

# Minutes of the Veneta City Council

## October 24, 2011

Present: Mayor Sharon Hobart-Hardin, Brittany Boothe, Thomas Cotter, Marion Esty, and Sandra Larson

Others: Ric Ingham, City Administrator; Chris Workman, City Recorder/Human Resources & Risk Management Administrator, Pony Gilbert, Wayne Wymore, Vicki Sourdry, Sgt. Osborne, Julie Gangle, David Shreve and Joan Mariner, Fern Ridge Review

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Mayor Hobart-Hardin called the Veneta City Council to order at 7:00 p.m.

### 1. PUBLIC COMMENT

#### **Pony Gilbert, 87827 Territorial Rd., Veneta**

Mr. Gilbert expressed frustration in not being able to find a piece of land to locate his business within the city limits that is zoned industrial. He claimed all the industrial sites are very large and owners aren't interested in breaking them into smaller pieces that a smaller business could purchase. He also requested the City work on lowering the speed limit on Territorial Rd. from Jeans Rd. to Perkins Rd. to 25 mph. He pointed out that there are houses on Territorial Rd., an elementary school and several small businesses on that stretch of road. The Council gave consensus to add the industrial zoning issue to the Council Directive Report to be looked at during the upcoming comprehensive plan update.

#### **Wayne Wymore, 25311 Hunter Rd., Veneta**

Mr. Wymore explained they had received a letter from the City telling them they had ten days to clear the brush and overgrowth along the eastern property line that runs between Hunter Rd. and Hwy 126. The letter stated that several people had complained. As they started the project, one neighbor, identified as Kevin, told Mr. Wymore that he did not want the brush removed from between the two properties because it kept his dog in his yard. A second resident told Mr. Wymore that she didn't want the cherry trees along the property line with her residence cut down because she enjoys them. Mr. Wymore asked the Council if they could make an agreement between neighbors to keep the vegetation there. The Mayor suggested he work with the City Code Enforcement Officer, Teresa. Mr. Wymore said Teresa was scheduled to meet him at the property tomorrow to look at the property and agreed he would speak with her about it.

#### **Vicki Sourdry, PO Box 996, Veneta**

Ms. Sourdry is with Applegate Regional Theater and informed the Council that they just completed their performance of *I remember Mamma* and had 170 attendants. Last summer, the Council gave ART Inc. a grant of \$1500 for Imagination Zone programs, but due to a lower number of participants than was expected, not all the money was spent. Ms. Sourdry asked the Council what they should do with the extra money.

In response to the Mayor, Ric suggested she should follow up with the City with a letter stating their request which could then be discussed at a future meeting.

### 2. CONSENT AGENDA

The Mayor added an executive session to the agenda under ORS 192.660(1)(e) - Real Estate Negotiations and removed the Minutes for September 26, 2011 Work Session (2a) from the consent agenda as they were not completed.

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

**Vote:** Mayor Hobart-Hardin, aye; Brittany Boothe, aye; Thomas Cotter, aye; Marion Esty, aye; Sandra Larson, aye.

The consent agenda as approved included the Accounts Payable through October 18, 2011, Civic Calendar for November, 2011, Council Directive Status Report, and the Code Enforcement – Significant Activities Report, 3<sup>rd</sup> Quarter.

### **3. DEPARTMENT REPORTS**

#### **a. From Mayor and City Councilors**

##### **(1) Law Enforcement Update, Sgt. Osborne, LCSO**

Sgt. Osborne discussed the upcoming National Prescription Drug Take Back Day to be held this Saturday from 10:00 a.m. – 2:00 p.m. at the Community Center. This is an effort of the City of Veneta in partnership with the Lane County Sherriff's Department to help prevent teen drug abuse and protect the City water system. Officers will not be inventorying what comes in or taking any names. Sgt. Osborn recommended citizens remove any names or other personal information from the pill bottles before they brought them.

Sgt. Osborne then gave a quarterly crime trends analysis and spoke specifically about trends in property crimes including burglaries, thefts, vehicle thefts, and car break-ins, attributing many and the declines to increased patrols and his office's education campaign aimed and teaching residents not to leave valuables in their cars and to lock their car doors. He then discussed personal crimes including assault and drug possession.

In response to a question from Tom Cotter, Sgt. Osborne said these statistics are only for calls within city limits. He has data for the surrounding area as well, but focuses on just the City for these quarterly reports to the City Council.

