

Minutes of the Veneta City Council

June 11, 2012

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

Absent: Marion Esty

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder; Michelle Ossowski, Fern Ridge Review, and Calvin Kenney

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

1. PUBLIC COMMENT

None

2. PUBLIC HEARING

a. Mayor Hobart opened the Public Hearing at 7:00 p.m.

b. Staff Report:

Shauna said this Public Hearing is specifically for the fiscal year 2012-13 approved Budget which was approved by the Budget Committee on May 17th. The Public Hearing notice was published on May 30th. Shauna said the figure in the budget hearing notice was incorrect. The Debt Service line amount was listed as \$1,304,055 and the correct amount is \$1,424,055.

c. Public Testimony

None

d. Questions from the Veneta City Council

None

Mayor Hobart closed the Public Hearing at 7:03 p.m.

3. CONSENT AGENDA

Motion: Thomas Cotter made a motion to approve the consent agenda as presented.
Brittany Boothe seconded the motion.

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

The consent agenda as approved included Minutes for May 29, 2012, Accounts Paid through June 5, 2012, Public Works Activity Report for May 2012, a new liquor license application for Ho Ho Restaurant, Inc., and a renewal of a social gaming license for Veneta Moose Lodge 2656.

4. DEPARTMENT REPORTS

a. From Mayor/Councilors

Brittany Boothe said new Park Board members, Cal Beach and Penny Lacky were welcomed to the June 6th Park Board meeting, along with student representative Elmira Louie. They talked about the scavenger hunt the Park Board will host during the City's 50th Anniversary event. The hunt will include trivia questions about the City's historical timeline. She said the summer recreation guide has been printed and is also on the City's website.

Sandra Larson said area schools have been released for the summer so there's not much happening for the next couple of months. The 50th Anniversary Photo Contest continues and she made a flyer and distributed it to the schools and around town.

Mayor Hobart congratulated Chris Workman on the birth of his daughter. She said she attended last week's Mayor's meeting. She said one topic of discussion was budgets and based on the meeting, she felt the City of Veneta is very lucky to have the finance director and city administrator who make the budget process run so smoothly. She said they also talked about the possibility of state representatives modifying recall procedures and criteria to include more substantive reasoning for initiating the recall of city officials. Mayor Hobart said she met the new Public Works employees and was very impressed with the knowledge they both bring to the City as well as their enthusiasm.

5. STAFF REPORTS

a. Finance Director..... Shauna Hartz

- (1) **Resolution No. 1092** – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2012-2013; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED.

Shauna said Resolution 1092 is required to adopt the budget, make the appropriations, impose the tax rate and categorize the tax depending on whether they're excluded or not from the general limitations. The total appropriation is \$20,807,022.

Motion: Thomas Cotter made a motion to approve Resolution 1092. Sandra Larson seconded the Motion which passed with a vote of 4-0.

- (2) **Resolution No. 1093** – A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF VENETA FOR THE COVERAGE YEAR 2012-2013.

Shauna said Resolution 1093 is required to extend Workers Compensation coverage to volunteers, i.e. the Council, committee members, and event volunteers. She said coverage for event volunteers should be slightly more than last year's \$400 premium.

In response to a question from Thomas Cotter, Shauna said the \$2500 assumed annual wage for the City Council, Planning Commission, etc. is set by City County Insurance Services (CCIS). The assumed wage for all events is based on the number of actual volunteer hours multiplied by the current minimum wage.

Motion: Thomas Cotter made a motion to approve Resolution 1093. Brittany Boothe seconded the Motion which passed with a vote of 4-0.

- (3) Proposed Water/Sewer Rate Increase

Shauna said Resolutions 1094 and 1095 are a continuation of the water and sewer fee increase schedules approved in 2008 and 2010 respectively. Water rates will increase 3% which equates to .32 cents per month for base charge. Sewer rates will increase 2%, which equates to .95 cents per month for base charge. These rate increases would take effect July 1, 2012.

In response to a question from Sandra Larson, Shauna said in February 2012, the City of Veneta was added as a new class of water user.

(a) Water

- I. Public Comment
None

II. **Resolution No. 1094** - A RESOLUTION ESTABLISHING WATER FEES AND RATES FOR USERS OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1077.

Motion: Thomas Cotter made a motion to approve Resolution 1094. Sandra Larson seconded the Motion which passed with a vote of 4-0.

