

Minutes of the Veneta City Council

April 9, 2012

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

Others: Ric Ingham, City Administrator; Brian Issa, Community Services Director; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Kyle Schauer, Public Works Superintendent; Kay Bork, Associate Planner; Darci Henneman, Assistant City Recorder; Taylor, Nicki, Pony Gilbert, Mona McCrea, and Michelle Ossowki, Fern Ridge Review

Mayor Hobart called the Veneta City Council to order at 6:59 p.m. Mayor Hobart welcomed two Elmira High School students and asked if they could introduce themselves.

Tanner said he and Nicki are from the Leadership Class at Elmira High School. Nicki said she is the Senior Class Representative and Tanner is the Senior Class Treasurer.

1. PUBLIC COMMENT

Pony Gilbert, 87827 Territorial Rd., Veneta, OR

Mr. Gilbert said word had gotten around town that a California Black Oak tree located at 88065 Territorial Rd. may be in danger of being cut down. He said many residents are attached to trees and he referenced the large Redwood tree that was cut down at the Oregon Department of Forestry offices and couple of years ago. He's not sure whether or not the City, the utility company or neighbors want to cut down the tree but he hired a consulting arborist to do a hazardous assessment report and when the report is completed he will provide the Council with a copy. He provided a copy of the invoice from Sperry Tree Care. He said the overhead utility lines could be moved. This is one of his favorite trees and he would like to see it stay.

Mona McCrea, 88065 Territorial Rd., Veneta, OR

Ms. McCrea said she would like to keep her tree.

2. CONSENT AGENDA

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

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

The consent agenda as approved included Minutes for March 26, 2012, Accounts Payable through April 3, 2012, Public Works Activities Report for March, 2012, Council Directive Status Report, Temporary OLCC Liquor License for St. Thomas Becket Academy, Significant Activities Report for the First Quarter (Code Enforcement).

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

Marion Esty said she will be attending the LCOG Senior Services Advisory Council meeting scheduled for tomorrow, April 10, 2012. The committee hasn't met for two months. She said there are many things going on.

Thomas Cotter will be attending the next LACT meeting on Wednesday, April 11, 2012.

Mayor Hobart wanted to express her thanks publically to the public works crews for working so diligently during the past storm. She said the entire community owes a huge thanks to all of them for getting the City up and running after the snow storm. She said a resident approached her about a tree that fell on her fence during the storm and the Public Works crew not only removed the tree but they repaired her fence. She said the community really appreciates the work they do.

Mayor Hobart also said the 26th Annual Easter Egg Hunt was a huge success and they stopped counting children when they reached 611. Last year's event was attended by 450 children. She said Dennis Paronto chaired the event which went like clockwork. She said kids walked away with eggs, balloons, toothbrushes...and even signed some eggs to be included in the time capsule. Everyone she spoke with said they were thrilled with the event. She said Sandra Larson took many photos and everyone seemed very happy. She said it is amazing how the event has flourished over the last seven years.

Sandra Larson agreed the Public Works and the Park Board did a tremendous job at the Easter Egg Hunt. She said the Fern Ridge School District board members met on Monday, April 2nd to discuss a proposal from the community of Noti to take charge of the Noti School and operate it as a community center. The building would be used for things like art classes, meetings and other activities for adults and children. The school board is definitely in favor of that happening and it's very likely the school board will allow them to use the building rent free. There is some talk of a summer program. A community forum will be held Saturday April 21st from 12:00 p.m. to 3:00 p.m. and a following, evening forum will be scheduled at that time.

Brittany Boothe could not attend the Easter Egg Hunt but she did attend the April 4th Park Board meeting. She was not surprised that it was a huge success due to all the planning that had gone into the event. The Park Board Earth Day collaboration with the Veneta Elementary is moving along very well and there are still two vacancies on the Park Board.

4. STAFF REPORTS

- a. City Recorder/HR and Risk Management Administrator.....Chris Workman
(1) Code Enforcement Update – Nuisance Abatement

Chris said Teresa Warrick, Code Enforcement Officer, has been working with the property owner of 88173 Huston Rd. since August, 2010. Since that time, 9,000 of the 15,000+ tires have been removed as well as 40 yards of loose debris. Teresa continues to work with the property owner and she will inspect the property again on April 20th. Her goal is to have the property completely abated by August 2012. Teresa is keeping an eye on a few other properties so they don't fall back into their previous patterns.