In response to a question from Marian Esty, Sgt. Osborne said "unknown" on the report refers to person that made the call not knowing exactly what was wrong, but requesting an officer come out to investigate

In response to a question from Mayor Hobart-Hardin, Sgt. Osborne said he does not see any trends that concern him. Those areas that concern him the most –property crimes- are those that are on the decline over the past four months. The Sherriff's Department is placing ads in the Fern Ridge Review which has helped, and they are looking at implementing a better school zone on Territorial Rd. by working with the school district and ODOT.

##### **(2) Veterans of Foreign Wars Request**

Mayor Hobart-Hardin recapped how the Veterans of Foreign Wars made a verbal request for the City to make a donation to them in support of their ongoing efforts in maintaining the large flag and several small flags they put up on certain holidays. As directed, they have submitted a written request for \$100.

In response to the Mayor's petition for questions, Thomas Cotter asked how much of a donation they were asking for and the Mayor responded "\$100".

In response to Sandra Larson, Mayor Hobart-Hardin responded that yes, the Council would re-evaluate and vote for on this each year even though the request asks for an annual donation of \$100. The request would have to come back year after year.

**MOTION: Thomas Cotter made a motion to approve the request for \$100 for the Veterans of Foreign Wars Jack Kelley Post Flag Fund. Brittany Boothe seconded the motion which passed with a vote of 5-0.**

(3) Egan Warming Center

Junie Gangle, Operations Coordinator for the Fern Ridge Warming Center, noted that the Council had a copy of the proposal laying out what they plan to do at the Warming Center each year and requested a waiver on the Veneta Community Center user fees and to be able to use it for the warming center from November 15 through March 31, 2011 on the dates that are not excluded.

Mayor Hobart-Hardin expressed gratitude for the reminder of what the organization was doing and asked if there were any questions.

In response to a question from Sandra Larson, Ms. Gangle explained that operations would be the same with the exception of reducing the number of volunteers needed to run the center each night. They have the same people coming back in the leadership positions and had 30 people attend an orientation/training meeting last week. Additionally, they are planning on holding a meeting with homeless members of the community prior to the opening of the center to discuss keeping the center safe. St. Vincent DePaul is giving them a 10x20 storage pod that can remain on site throughout the winter which will be used to hold supplies.

In response to a question from Mayor Hobart-Hardin, Ms. Gangle explained that if there are scheduling conflicts, St. Catherine's has already expressed willingness to host events as they did last year. It will need to be addressed in the contract with the City.

Ric clarified that if someone has booked the Community Center for a social gathering or reception, those have been identified as excluded dates. For regular users, they have generally said they will move locations over to St. Catherine's. The City included that in the contract last year and will plan on doing the same this year.

In response to a question from Tom Cotter, Ms. Gangle said they did not pay a fee last year. To do so, they would have to fund raise.

In response to a question from Brittany Boothe, Ric calculated that at \$30 per rental the fee waive would be less than \$500, depending on the actual number of nights it is utilized.

Brittany Boothe said she believes it is a great thing for the City to support.

**MOTION: Mayor Hobart-Hardin said the request was to waive the fee for the use of the Community Center during all of those evenings when it will be used as the Egan Warming Center. Thomas Cotter so moved and Brittany Boothe seconded the motion which passed with a vote of 5-0.**

(4) Moose Lodge Request

Mr. Dave Shreve, Administrator of Veneta Moose Lodge, requested help from the City to complete the building upgrades. The lodge has invested a lot of money into the project, but needs help now or they will have to stop all plans for the building –which would affect Art Inc. and the Broadway Event Center Community Room.

In response to a question from Marian Esty, Mayor Hobart-Hardin explained that this week's plays were held at the Elmira Grange –the theater at the Lodge is not usable. Mr.

Shreve added that the Lodge has to bring it up to code before Art Inc. can use it. With a little help from the City, the Lodge can leverage \$65,000 more to complete the project.

In response to a question from Mayor Hobart-Hardin, Mr. Shreve said they are looking for either a loan or a grant from the City's new business assistance program.

Ric Ingham asked the Council if the City should treat this as a business, for profit or nonprofit? He would like direction on this, to determine if it is a community supported project or a business assistance request?

In response to a question from Marion Esty, Mr. Shreve said the Lodge holds Bingo at the building every Wednesday, VFW (Veterans of Foreign Wars) holds meetings, and the community room is used for birthday parties, wedding receptions, and other events.