(b) Sewer

- I. Public Comment
None

II. **Resolution 1095** – A RESOLUTION ESTABLISHING SEWER FEES AND RATES FOR USERS OF THE VENETA MUNICIPAL SEWER SYSTEM AND REPEALING RESOLUTION 1071.

Motion: Thomas Cotter made a motion to approve Resolution 1095. Brittany Boothe seconded the Motion which passed with a vote of 4-0.

(4) **Resolution 1097** – A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2011-2012 FISCAL YEAR

Shauna said Resolution 1097 addresses fiscal year 2011-12. She said it's very common to make transfers from contingency to one of the other expenditures categories in June. She said the entire amount of the transfers are likely not needed but are being proposed just in case. If the funds are not used they will roll over to next year's beginning fund balance. She will review the financial reports once more before June 30, 2012.

Motion: Thomas Cotter made a motion to approve Resolution 1097. Sandra Larson seconded the Motion which passed with a vote of 4-0.

(5) Intergovernmental Agreement (IGA) between the City of Veneta and the Veneta Urban Renewal Agency

In response to a question from Mayor Hobart, Shauna said the relationship between the Urban Renewal Agency and City already exists. Documenting the specifics of the relationship into an agreement is new. The Intergovernmental Agreement (IGA) will enhance the understanding of the relationship between the City and the Urban Renewal Agency. Shauna said legal counsel has recommended, in the past, this written agreement.

In response to a question from Mayor Hobart, Ric suggested Chair Hobart sign the agreement on behalf of the Urban Renewal Agency and Sandra Larson, Council President, sign on behalf of the City Council.

Motion: Thomas Cotter made a motion to approve the Intergovernmental Agreement (IGA) between the City of Veneta and the Veneta Urban Renewal Agency. Brittany Boothe seconded the Motion which passed with a vote of 4-0.

b. Associate Planner..... Kay Bork

- (1) **Resolution 1096** – A RESOLUTION IN SUPPORT OF AN APPLICATION TO THE STATE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM LOCAL GOVERNMENT GRANTS FOR A CORRIDOR/CONNECTIVITY PLANNING STUDY

Ric presented Resolution 1096 to Council members on behalf of Kay who could not attend tonight’s meeting. Staff is preparing a Transportation and Growth Management (TGM) grant application for the 2012 grant cycle. Resolution 1096 will strengthen the application. If awarded, the grant funds of \$75,000 will be used to create a Refinement Plan to our current Transportation System Plan by focusing on several key elements, including the Hwy 126/Fern Ridge Facility Plan to improve safety and mobility for all modes of travel and identify barriers and prioritize solutions for bike and pedestrian connectivity throughout the community.

Ric said this is the second time the City has applied to have Highway 126 evaluated from Huston Rd. to Territorial Rd. to assist businesses with pedestrian connectivity, as well as access to and from Highway 126. The TGM folks said they would like to see the City submit an application now that the Highway 126 Corridor Study is being reviewed. TGM requires a local match of approximately 11% of the project cost. Rather than provide the matching funds, the City will participate on the project management team and technical advisory committee to assist with public outreach. Grant applications are due June 15, 2012 and funds will be awarded October 1, 2012.

In response to a question from Mayor Hobart, Ric said Council members adopted a regional Bike-Pedestrian Master Plan which allowed and supported bike ways along Jeans Rd., providing access to Zumwalt Park, the reservoir and businesses along Highway 126, including the Northeast Employment Center.

Motion: Thomas Cotter made a motion to approve Resolution 1096. Sandra Larson seconded the Motion which passed with a vote of 4-0.

c. City Recorder/HR and Risk Management Administrator.....Chris Workman

- (1) FLIP – New Employee Wellness Program

Mayor Hobart said she was very impressed with the program. She said the incentives and intent are excellent and its flexibility will make it appealing to employees. She commended Chris on a job well done.

Chris said management recognizes the positive effects of a wellness program can have on employee health and well-being. The City’s recently implemented wellness program is comprised of four components designed to help employees improve and maintain their overall health and well-being. These four components are: Flexible Work Schedules, Logged Activities, Incentives for awareness, and Prevention Focus (FLIP).

Chris said since the City chose to provide high deductible health insurance coverage for employees, management felt including a health incentive plan would be beneficial to employees. The program is completely voluntary. Staff will review it over the next year and modify it if necessary.

In response to a question from Mayor Hobart, Chris said a questionnaire was provided to employees several months ago and several employees have recently enrolled in the program.

Chris said the prevention focus outlines further activities through the year like a walk-a-thon, biggest loser contest, etc.

