made the commitment to complete Pine Street several years ago and costs increased the longer the project was postponed. He said the City was also generous on the Bolton Hill Road project but the City's matched funds offer is what got the County to put the project on their CIP list.

(2) Budget Calendar

Jerri said this is a draft calendar provided to the Council for review. She said the 2009-2010 budget meetings are tentatively set for May 5, 2009 and May 19, 2009. Jerri said these dates do not conflict with the Fern Ridge Community Library budget meetings. She said the starting time of 4:30 p.m. is a carry over from last year. She asked the Council for input on the budget meetings beginning at 4:30 p.m.

In response to a question from Mayor Hobart-Hardin, Jerri said there are three openings on the Budget Committee to fill. She said it is possible starting the meetings at 4:30 p.m. could conflict with new members' schedules.

It was the consensus of the Council to begin the 2009-2010 City of Veneta Budget Committee meetings at 4:30 p.m. unless a scheduling conflict arose with a new member.

Jerri said the Budget Committee vacancy notice will be published in the West Lane News soon.

b. CITY RECORDER..... SHERYL HACKETT

- (1) **Ordinance 486** - AN ORDINANCE AMENDING CITY OF VENETA ORDINANCE NO. 38 WATER, ORDINANCE NO. 71 PROVIDING FOR PENALTY FOR ORDINANCES WHICH DO NOT PROVIDE WITHIN ITSELF PENALTY, ORDINANCE NO. 149 CONSTRUCTION PERMITS, ORDINANCE NO. 258 SEWERS, ORDINANCE NO. 272 PUBLIC DRAINAGE CHANNELS, ORDINANCE NO. 327 GARAGE SALES, ORDINANCE NO. 328 GENERAL OFFENSES, ORDINANCE NO. 371 TRAFFIC, ORDINANCE 421 NUISANCES, AND ORDINANCE NO. 430 BUSINESS REGISTRATIONS; AND REPEALING ORDINANCE 140, ORDINANCE 228, SECTION 3 OF ORDINANCE 387, SECTIONS 18 AND 19 OF ORDINANCE 448, AND SECTION 1 OF ORDINANCE 468. Second reading by title only and for final enactment.

MOTION: Darrell Carman made a motion to approve Ordinance 486 for second reading by title only and for final enactment. T.J. Brooker seconded the motion which passed with a vote of 5-0.

Ordinance 486 was read into the record by title only.

(2) **Resolution 994** - A RESOLUTION ADOPTING A CODE ENFORCEMENT POLICY FOR THE CITY OF VENETA

Sheryl said Resolution 994 had previously been reviewed by the Council and the City Attorney legal counsel. Staff is requesting the Council approve Resolution 994.

MOTION: Darrell Carman made a motion to approve Resolution 994. T.J. Brooker seconded the motion which passed with a vote of 5-0.

Ric said the code enforcement updates have been a huge project for staff. He said this is the first tool to allow the City to be more pro active within our community.

Mayor Hobart-Hardin said residents should find the Code Enforcement updates to be very clear and easy to understand.

Sheryl said staff recently received a call from a concerned resident about a large commercial semi-truck parked in a residential neighborhood. Sheryl said currently City traffic and parking codes do not address this. She said currently neither City staff nor Lane County deputies are authorized to take any action unless the vehicle was blocking the view of an intersection. She said large vehicles can pose a problem for children not being seen, take up parking space and are not attractive to look at. Sheryl researched other city codes which have ordinances in place prohibiting commercial parking in residential areas. Sheryl proposed bringing a draft ordinance to the February 23, 2009 Council meeting to prohibit specific commercial vehicles from parking in residential areas. She said the ordinance would not prohibit commercial trucks from making deliveries or providing services to residents. Sheryl said if the Council is in favor of staff drafting such an ordinance, she suggested the ordinance be by emergency in order to follow the timeline for codification of other recently adopted ordinances.

In response to a question from Mayor Hobart-Hardin, Sheryl said if passed, long haul truckers would no longer be able to park their commercial semi-trucks on the street if they live in a residential neighborhood within the City limits.

In response to a comment from Marion Esty, Sheryl said the ordinance will specifically address what vehicles will be prohibited. She said we want to have something the deputies can enforce.

