

Minutes of the Veneta City Council

July 23, 2012

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

Absent: Mayor Sharon Hobart

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Wayne Hunter, Delbert Hunter, Joe Hunter, Alice Hunter, and Michelle Ossowski, Fern Ridge Review

Council President Sandra Larson called the Veneta City Council to order at 7:00 p.m.

1. PUBLIC COMMENT

Wayne Hunter 25087 Cheney Drive, Veneta, OR

Mr. Hunter said Waldo Avenue was named after his father, Waldo Hunter. He asked for more information from the Council on why it wants to change the name of the street.

Delbert Hunter, 24312 Bolton Hill Rd., Veneta, OR

Mr. Hunter said Waldo Hunter is also his father and his mother is still alive and has been waiting for the street to be formally named Waldo. He doesn't understand why it's being changed now.

Joe Hunter, 25761 Vera Dr., Veneta, OR

Mr. Hunter said Waldo Hunter was his grandfather and his Great-Aunt was Veneta Hunter. Veneta was six years old and Waldo was three years old when the city was named. He suggested the Council find another way to honor Mr. Brooker rather than changing Waldo Avenue to Brooker Lane.

Alice Hunter, 25761 Vera Dr., Veneta, OR

Ms. Hunter is married to Joe Hunter. She said Irene Hunter is the widow of Waldo Hunter and that she was very excited when the road was finally getting named Waldo Ln. Ms. Hunter asked who made the decision to change the name. She said it feels like an honor is being stripped away.

Council President Sandra Larson thanked the Hunter family for speaking at tonight's meeting and invited them to stay as the renaming of Waldo Avenue was on the agenda for later in the meeting.

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; Sandra Larson, aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for May 29, 2012 Work Session, Minutes for June 19, 2012 Special Meeting, Minutes for June 25, 2012, Accounts Paid through June 30, 2012, Accounts Payable through July 5, 2012, Accounts Payable through July 19, 2012, Public Works Activities Report for June 2012, Significant Activities Report for the Second Quarter (Code Enforcement), and the Civic Calendar for August, 2012.

3. DEPARTMENT REPORTS

a. From Mayor/Councilors

(1) Acceptance of Mayor Sharon Hobart's Resignation

Marion Esty said it's a shame that Mayor Hobart felt she needed to resign.

Brittany Boothe agreed and said it's a loss for the City but Mayor Hobart's recovery is most important.

Thomas Cotter said Mayor Hobart served the City of Veneta and the community well.

Council President Sandra Larson said Mayor Hobart has done an amazing job and she will be sorely missed.

Marion Esty suggested if Sharon Hobart is well enough and feels up to it, perhaps someone could call on her as a substitute when someone is sick or cannot attend a meeting.

Council President Sandra Larson said she felt Sharon Hobart would be more than willing to step in if needed but currently it's not that she doesn't want to continue, but that she isn't able to continue.

MOTION: Thomas Cotter made a motion to accept Mayor Sharon Hobart's resignation. Brittany Boothe seconded the motion which passed with a vote of 4-0.

(2) Declare Mayoral Vacancy

MOTION: Thomas Cotter made a motion to declare that the Veneta City Council now has a Mayoral vacancy due to the resignation of Sharon Hobart. Marion Esty seconded the motion.

Ric clarified that the vacancy is a Council vacancy and not a mayoral vacancy.

MOTION: Thomas Cotter amended his motion to declare that the Veneta City Council has a council vacancy. Brittany Boothe seconded the motion which passed with a vote of 4-0.

(3) Discuss and Follow Process for Filling Mayoral/Council Vacancies

Ric said if a Council member is unable to continue, the first step is for the Council to declare the vacancy. The Council can then appoint a council person to fill the vacancy. In this case, the Council can appoint anyone as Mayor Pro Tem. He said the Council President does not automatically become Mayor Pro Tem.

Brittany Boothe suggested Council President Sandra Larson continue as the acting Mayor if that's something she wishes to do.

Sandra Larson said when she accepted the appointment of Council President she was aware she would be required to act as mayor in Sharon Hobart's absence.