Tom Cotter stated that he did not think that the Moose Lodge met the business requirement of the loan and that one application of the program was that funds could not be used to help pay off other loans. These are two problems that would need to be overcome. His recommendation would be to fill out the application and bring it to the Council through a loan committee.

Mr. Shreve replied that Ric had his application and a business plan. Ric confirmed that he was given the application earlier in the week. The City did not request the full application earlier because it was unsure if this request was even eligible for this program.

Mayor Hobart-Hardin commented that she believes this has the potential of being a very good thing for the City and the downtown area, generating business for eating and drinking establishments. Though it doesn't quite fit the rules and regulation for the business assistance program, because it isn't a true business, but it could spur business. It probably wouldn't add employees -which is usually a big indicator for any assistance program- but there is potential that the eating establishments could add employees. Even though it may not completely fit, the Council may still be able to do this under the loan provision. She recommended Ric and Mr. Shreve go through the application and if there is any way to make this happen we should try.

Mr. Shreve stated that there would be Halloween events at the Lodge this weekend leading up to Halloween, and then the Lodge would be having a party on Monday night that would also be open to the public at no charge.

Sandra Larson supported the effort to help in any way and suggested that Art Inc. might fit better under the rules as a nonprofit, to which Mr. Shreve responded that all the organizations that use that facility are nonprofits.

In response to a question from Sandra Larson, Mr. Shreve responded that the requested \$15,000 would be running capital, to be used for the next four to six months to cover the Moose Lodge's monthly expenses. One of the bank's stipulations for extending the line of credit is that the Lodge has to have enough funds to pay for its monthly expenses for at least six months because the capital improvement line of credit can only be used for capital improvements.

Brittany Boothe commented that she believed they would qualify for the program as a nonprofit, especially as ART Inc. could eventually add employees.

Ric Ingham clarified that the \$15,000 isn't going towards the completion of a project, it will be money set aside in a checking account.

Mr. Shreve responded that the money from the line of credit would be used to finish the project. He added that the first goal is to complete the theater so it can be leased out to ART Inc., which will add money into the Lodge's operating fund each month.

In response to a question from Brittany Boothe, Ric Ingham responded that the question before the council is: Does the council view that it fits within the business assistance program?

Brittany Boothe replied that she believed it did.

Sandra Larson agreed it may not be an exact fit for this program but stressed that it really could provide ruminative activity for people. There may be jobs there as well for teachers and instructors.

A citizen from the audience claimed that she is ready to provide 3 classes a week to young people right now if she just had a facility to do it in.

Mayor Hobart-Hardin clarified that technically, contract jobs are not usually considered to be job creation.

Tom Cotter stated he is in favor of doing it but that he is still unsure it qualifies under the current guidelines. His concern is that this is money to be used to pay bills, which is not what this fund is intended to do.

Marion Esty agreed that it is money to pay bills, but it is a good start and argued that eventually it could very likely contribute to job creation and people moving out here.

Mayor Hobart-Hardin said she believed there was a consensus to explore this item further. She asked Ric to review the application with Mr. Shreve and find a way to give support to the Lodge in some way.

In response to a question from Ric Ingham regarding the formation of a loan committee and a time line, Mr. Shreve replied that he has told the bank he wouldn't have a definite answer until the middle of next month. The line of credit would be through Siuslaw Bank.

Tom Cotter emphasized the importance of following the outlined process, especially with this being the first one to go through the process.

Mayor Hobart-Hardin agreed that with more time than she previously thought they had, the City should go through the outlined process.

Ric clarified that they would have three weeks and explained that the mayor could appoint the members of the loan committee if the council was okay with that.

The Council members replied they were willing to give the mayor that authority and it was stated that Tom Cotter would also be on the committee as the Council representative.

**b. City Councilors/Committee Liaisons**

Brittany Boothe said the committee put together to plan Veneta's 50<sup>th</sup> Birthday has met twice and encouraged any council members to give input to Sandra Larson or herself.

Mayor Hobart-Hardin replied that she agreed with the idea of keeping in simple, recognizing the City doesn't have a lot of resources, with as much community participation as possible. She

really likes the ideas of a photo exhibit and the concept of some sort of a history timeline.

In response to a question from Marion Esty, Mayor Hobart-Hardin commented that Doug Card would know who was involved at the City 50 years ago.