Mayor Hobart said she appreciated the update and is pleased to see how well the cleanup is progressing and that Teresa is able to continue working on a volunteer basis with the property owners.

- b. Finance Director.....Shauna Hartz
(1) **Resolution No. 1083 – A RESOLUTION ESTABLISHING THE PURPOSE OF THE FUNDS ENTITLED “RESERVE-GOVERNMENTAL” AND “RESERVE-ENTERPRISE”**

Shauna said Oregon Budget Laws allow municipalities to create reserve funds with specific purposes and creation dates; however, they need to be reviewed every 10 years. During the adoption process of FY 2009-10 Budget, the fund title “Reserve” was changed to “Reserve-Governmental” and another fund was created entitled “Reserve-Enterprise”. The creation dates for these funds were July 1, 2008 and July 1, 2009, respectively. Money from the City's Sewer Fund was transferred into the new Reserve Enterprise fund. The purpose of creating

these reserve funds was to accumulate money to use on future street and sewer system projects. However, neither the purpose of the funds nor the creation dates were formally stated. Resolution 1083 will enable the Council to formally state the purpose and creation dates of the funds and also provide clarity in future years for budgeting and project planning, as well as support the accumulation of money and restricted uses of such. An additional benefit of creating the reserve funds by resolution is that it provides the Council with an opportunity to specify what to do with any remaining money if and when the reserve funds are discontinued.

Mayor Hobart thanked Shauna for a very clear explanation of the reserve fund process.

In response to a question from Thomas Cotter, Shauna said the reserve funds are still active and will be reviewed 10 years from the creation date of 2008 and 2009, respectively. She said she's not sure what the fund balances are but they are close to the budgeted amount. Shauna will bring the financial report to the next Council meeting

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1083. Marion Esty seconded the motion which passed with a vote of 5-0.

c. Community Services Director.....Brian Issa

(1) **Resolution No. 1084** – A RESOLUTION AUTHORIZING THE CITY OF VENETA TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR ACQUISITION OF ADDITIONAL LAND AND IMPROVEMENTS TO THE BOLTON HILL SPORTS COMPLEX AND DELEGATING AUTHORITY TO THE COMMUNITY SERVICE DIRECTOR TO SIGN THE APPLICATION

Brian said if approved, Resolution 1084 will authorize staff to submit a grant application to the Oregon Parks and Recreation Department (OPRD) for acquisition of additional land in compliance with the Bolton Hill Sports Complex Master Plan (BHSCMP). The Master Plan laid out the future vision of the site and was a cooperative effort of the City, the Park Board and Territorial Sports Program (TSP). As part of that Master Plan there was a small additional piece of land to be acquired from the Oregon Dept. of Forestry which would open the entire area up for additional parking and removal of some outbuildings. The bulk of the grant would cover construction drawings for improvements to the entire site: paving, landscaping, additional hardscaping for paths and circulation, fencing, field improvements, electrical, lighting, everything that is laid out in the Master Plan. Staff chose to apply for this grant based on the opinion of the landscape architect that it would be difficult to design the parking area without knowing what kind of grading will be done to the fields. Because the additional land would be used for parking, the entire site should be designed as a whole and not in stages as originally planned. The City has committed \$40,000 from Park SDC funds and Territorial Sports Program kicked in \$10,000. The remaining \$190,000 would come from grants and the City would be required to bring a 20% match to the table as long as Veneta's population stays under 5000, or a 40% match if our population exceeds 5000.

In response to questions from Mayor Hobart, Brian said because the Master Plan is already done staff is hopeful construction drawings and the design engineering will be eligible for grant funds. We can't afford to do the entire site at once and because of drainage issues and discussions with the landscape architect and TSP representatives it wasn't possible to design the site in sections. Once the construction drawings are completed and when future funds become available the site can be developed in intervals. Plus TSP has a lot of feelers in the community. They can get things like rock and paving donated. Brian said the entire thrust of the grant application was to show what we did with the previous grant. The City acquired the public works site in 2004 for the purpose of a youth park. We were a successful grant applicant in

2007 for acquisition of additional property from the Forest Department. Also the City's has a long standing relationship with TSP and since the City's last land acquisition, TSP put in new backstops and a new concession stand with assistance from Ford Family Foundation. The City has put over \$200,000 towards street frontage, visibility, tree planting, and sidewalks. The chronology is laid out and we now know where we're going

MOTION: Thomas Cotter made a motion to approve Resolution No. 1084. Brittany Boothe seconded the motion which passed with a vote of 5-0.