Marion Esty said Sandra Larson is very knowledgeable about the position and she has done a wonderful job filling in when necessary and she hoped Sandra Larson would continue.

Sandra Larson thanked Marion Esty for her thoughtful comments.

MOTION: Thomas Cotter made a motion to appoint Sandra Larson as Mayor Pro Tem. Marion Esty seconded the motion which passed with a vote of 4-0.

In response to a question from Sandra Larson, Ric said it's up to the Council to decide how and when the council vacancy will be filled.

Marion Esty said in the past a previous Council member or other City committee member was asked to step in to fill the position until it expires.

Ric said in the most recent past, a vacancy was advertised and interviews were held. He said we could follow that previous process but it would take six to eight weeks. He suggested that the Council could come up with four or five people, including past Councilors or Board members of various City committees and make the appointment by a majority vote of the Council. He said as reflected in the work plan, many decisions will be made over the next few months.

Marion Esty said there are a lot of things happening. She thought active members of other committees would be good candidates for the appointment.

Brittany Boothe agreed that going to the Planning Commission or giving the Council some time to think about those four or five names and outreach to those folks between now and the next meeting would give the Council enough time to make an appointment.

Thomas Cotter suggested appointing a third party person with years of experience. He also suggested declaring the vacancy tonight and placing the vacancy in the Fern Ridge Review.

Ric suggested a short work session to give the Council an opportunity to work through some names. Then the Council could outreach to some of those folks and bring that information to the next Council meeting.

MOTION: Thomas Cotter made a motion to declare a Council vacancy and to set a work session to be determined. Brittany Boothe seconded the motion which passed with a vote of 4-0.

After a brief discussion, it was the consensus of the Council to hold a Work Session on Monday, July 30th to discuss options for filing the Council vacancy.

- (4) Law Enforcement Update, Sgt. Osborne, LCSO
- Sgt. Osborne provided a recap of the Oregon Country Fair. He said this year was very different from previous years in that there was very little negative activity happening. He said holding the community meeting with all campground owners prior to the Fair had a huge impact on the number of calls LCSO received. He said this collective group of people discussed how to make the Fair better, in terms of how to deal with their campers. The Zumwalt Park was used as a model. LCSO received very few calls from the campgrounds and also didn't have to use as many of their resources they have in the past. Over the course of the weekend, several deputies working traffic were able to answer deputy calls. Two disputes were able to respond with Veneta deputies. He said 22 hours of the grant funding were used for backfilling coverage. He said there were only two accidents this year and there were 100 less stops and citations than previous years. He said the use of five volunteer reserve deputies had a significant positive impact on the Fair coverage. He would like to see this resource be used for future Fairs. In addition to that, a parole and probation officer assisted and patrols were in the entire area including within City limits.

Mayor Larson thanked Sgt. Osborne for his verbal report.

b. Council/Committees

Marion Esty said the next Senior Services meeting will be Thursday, July 26th. She plans on attending that meeting.

Brittany Boothe said unfortunately she was unable to attend the 50th Celebration but the feedback she received was positive. She said the focus on our community was positive and she thanked Chris for all his hard work and commitment he added to the event.

Mayor Larson thanked Chris, Kay and the entire staff for all the effort and hard work they put into planning the 50th Celebration. She said staff did a wonderful job. She said the Fern Ridge School District will receive \$1.2 million from the state due to Willamette Leadership Academy moving out of the school district. The funds will be used to restore four days to the school year.

4. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) **Resolution No. 2001** – A RESOLUTION SETTING POLICY FOR REMOVAL OF LONG STANDING RECEIVABLES

Shauna said Resolution 2001 sets a policy addressing extremely overdue accounts and gives staff guidance to write off certain amounts. She said currently there are some outstanding amounts past due from FY 2003/04 and 2004/05. The largest single amount is \$320. Staff is also in the process of creating a better method to collect payments in a timelier manner and to address past due amounts in the future. The age and amounts of the debts to write off could be modified if the Council wishes to do so.

Sandra Larson said unfortunately all businesses have to write off bad debts.