In response to a question from Mayor Hobart-Hardin, Sheryl said City staff had received a few calls about a specific truck. She said heavy vehicles also cause wear and tear on residential streets which are not built to the standards the highways are.

In response to a question from Darrell Carman, Sheryl said City code already prohibits recreational vehicles from parking on City streets.

After discussing the issue, the consensus of the Council was to consider an ordinance prohibiting specific sized vehicles from parking in any residential zone within the City limits.

Sheryl said she would provide the Council with a draft ordinance for review by the end of this week in order to place the ordinance on the February 23, 2009 City Council agenda.

- c. COMMUNITY SERVICES DIRECTOR.....BRIAN ISSA
(1) **Ordinance 487** - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE 461, ARTICLE 2 AND THE VENETA LAND DIVISION ORDINANCE 462, ARTICLE 4 AND ARTICLE 5. Second reading by title only and for final enactment.

MOTION: T. J. Brooker made a motion to approve Ordinance 487 for second reading and for final enactment. Marion Esty seconded the motion which passed with a vote of 5-0.

Ordinance 487 was read into the record by title only.

- (2) **Resolution 989 - A RESOLUTION ESTABLISHING LAND USE PLANNING FEES; AND REPEALING RESOLUTION NO. 915**

Brian said minor grammatical errors were found in the first draft of the resolution. He said a fee was added for legal lot verifications which can be very involved. He said the corrections made established clearer options. He also said the renewal of temporary use permits has been reduced to \$200.

MOTION: Darrell Carman made a motion to approve Resolution 989. Marion Esty seconded the motion which passed with a vote of 5-0.

- (3) Senior Citizen Utility Discount

Brian provided the Council with a memo addressing the Council's request at the January 26, 2009 Council meeting of what the fiscal impact of offering a discount to both low income and senior accounts would be to the City.

Darrell Carman said the memo didn't provide the information he needed to make an informed decision. He suggested dropping the issue of offering a water and sewer discount to senior citizens.

It was the consensus of the Council to continue with the water and sewer discount for low income residents only and to not offer the same discounts to senior citizens.

- (4) Solar Power Installation and Weather Station Proposal

Brian said his memo addressed potential installation of a solar array by Emerald People's Utility District (EPUD). He said the project would include installation of a 12' x 16' solar array mounted on a wooden pole and the wiring and equipment necessary to convert and feed the power back to the grid. Also included is a website that can be viewed within City Hall to show the amount of power generated in real time. The computer station display in the website is also planned to be used in conjunction with the weather station that will generate real time weather data daily for Veneta. This data will be fed back to the National Weather Service. Brian said initially staff looked at building a carport on the south side of the City Hall parking lot and installing the solar array on the top of the carport. However, this project was cost prohibitive so staff is proposing locating the array on the north side of the City Hall parking lot, east of the current garbage area. He said this site is advantageous because it is not likely to impede future development, is not limited by shading from existing or future trees and has room for future expansion. Brian provided a drawing of what the solar array will look like in its proposed location. Brian said EPUD is proposing to pay the entire equipment and installation costs of the project. The City has no financial burden other than the long term maintenance of the facility. According to Joe Savage of EPUD, there is essentially no maintenance on the facility apart from periodic cleaning.

Staff is recommending that the Council allow staff to move forward with the solar installation as proposed.

In response to questions from Mayor Hobart-Hardin, Brian said the array would feed power back into the grid, giving the City some reduction in overall electricity fees on an ongoing basis. He said the City will save about \$200 per year but the overall benefit of the project is a demonstration of disbursed power generation and furthering the City's "green community" goals. He said the project may also serve as a catalyst for other community solar projects that EPUD is trying to get off the ground, including a system where rate payers can choose to pay a slightly higher rate to subsidize solar generation. He said the project could be started in a couple of weeks. He said converters will need to be installed but EPUD will do the entire installation.

Mayor Hobart-Hardin said this is a tremendous opportunity for the City and would also be a way to get our schools involved in a solar project.

Darrell Carman felt placing the solar array near the garbage facility at City Hall is not an ideal spot because it can be seen clearly from Eighth Street. Ric said the garbage area is the most practical location for the solar array. He said not only from a shade standpoint but also from a vandalism standpoint.