(2) **Resolution No. 1085 – A RESOLUTION ADOPTING A NEW WATER MASTER PLAN AND REPEALING RESOLUTION NO. 998**

Brian provided Council members with an update to Water Master Plan that was adopted in 2009. The update focuses on incorporating construction of the EWEB-Veneta pipeline.

In response to a question from Mayor Hobart, Brian said the pipeline project shifted the priority of replacing the asbestos lined pipe and future storage projects further out but the pipeline will push more water at a faster rate enabling us to fill our storage tanks much quicker.

Kyle said the asbestos lined pipe has held up well and shows little deterioration.

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1085 adopting a new Water Master Plan and repealing Resolution No. 998. Marion Esty seconded the motion which passed with a vote of 5-0.

(3) Request for Extension of Time for Water Pipeline

Mayor Hobart said the letter was very well written and targets exactly what it needed to say.

Brian said Charlotte Rollier and Mr. Goldstein at USDA Rural Development (RD) indicated they see no reason why the extension request should not be granted but they recommended waiting another 60 to 80 days before submitting it. Brian said he and Ric felt there would be no drawback in submitting it now because it's not likely we will meet the July 31st deadline date.

In response to a question from Mayor Hobart, Ric said the response we got from Mr. Goldstein indicated RD wanted to give the impression that the City could meet the deadline and suggested we wait awhile to submit the extension request. Staff chose to send it sooner than later. If we don't hear anything after three or four weeks, then we'll call in our markers and talk with our political representatives (Senators Merkley and Wyden and Congressman DeFazio).

In response to a question from Thomas Cotter, Ric said staff doesn't want to wait until the last minute to submit the extension request just in case USDA does not approve it. Staff felt if we get the extension request submitted we could probably still meet the deadline, but in a more comfortable fashion.

In response to a question from Sandra Larson, Brian said the proposed construction will commence on or before September 30, 2012.

Ric said since the last Council meeting, Landwatch Lane County has filed a complaint against USDA RD and the City of Veneta. Staff spoke with Ms. Rollier and Mr. Goldstein who felt Landwatch's complaint was unfounded and it didn't need to be addressed, however RD would send a letter stating they were moving forward with the project.

MOTION: Thomas Cotter made a motion to grant Mayor Hobart the authority to sign the waiver request to be submitted as soon as possible. Sandra Larson seconded the motion which passed with a vote of 5-0.

- d. Public Works Superintendent..... Kyle Schauer
(1) **Resolution No. 1086** – A RESOLUTION RESTRICTING TRUCK TRAFFIC ON EIGHTH STREET

Kyle said at the March 26th Council meeting the City Council directed staff to follow up on restricting through truck traffic on Eighth St. After discussions with Sgt. Osborne it was determined that the next step in restricting truck traffic would be for Council members to pass a resolution designating Eighth St. from Bolton Hill Rd. to Highway 126 a “No Through Trucks” zone and post the road accordingly. Oregon Administrative Rule (OAR) 8.10.030 grants the City authority to restrict truck traffic if necessary to protect the roadway from being unduly damaged. OAR 818.030 allows the City to impose civil penalties for violation of this code.

In response to a question from Thomas Cotter, Kyle said any violation would be enforced by issuing a citation and would be considered a moving violation.

In response to a question from Thomas Cotter, Ric said the City would only receive a portion of the citation amount with the remaining going to the State and Lane County.

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1086 designating Eight Street from Bolton Hill Road to Highway 126 as a “No Through Trucks” zone and allowing for the posting of signage to that effect. Marion Esty seconded the motion which passed with a vote of 5-0.

- (2) Lane County Intergovernmental Agreement for Street Striping Services

Kyle said this is a renewal contract the City enters into with Lane County for street striping services.