- d. City Administrator.....Ric Ingham
- (1) Request from Charter Communications to Extend Franchise Agreement

Charter Communications has asked the City to extend the Franchise Agreement (Ordinance 383) which expired December 31, 2006. On July 27, 2009, the City extended that agreement with Resolution 1012 which expired December 31, 2011. Today, Ric heard from legal counsel that the City can only amend the franchise agreement through an ordinance change and not a resolution. He said he isn't comfortable at this time amending Ordinance 383.

Ric said in the past, the City has spent thousands in legal fees attempting to negotiate a new agreement with Charter. Currently, all cities in Lane County that hold a Charter Franchise are working with the League of Oregon Cities (LOC) to establish a model franchise agreement that would be acceptable to everyone including Charter.

Mayor Hobart suggested informing Charter that the City is working with LOC and is waiting to hear back from LOC. She agreed Ordinance 383 should not be amended at this time.

In response to questions from Thomas Cotter, Ric said all of the previous negotiating with Charter has yet to result in anything positive. He said Council members could direct staff to start negotiations with Charter if LOC isn't able to create a model franchise agreement. If Charter doesn't accept the model franchise agreement but we do, then it's possible our local legislators could step in and negotiate with Charter on our behalf.

In response to a question from Sandra Larson, Ric said he's not really sure what's behind Charter's urgency to renew the Franchise Agreement since the City's services have not been interrupted even though our agreement expired in December, 2011. They may want an agreement in place when they were trying to sell the company or have an agreement in place in order to receive federal funding. There could be a number of reasons.

Sandra Larson felt the risk is low for the City to enter into a month to month agreement.

In response to a question from Brittany Boothe, Ric said even though Charter has been providing service after the Franchise Agreement expired in December 2011, they can choose to vacate the contract.

Ric said in the eyes of our legal counsel, and to protect the City, we should make an ordinance change. He said based on other ordinance language, the proper way to create an extension is to amend ordinance 383 and not to pass another resolution.

Ric provided a copy of Charter's proposed ordinance amendment. He said when Resolution 1012 was approved legal counsel didn't object.

Mayor Hobart said the City could wait for LOC's model franchise agreement.

Thomas Cotter felt that may not be the right thing for the City to do. He would like a status report on LOC's model franchise agreement at the June 25th meeting. For now, he is comfortable with tabling the issue until the next Council meeting.

Sandra Larson felt amending Ordinance 383 may be premature at this point.

In response to a question from Thomas Cotter, Ric said the Council could pass a Resolution for a month to month extension beginning July 1, 2012.

After a thorough discussion it was the consensus of the Council that an agreement should be in place and directed staff to bring this issue to the June 25th meeting.

MOTION: Sandra Larson made a motion directing staff to draft a Resolution extending the Franchise Agreement with Charter Communications on a month to month basis. Staff will also provide the Council with the status of League of Oregon Cities' model franchise agreement. Thomas Cotter seconded the motion which passed with a vote of 4-0.

(2) Annual City Administrator's Evaluation

Mayor Hobart said she is a firm believer of evaluations. She asked Council members to complete the form and return it to Chris. Ric's evaluation and compensation package will be conducted during an executive session at the June 25th Council.

In response to a question from Ric, Thomas Cotter and Mayor Hobart would like the evaluation form sent electronically. Ric asked that the forms be returned to Chris.

In response to a question from Sandra Larson, Ric said his self-evaluation will be provided to the Council before they need to submit their evaluations forms.

5. OTHER

Ric said the Lane County Sheriff's deputies arrested a young man from Veneta for allegedly tagging area businesses over the Memorial Day weekend. It has been determined that the tagging and the vandalism to the flags were separate incidents. The deputies are continuing their investigation into the flag vandalism.

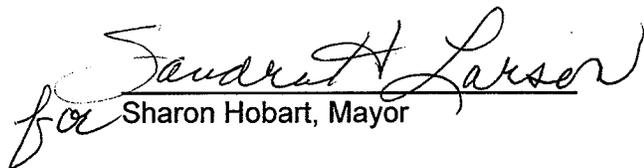
Calvin Kenney, 87712 Rendezvous Loop, Veneta, OR

Mr. Kenney said he works for the City of Eugene which often requires him to work with other municipalities. He said Ric is very easy to work with and that isn't always the case with other municipalities.

6. ADJOURN

Mayor Hobart adjourned the Veneta City Council at 7:58 p.m.

ATTEST:


for Sharon Hobart, Mayor



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