Zac said public zoned properties are exempt from certain standards. He felt this would fit in the zoning criteria as far as a public property goes. He said the code revisions may need to be updated to incorporate residential design standards for these types of things as well. He said we should have design standards to apply to solar panels. Zac said because the array will be putting power back into the grid it may be considered a public utility of sorts.

Brian said generally solar arrays would be mounted on a roof but that would be difficult on a round building.

In response to a question from T. J. Brooker if vandalism would be an issue, Ric said he talked with EPUD and their research indicated that in rural areas people tend to respect the solar arrays and leave them alone.

In response to a question from Sandra Larson, Ric said the drawing of the solar array is to scale and is fairly accurate to the size and height the array will be. He said it will stand high enough off the ground so it cannot be reached.

MOTION: Darrell Carman made a motion to direct staff to move forward with the Emerald People's Utility Board (EPUD) for installation of a 12' x 6' solar array near the garbage facility at City Hall. Marion Esty seconded the motion which passed with a vote of 5-0.

Zac said the National Weather Service (NWS) of the U.S. Department of Commerce's National Oceanic and Atmospheric Administration (NOAA) and cooperating organizations have established the SKYWARN Spotter Networks. He said last month staff contacted the NWS and requested information on becoming a weather spotter to assist in the collection of valuable weather data. He said NSW has acknowledged the City's request and recommended that the City purchase the required equipment and start reporting data. He said the information gathered from the weather station will be used to alert the NWS and other local agencies of severe weather events in our area. Zac said the data gathered from this station will also provide valuable rainfall and temperature data for the design of infrastructure and for stormwater management. He said the weather station will be connected to the NWS website and all data recorded will

be available to the public. Zac said the addition of the weather camera will also give viewers a real time look at what the conditions are at the weather station here in Veneta. He said once established the data will be stored and archived for future use.

Zac said a computer system with an LCD screen will be set up in the lobby at City Hall. He said this will allow the public to view current weather conditions and solar productivity for future solar facilities and provide the City with storage space for the acquired data. He said with the weather station and solar information will be displayed side-by-side. The public will be able to see first hand how weather relates to solar productivity. Zac said a location has not yet been decided upon. Zac provided the Council with four cost options. He briefly reviewed each option. Staff recommended the Council direct staff to purchase the weather station equipment outlined in Option #4 and authorize staff to set up and maintain the equipment and data.

In response to a question from Mayor Hobart-Hardin, Ric said funds are available to purchase the weather station and would come from the City Hall Improvement Fund.

MOTION: T. J. Brooker made a motion to direct staff to purchase weather station equipment as outlined in Option #4 at a not to exceed amount of \$1,000. Marion Esty seconded the motion which passed with a vote of 5-0.

d. CITY ADMINISTRATOR.....RIC INGHAM

- (1) Special Public Works Fund - Veneta Business Park Infrastructure Improvements
Ric said on December 30, 2008 he received amendment number 2 to the Special Public Works Fund, Veneta Business Park Infrastructure Improvement Grant Agreement with Oregon Economic & Community Development Department (OECDD). He said however, the contract was made listing Tim Brooker as Mayor of Veneta. Ric said T. J. Brooker did not sign the contract before his term as mayor expired on December 31, 2008. Ric requested the Council to approve Mayor Hobart-Hardin sign the amendment as Mayor of Veneta and on behalf of the City of Veneta.

Ric said once he has Council approval for Mayor Hobart-Hardin to sign the amendment, the last piece to finalize the agreement is employment verification numbers from Stryker and Bow Tech to verify employment numbers needed to close out the project. He said the grant was issued based upon the number of employees and to meet job creation criteria.

MOTION: T. J. Brooker made a motion to authorize Mayor Hobart-Hardin to sign Amendment No. 2 of the Special Public Works Fund, Veneta Business Park Infrastructure Improvements Grant Agreement, Project No. L03002. Darrell Carman seconded the motion which passed with a vote of 5-0.

- (2) Fern Ridge Chamber of Commerce Contract
Ric provided a memo to the Council as an overview of several conversations over the past several weeks between City staff and members of the Fern Ridge Chamber of Commerce (FRCC). He said both the City and FRCC would like to develop a partnership to work on several community projects. The project list was provided in Ric's memo. He said FRCC President, Charlie Hamada asked Ric to provide a scope of work for two items on the project list (#1 and #3). Ric said the specifics of those scopes of work were presented to the FRCC Board of Directors on January 28, 2009 and the FRCC Board of Directors unanimously approved entering into a contract with the City of Veneta.