In response to a question from Mayor Hobart, Kyle said the IGA has a not-to-exceed amount for the life of the contract. He said he’s not sure why the contract has such a high not-to-exceed amount; however, the City’s typical costs are between \$2500 and \$3500 per year.

Mayor Hobart pointed out a typographical error on page two, second paragraph, line three which should read “both” and not “bother”.

Kyle said he would make that correction.

In response to a question from Sandra Larson, Kyle said Lane County has been very responsive to the City’s needs and he is happy with the striping services provided. He does not foresee Lane County’s budget woes being a factor when it comes to the striping contract. He said many small cities in Lane County utilize this service.

In response to a question from Mayor Hobart, Kyle said the services do not include painting the sidewalk curbs.

MOTION: Thomas Cotter made a motion to authorize the City Administrator to sign the Intergovernmental Agreement with Lane County for street striping services. Sandra Larson seconded the motion which passed with a vote of 5-0.

(3) Engineering Scope of Work and Fee Proposal for Headworks Upgrades – Design Phase, Project T-2 of Wastewater Capital Improvement Plan

At the City's request, Civil West Engineering Services, Inc. has submitted a proposal for design services for the upcoming Headworks Upgrade Project for the Wastewater Treatment Plan. The project will upsize and replace the existing influent screen, provide for a cover system over the existing screw pump conveyors, and provide pre-engineering for subsequent upgrades to the wastewater system. The cost for this project is \$47,532 and it is included in the 2011-12 Budget. Because the design process will extend into the next budget year, funds will also be included in the 2012-13 Budget. Equipment and installation costs will be budgeted in 2013-14. The project is listed as Project T-2 in the current Waster Capital Improvement Plan (CIP).

In response to questions from Mayor Hobart, Kyle said this equipment was installed in 2000 and was to have the capacity to carry the City to its estimated 20 year population. He said he knew the screen project would have to be done because of the City's population growth and he is hopeful to upgrade the equipment we already have.

In response to a question from Sandra Larson, Kyle said there wasn't a design flaw. The equipment just hasn't worked as well as it should.

In response to question from Thomas Cotter, Kyle said options to address the warped screws could be to build a structure over the top of the screws, use a temporary pull out tarp or construct a permanent cover. Kyle said part of the proposal includes a recommendation for the design and plans and a cost estimate for equipment to be purchased in FY 2013-14.

MOTION: Thomas Cotter made a motion to accept Civil West Engineering Services, Inc.'s proposal for the sum of \$47,532 and authorize moving forward with the design of the Headworks Upgrade Project (Project T-2). Marion Esty seconded the motion which passed with a vote of 5-0.

- e. City Administrator.....Ric Ingham
- (1) Enterprise Zone Designation and Application Submittal

Ric said the intent of this item is to introduce the Council to Enterprise Zones. During the 2012 legislative session, House Bill 4093 authorized an additional eight rural Enterprise Zones. Each zone will sunset after 10 years and is subject to possible re-application and designation. June 8th, 2012 is the application deadline for any new community seeking the Enterprise Zone designation.

Staff believes now is the right time to apply for one of the eight new Enterprise Zones. Representatives from the State of Oregon and Lane Metro Partnership feel that because of the tight timeline few applications will be submitted. This could result in the City being awarded an Enterprise Zone on our first try. To complete the application, staff has requested LCOG prepare a proposal at a not-to-exceed amount of \$6150. LCOG will also assist staff with the application. City staff will complete the necessary outreach and public hearings.

An Enterprise Zone would allow for businesses within that zone to be exempt from local property tax liability on new capital investment for at least three years. The tax exemptions are not available to all businesses and most commercial or retail type operations are ineligible. The primary beneficiaries of enterprise zones are manufacturing and other industrial type businesses.

In response to a question from Thomas Cotter, Ric referred to the zoning map that was included in the Council packet. He said tax lot 600 would be included as well as the Cornerstone area, property east of Bi-Mart, the Highway 126 frontage, Hope Lane and Todd Way area up to the water treatment plant on Jeans Rd.

In response to a question from Mayor Hobart, Ric said of the properties referred to above, there is a main water line to all the referenced properties as well as sewer service. He said tax lot 600 is not currently serviced by sewer but eventually a pump or lift station could be installed along Jack Kelley Drive.