MOTION: Thomas Cotter made a motion to approve Resolution 2001. Marion Esty seconded the motion which passed with a vote of 4-0.

(2) Fund Balance Reporting and Governmental Fund Type Definitions

Shauna said the Governmental Accounting Standard Board (GASB) released Statement 54 for fiscal year ending June, 2011. This new statement is intended to improve the understanding of the amounts reported as fund balances. It also creates consistently applied terms. She said currently the City does not have specific policies related to this issue; therefore Resolution 2002 is required in order to be in compliance with GASB 54. Shauna said there was a minor correction to Resolution 2002. She said in Section 3. Purpose of Funds, no. 15, instead of the word "committed" it should read "restricted".

i. **Resolution No. 2002** – A RESOLUTION ESTABLISHING FUND BALANCE POLICES AS REQUIRED BY GASB 54

MOTION: Thomas Cotter made a motion to approve Resolution 2002. Marion Esty seconded the motion which passed with a vote of 4-0.

(3) Preliminary Year-to-Date Financial Report for FY2011-2012

Shauna said funds are listed in this preliminary report in the same way they are listed in the quarterly reports. She said over the next few months she will be entering some year end accruals totaling approximately \$200,000; one of which will be a large entry for the 2012-13 public safety contract. Shauna said there is one correction to the citywide totals due to an incorrect formula. The \$12,605,000 figure will be closer to \$12,182,000 which includes the \$200,000 adjustment. The City gained overall approximately \$1,000,000 in fund balance amounts which is due partly to the conservative approach the City takes when planning the budget, specifically in materials and services. For example, the \$50,000 budgeted for updating

the Comprehensive Plan was not spent because the updates were done mostly in-house and an outside firm was not contracted to do the update. The capital outlay that the City budgets for was based on projects being completed in the year they were budgeted in and not all of those projects were completed in 2011-12. Shauna said this report is for information only and does not require Council action.

Mayor Larson said having a million dollars more than we thought is fantastic.

b. Associate Planner.....Kay Bork

(1) Possible Street Name Change: Waldo Avenue to Brooker Lane

Ric said there is a policy process to follow that is outlined in Veneta Municipal Code when renaming a street. He said James T. (Tim) Brooker stepped down after many years of service. Several past mayors have been recognized for their service. He said as Mayor, Tim Brooker brought the City from a small community to what it is now and revitalized the downtown area. He said because there are no businesses or homes on Waldo Avenue address changes will not be needed. He said it seemed like a good fit to rename Waldo Avenue to Brooker Lane after all he has put into the community.

Kay said if the City Council approves this concept, staff will follow the street renaming procedures outlined in the Municipal Code 12.20, Naming of Streets and Numbering of Buildings, making sure all interested parties are notified of the street name change.

Marion Esty said Tim Brooker worked very hard at the old City Hall when there weren't many resources. She said he did a wonderful job. She felt he is very deserving of the recognition.

Thomas Cotter said renaming Waldo Avenue to Brooker Lane in no way should be interpreted as any kind of dishonor to Waldo Hunter. The town was named after Veneta Hunter and there is a Hunter Rd. He said the Hunter family is well represented in our community.

Mr. Joe Hunter said there wouldn't be a mayor if it wasn't for his family. He said Mr. Dunham suggested naming the City after Veneta. In turn, Dunham St. was named for Mr. Dunham.

Thomas Cotter said the Council was polled on the name change and it was the consensus of the Council to change the name from Waldo Avenue to Brooker Lane. He said at that time the Council didn't have the information they have now. He suggested at this time it would behoove the Council to postpone the decision and try to come up with a solution.

Brittany Booth thanked the Hunter family for sharing their family history with the Council. She said it's not whether Tim Brooker should be honored, but whether or not Waldo Avenue should be renamed. She said the ease of renaming Waldo Avenue made it a logical choice but considering the history, she agreed with Thomas Cotter that more thought and discussion should be put into this and perhaps the City could find an alternative that would equally honor Mr. Brooker.