Ric said the City will provide the FRCC with \$1500 for registration services for the 2009 Fern Ridge Wings & Wine Festival for the period beginning February 1, 2009 through May 31, 2009. The specific services were outlined in Ric's memo to the Council.

Ric said the City will also provide the FRCC with \$2000 for providing visitor center and visitor fulfillment services for the period beginning February 1, 2009 through June 30, 2009. By June 1, 2009 the City will renegotiate the contract to include a new amount in the City's 2009-10 fiscal year budget beginning July 1, 2009. The specific services provided by FRCC to the City were outlined in Ric's memo to the Council.

Funding for these two activities would come from the 2009 Rural Tourism Marketing Program.

In response to a question from Marion Esty, Ric said the previous Chamber Board was proposing to move the Chamber kiosk located on the south end of the West Lane Shopping Center parking lot. He said it makes more sense to have staff at the Chamber office provide visitor information rather than open the Kiosk as a visitor's center. He said Arlie & Co. provided signage in the West Lane Shopping Center parking lot to direct people to the Chamber office regardless of what direction they enter the parking lot. He said it is not up to the City to decide how the kiosk should be used but it will be difficult and expensive to move it from its current location. He said electricity for lighting the Christmas tree comes from the kiosk.

After a brief discussion regarding the ownership and possible re-locations of the kiosk, it was the consensus of the Council to enter into a service contract with the Fern Ridge Chamber of Commerce.

Ric said he had yet to draft the contract because he wanted to make sure the Council was comfortable with the Chamber providing the City with any kind of services. He said a standard personal service agreement would be prepared and executed.

MOTION: **T. J. Brooker made a motion to direct staff to prepare and enter into a contract with the Fern Ridge Chamber of Commerce for payment of \$3,500 for their services in delivering registration services for the 2009 Wings & Wine Festival and for providing the visitor center services for the period beginning February 1, 2009 through June 30, 2009. Marion Esty seconded the motion which passed with a vote of 5-0.**

5. OTHER

Zac said staff will be meeting with Transportation Growth Management (TGM) representatives on March 16, 2009 to review drafts of the development code updates. Zac said TGM will have a draft of the residential and commercial code updates to staff by the end of February. He said the goal is to provide the updates to the Planning Commissioners and Councilors to review the documents at a joint work session the first part of April, 2009. He said if this timeline is followed, the code updates could be reviewed at the April 13, 2009 City Council meeting. Zac said a public notice for the April 13, 2009 public hearing will be published. He said residents adjoining commercial, community commercial and residential commercial property will be noticed about the zone changes and given an opportunity to hear what the City's intentions are regarding these code changes.

T. J. Brooker indicated he would be out of town the first part of April, 2009.

Zac said unless complications arise with adoption of the code updates, the entire process is hoped to be completed by the end of July, 2009. He said staff is planning three public hearings/meetings

with adoption of the codes by late summer 2009.

Ric said St. Vincent De/Paul is caught in the middle of the code updates. He said their grant application approval hinges on meeting City ordinances and codes.

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:25 p.m. and went directly into the Veneta Urban Renewal Agency meeting. At 8:50 p.m. Mayor Hobart-Hardin called the executive session of the Veneta City Council to order.

6. EXECUTIVE SESSION

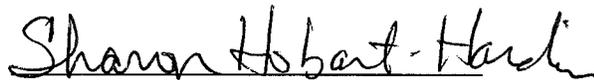
ORS 192.660 (2) (h) - Potential Litigation

ORS 192.660 (2) (f) - Records Exempt by Law from Public Inspection

After making no decisions, Mayor Hobart-Hardin adjourned the Executive Session of the Veneta City Council at 9:25 p.m. and returned to the regular City Council meeting.

7. ADJOURN

Mayor Hobart-Hardin adjourned the City Council at 9:25 p.m.


Sharon Hobart-Hardin, Mayor

ATTEST:



Darci Henneman, Assistant City Recorder
(minutes prepared by Dheneman)