Mayor Hobart said she is very excited about the opportunity for the City in light of what's going on with the economy. She said we need something to offer businesses. The more we can offer the better off we'll be. If we could convince a motel or hotel that this new addition would be worth their while. She's not sure if it will have an impact on the Northeast Employment Center.

In response to a question from Sandra Larson, Brian said SDP stands for Specific Development Plan, which has its own cohesive development plan.

In response to questions from Brittany Boothe, Ric said not all of Jack Kelley Drive will be included in the Enterprise Zone for a couple of reasons: 1. There are some limitations with providing sewer services to all the properties along Jack Kelley Drive; and 2. The property owners aren't interested in developing. Ric said the taxing districts may recommend keeping the zone small. Staff has outreached to the majority property owner and they're in favor of the zone. He said Jack Roberts of Lane Metro Partnership has offered to speak to Council members if they choose.

In response to a question from Mayor Hobart, Ric said this is an extensive application process and he has yet to read the administrative rules attached but he felt the City is off to a good start. Once the Enterprise Zone is established, the City can decide if the boundary should be made larger or smaller which is allowed by the state.

Kay said expanding or condensing the boundary isn't as extensive of a task as establishing the Enterprise Zone.

Ric said Denise Walters at LCOG is working on the Cottage Grove expansion. He said she has good knowledge of the process and also has time available to work with us.

MOTION: Thomas Cotter made a motion to approve the proposal from Lane Council of Governments (LCOG) with an amount not to exceed \$6,150 and proceed with submittal of the Enterprise Zone application. Brittany Boothe seconded the motion which passed with a vote of 5-0.

(2) Farmers' Market Contract

Kay said staff would like the Council to authorize Ric Ingham to enter into a contract with Marie Pickett to manage the Veneta Downtown Farmers' Market for an amount not to exceed \$3,500. Last year's contract and work plan have no significant changes; however, it should be noted that the contract start date has been changed from May 1, 2012 to April 9, 2012 to allow Ms. Pickett to perform market activities before opening day of June 1, 2012. The Market will run from June 1st to September 28th, every Friday from 2:00 p.m. to 7:00 p.m. The 2012 contract will also extend to October 30, 2012 to allow Ms. Pickett to track the economic impact on the community and the City and provide a monthly report.

In response to a question from Mayor Hobart, Kay said the Farmers' Market will return to the Luther Lane site.

MOTION: Thomas Cotter made a motion to authorize the City Administrator to enter into a contract with Marie Pickett for Farmers' Market Management Services, for an amount of \$3,500. Marion Esty seconded the motion which passed with a vote of 5-0.

(3) Federal Emergency Management Agency (FEMA) Contract for January 2012 Storm Damage Ric provided an update on the City's request for public assistance regarding the January 2012 flood damage the City received. He said in order to submit a claim, the City is required to enter into an Oregon Emergency Management Infrastructure Contract which will reimburse the City 75% of the approximately \$2500 of damage received when a manhole on Hunter Ave. uplifted and damaged the asphalt. Staff is requesting the Council authorize Ric Ingham to sign the contract.

MOTION: Thomas Cotter made a motion to authorize the City Administrator to enter into the Oregon Emergency Management Infrastructure Contract for public assistance from the storm damage. Marion Esty seconded the motion which passed with a vote of 5-0.

5. OTHER

Economic Interest Statements

Ric reminded Council members to please complete the Economic Interest Statements and get them to staff to be mailed via certified mail by the deadline of April 15th.

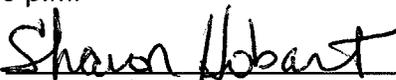
Thomas Cotter indicated he misplaced his form and Darci agreed to follow up with him tomorrow.

Ric said there was an extensive structure/house fire late this afternoon at the top of Bolton Hill Rd.

In response to a question from Brittany Boothe, Ric said the house was built in the 1960's or '70s and since that time fire engines have gotten larger which may be why the fire engines had difficulty getting up the driveway to the home.

6. ADJOURN

Mayor Hobart adjourned the Veneta City Council at 8:30 p.m.


Sharon Hobart, Mayor

ATTEST:


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