Mayor Larson said proposing the name change was not intentional but it made the most sense because of the ease in renaming the street. She suggested, considering the history, the Council should postpone making a decision to include more discussion.

After additional discussion it was the consensus of the Council to postpone renaming Waldo Avenue to Brooker Lane and to hold a work session on Monday, July 30, 2012 to discuss this issue in more detail.

(2) **Resolution No. 2003** - A RESOLUTION RE-DESIGNATING THE CERTIFYING OFFICER FOR A COMMUNITY DEVELOPMENT BLOCK GRANT

Kay said in order to continue with the Fern Ride Service Center, Resolution 2003 is required to change the certifying officer on the CDBG grant from Mayor Hobart to Sandra Larson, Mayor Pro Tem to allow Sandra Larson to sign the appropriate documentation for the project.

MOTION: Thomas Cotter made a motion to approve Resolution 2003, designating “Sandra Larson, Mayor Pro Tem” as the Project’s Certifying Officer, as amended. Marion Esty seconded the motion which passed with a vote of 4-0.

c. City Administrator.....Ric Ingham

(1) League of Oregon Cities 2013 Legislative Agenda

Ric said the League of Oregon Cities has tried several different ways to identify and propose specific actions as part of the League’s effort to develop a pro-active legislative agenda for the 2013 session. They identified 19 legislative objections that they would now like to prioritize in order to ensure that efforts are focused where they are most needed.

Ric identified the four areas that he believes best fit the needs of Veneta. He asked for direction from Council members on how they would like staff to address this in the future. He said a work session can be held for Council members to work through the priorities or the management team could do the ground work and present the priorities to the Council. He recommended the following four priorities be added to the League’s 2013 legislative agenda on behalf of the City: Finance & Taxation (D) - Restore the equity in the property tax system by resetting assessed value to real market value when a property is sold or constructed, which would allow the City to have a full market value being included as tax revenue. General Government (F) - Reform the court fines system in a manner than recognizes the value of both state and local courts. He said the 2011 Legislative Session changed the way the court fines were allocated, which shows about a 23% reduction in court revenue to the City. Transportation (M) - Defeat legislation that would extend or make permanent the moratorium on raising existing or levying new local gas taxes and/or any legislation that proposes to restrict or preempt cities’ ability to charge any transportation-related fee or tax. This would allow cities to increase their gas taxes or create new ones. Water/Wastewater (R) – Support state authority for Oregon Water Resources Department to act as contracting agency with federal entities to facility water procurement. This would allow Oregon Water Resources to apply for a permit for water usage from Fern Ridge Reservoir. Ric said this would have been a high priority had the pipeline project not being sought.

Thomas Cotter felt some of the topics weren’t relevant to Veneta’s situation and he agreed with Ric’s suggestions.

Brittany Boothe thanked Ric for providing his suggestions.

MOTION: Thomas Cotter made a motion that the City recommends to be added to the priorities for the League of Oregon Cities 2013 Legislative Agenda as follows: Finance & Taxation (D); General Government (F); Transportation (M); and Water/Wastewater (R). Marion Esty seconded the motion which passed with a vote of 4-0.

Ric asked how Council members would like to proceed in the future. He said the management team could review next year’s ballot and make a recommendation to the Council or a work session could be held to review the ballot and complete the ballot.

Mayor Larson said she didn’t find it difficult to understand the ballot and that she is comfortable with management staff completing future ballots.

In response to questions from Thomas Cotter, Ric said he's not sure if the ballot was sent to all incorporated cities in Oregon or just League members. Ric said the League continues to ask cities to become more engaged in the legislative process and this is one way to get cities more involved. He said the results will most likely be published in the League of Oregon Cities bulletin.

After a brief discussion it was the consensus of the Council to direct Ric and the management team to review the ballot and make a recommendation to the Council based on what the City's needs are at that time. The Council would also like a memo explaining the recommendations.

(2) 2012-13 Workplan

Ric reviewed the Workplan with Council members. He said very few priorities and goals changed.