Sandra Larson reported that from the School board meeting she learned that enrollment is down 27 students from last year and 51 from the budgeted amount, though no mid-year cuts are predicted. The district has lost 340 children over the last ten years. The meeting was held at West Lane Tech who did a presentation about their computer lab. The Superintendent and two elementary principals are looking into reconfiguration of the elementary schools as a concept – such a K-2 at one school and 3-5 at the other- but they are just looking into it now. Parents will be involved in the process and in making the decision. A recommendation will be brought back to the district in March.

The Veneta Elementary School jog-a-thorn netted \$6800. SMART has started its 20<sup>th</sup> year at Veneta and Elmira Elementary.

Mayor Hobart-Hardin reported on a meeting she had with the leadership class at Elmira High School. She said they were bright and articulate, creative, willing to think outside the box. She encouraged them to participate in the 50<sup>th</sup> anniversary committee and six of them attended the meeting last week.

Tom Cotter –no report

Marion Esty reported she is working with our relationship with LCOG.

#### 4. STAFF REPORTS

##### a. Finance Director, Shauna Hartz (not in attendance)

###### (1) First Quarter Financials

Ric Ingham reported that ending fund balances are low now because the City hasn't received the first property tax payments from the county yet. Additionally, this is the first year we are making debt service payments on the swimming pool bond and payments were scheduled to begin July 1 even though bond proceeds won't come in until property tax payments arrive, which is why that fund balance has is negative right now.

Additional discussion about specific funds and fund balances given by Ric.

In response to a question from Marion Esty about concern over tax amounts, Ric Ingham said the City hasn't seen the actual numbers from the county assessor yet but 8-10 building permits were pulled and one of our larger commercial properties was sold, so we anticipate meeting the 1% increase that was anticipated.

##### b. City Recorder/HR and Risk Management Administrator, Chris Workman

###### (1) Health Savings Account Administrator Agreement, Resolution 1069

Chris Workman explained that with the change to a high deductible health insurance plan for all City employees, the city administrator, Ric Ingham, will need to enter into an agreement with a HSA administrator in order to make deposits into employee-owned health savings accounts. As the city administrator, Ric has authority to enter into this contract but staff felt it appropriate to bring it before the Council in the form of a resolution.

**MOTION: Tom Cotter made a motion for the Council to approve Resolution 1069 as written allowing the City to enter into a contract for health savings account administration with HSA Bank. Sandra Larson seconded the motion which passed with a vote of 5-0.**

c. City Administrator, Ric Ingham

(1) Rural Tourism Marketing Program Expenditures

Ric Ingham explained that the City has to enter into an agreement with Lane County each year to accept our proportional amount of the transient room tax. The City has to develop an expenditure program, have the Council approve it.

Discussion of Exhibit A, They want to know what activities the City plans to use the funds on. The Cities focus has been on advertising a wide range of advertising for community events and celebrations such as Wings and Wine and the Chamber of Commerce Visitor Center.

In response to a question from Sandra Larson, the total of last year's carry over and this year's amount was corrected. The additional money will be placed in the tourism/promotional line item.

**MOTION: Tom Cotter made a motion to approve the Lane County Rural Tourism Marketing Program expenditures as amended and authorize Mayor Hobart-Hardin to sign the agreement once received by Lane County. Marion Esty seconded the motion which passed with a vote of 5-0.**

**5. OTHER**

Ric Ingham explained that City employee Darci Henneman is expected to be gone at least another full week and possibly 6-8 weeks. Depending on how long it goes, management may look at hiring some temporary assistance.

Still looking to fill the associate planner position. Completed several interviews for an assistant planner but didn't feel any of them could fill the associate planner position. Expecting the process could take an additional 6-8 weeks to complete.

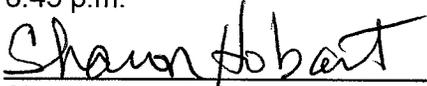
ODOT has chosen Veneta to be part of 22 communities to receive an electrical vehicle charging station. It has selected two sites, one at the Shell station and one at the West Lane Shopping Center. Staff would rather see it closer to more businesses were people could go during the two hours their cars are charging rather than being stuck out at the gas station with limited services. Those interested can go online and vote/provide comments over the next 2-3 weeks.

**6. EXECUTIVE SESSION - ORS 192.660(1) (e) - Real Estate Negotiations**

After making no decisions, the council returned back to the Veneta City Council.

**7. ADJOURN**

Mayor Hobart-Hardin adjourned the Veneta City Council at 8:45 p.m.

  
Sharon Hobart, Mayor

ATTEST:



Chris Workman, City Recorder  
(minutes prepared by C.Workman)