Ric said Brian hasn't submitted his written resignation, but he will be moving on around the end of August. Management team will take on several of the projects Brian was working on. Ric said he will take the opportunity to tweak the Workplan and restructure some of the management job titles for presentation to the Council in August. He said Kay will be able to step in to Brian's position relatively easy, the Recreation Guide will go to Chris, supervising the pool will go to Kyle and a few things will be shifted to Shauna. He said management staff may be coming back with different job titles and responsibilities.

Ric said because of the additional work load, the City Council will continue to meet twice a month in July and August. He said Kay continues to work on getting the Service Center moving forward. Over the next 30 to 45 days staff will be putting in a lot of effort working with Lane County to ensure we have the Highway 126 partners in support of the next phase of project funding. He doesn't feel Lane County has the support to submit the application and suggested Veneta submit the application. He would also like to see the Coos Bay Port and the Florence tribes be partners with the City on the application.

In response to a question from Sandra Larson, Ric said Mayor Brubaker of Florence has the best connection with Dune City and the Florence tribes and the City may ask him to secure their support for the application. He said the Highway 126 partners have expressed a willingness to subsidize County staff time for grant writing assistance.

Ric said ODOT changed their process on how projects get into the Statewide Transportation Improvement Program (STIP). He said now applications go to the Area Commission on Transportation (ACT), then into the Region 2 Super Committee for final adoption. The new application process has just been laid out and applications are due by mid-October. He said ideally a transportation planner is needed to complete the application.

In response to a question from Brittany Boothe, Kay said five applicants were interviewed for the VISTA position. She said it was a very good process and the interview committee selected a retired M.D. and university administrator from California. The applicant recently moved to Eugene and is very involved in the community and fundraising. She said he touched on every aspect of what the project will focus on. She said the VISTA candidate was an excellent fit for the position and he is very excited about taking on the challenge.

Ric said all of stakeholders were invited to sit on the interview committee and they were all very impressed with this man. He said he seemed very genuine and sincere about the project. VISTA will make the final decision soon.

(3) Electric Vehicle Charging Site Location

Ric said as part of the American Recovery and Reinvestment Act (ARRA) grant funds were available which the state applied for to build a network of charging stations predominately along

the I-5 corridor as well as two or three coastal routes. ODOT focused on Highway 126 and about six months ago approached the Shell gas station and the owners of the shopping center about locating the charging station somewhere in the West Lane Shopping Center. Unfortunately they couldn't come to an agreement. Next, ODOT approached Dari Mart and Dixie's Restaurant on Highway 126 but the needed services were not available from 7 a.m. to 7 p.m. or the businesses showed no interest in the charging stations. Ric said three to four months ago ODOT came to the City requesting suggestions for alternative sites off Highway 126. After reviewing the minimum site criteria, City staff proposed using two spaces within the Park and Ride site. Once ODOT approved that site, staff outreached to Lane Transit District (LTD) and the project funder, Connect Oregon. Both of those entities approved utilizing the two parking spaces which fit the intent of the Connect Oregon funds. Two weeks ago ODOT expanded their request and now wants three parking spaces for the charging stations. Before staff outreaches again to LTD and our funding partner staff felt it would be best to bring this issue before the Council to garner Council members' thoughts on the project and the exclusive use of the three parking spaces at the Park and Ride site.

Ric provided illustrations of the two proposals for using two and three parking spaces. Ric also provided a map of the Luther Lane site that ODOT may consider an alternative to the Park and Ride site.

In response to a question from Mayor Larson, Ric said it's not likely ODOT will agree to just two parking spaces. He said ideally three spaces are needed in order to provide room for two stations; one to be ADA approved.

In response to questions from Thomas Cotter, Ric said the charging station site at the Luther Lane site has not been determined yet. He said the property that was originally deeded to the City included the grassy area and the parking spaces that abut the grassy area. ODOT owned the property and abandoned the site when Highway 126 was moved north to the existing site. ODOT then deeded the site to the City as long as it was held for street and transportation alignment purposes. When the City proposed early on that this would be the site for Park and Ride site, ODOT said transit does not meet the definition for street purposes. Because of our intended use, ODOT reverted the deed back to the Highway Trust Fund. Ric said he has not asked legal counsel to review this but the definition for use within the Highway Trust; Rest Areas are an eligible use so the charging stations could be turned into Rest Areas.

Thomas Cotter said he liked the idea of getting people downtown but the Luther Lane site makes more sense.

Ric said staff would like to spend time next year working with the Attorney General's office to re-secure the Luther Lane site. At one time the site was given to the City and was quasi taken away from the City. He felt with a fair amount of effort we can regain ownership. He felt with ODOT making a sizable investment as a transportation site may also assist with re-securing that site.

In response to a question from Mayor Larson, Ric said if the charging station were to go in at the Luther Lane site, it would not abut the interior sidewalks and would likely be located at one end of the parking area.

In response to Thomas Cotter, Ric said the station will look somewhat like a gas station. He said ODOT wants the station to be in close proximity to Highway 126 and be visible from the intersection of Territorial and Highway 126.

In response to a question from Mayor Larson, Ric said the charging station areas will be painted bright green and will be well marked with electric charging station signage. It's his thought that

ODOT wants enough space to accommodate handicap drivers but the spot will not be designated as a "handicap only" spot.

Brittany Boothe said she felt three spots at that site may be a hindrance; she thought the site would mainly serve people traveling through our community rather than people living here. She felt the Luther Lane site would likely not fit ODOT's criteria but it's more practical.

Thomas Cotter said he wasn't sure what people would do for four or five hours while their vehicles are charging regardless of where the charging station is placed.

In response to a question from Mayor Larson, Ric said if the alternative location is pursued (Luther Lane) and ODOT rejects it then he will contact LTD and Connect Oregon as partners on the Park and Ride site which they will likely support. However, in order to receive Connect Oregon grant funds the City agreed to provide 28 parking spaces at the Park and Ride but the charging station would eliminate two and likely three of those parking spaces..

After a thorough discussion it was the consensus of the Council to direct Ric to discuss with ODOT if the Luther Lane site can meet its needs and if so, start lease negotiations. Regardless of the outcome, the Council would like updates as the project progresses.

5. OTHER

Ric said Brian Issa will be resigning some time at the end of August. He said when employees leave the City hosts some kind of goodbye gathering. He said Brian will be here through the August 13th Council meeting. He asked if the Council had a preference on where Brian's gathering should be held.

In response to a question from Mayor Larson, Ric said staff could invite other partners and pull the community together to host a gathering in the back courtyard at Our Daily Bread.

Brittany Boothe had no preference where Brian's gathering is held but said previous events she attended were held at City Hall.

Ric said Chris has been working on a policy to acknowledge employees' years of service. He said because Zac Moody and Kyle Roberts worked with the community so much their gathering was held at Our Daily Bread.

Thomas Cotter said he was in favor of holding Brian's gathering at Our Daily Bread.

In response to a question from Brittany Boothe, Ric agreed the City will plan some kind of event for Sharon Hobart when she is feeling up to it.

Ric said Brian will likely be here through August 27th and suggested Brian's gathering be held at Our Daily Bread on Wednesday or Thursday, August 15th or 16th; or Wednesday or Thursday August 22nd or 23rd.

Ric thanked Sandra Larson for everything she did to make the 50th Celebration a great success. He also asked her to pass on a thank you to Larry Larson for stepping up as the master of ceremonies.

Mayor Larson temporarily adjourned the regular City Council meeting and went directly into Executive Session at 9:00 p.m.

6. EXECUTIVE SESSION - ORS 192.660(2) b (i) City Administrator Evaluation

Having made no decisions, Mayor Larson closed the Executive Session and returned to the regular City Council meeting at 9:20 p.m.

MOTION: Thomas Cotter made a motion to approve the Veneta City Administrator's Compensation Package proposed as written and to adopt the updated Compensation Package to be effective July 1, 2012 and to direct legal counsel to prepare an updated contract for approval by Sandra Larson, Mayor Pro Tem. Marion Esty seconded the motion which passed with a vote of 4-0.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:22 p.m.


Sandra Larson, Mayor Pro Tem 8/13/12

ATTEST:



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