

Minutes of the Veneta City Council

March 11, 2013

Present: Sandra Larson, Brittany Boothe, Thomas Cotter, Victoria Hedenstrom, and Thomas Laing

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder; and Michelle Ossowski, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:17 p.m.

2. PUBLIC COMMENT

None

3. PUBLIC HEARING

A. Adoption of Ordinance 508, an Amendment to Veneta Land Development Ordinance of 2010 (Ordinance 493) and Land Division Ordinance 494

1. Mayor Larson opened the Public Hearing at 7:18 p.m.
2. Declaration of Conflict of Interest or Ex-Parte Contacts: None
3. Staff Report

Kay said the Planning Commission at its February 4th meeting made a recommendation to the City Council to adopt amendments to Veneta Land Development Ordinance 493 and Land Division Ordinance 494 to address the expiring timeline extensions for land use approvals and to make general housekeeping amendments. Kay said these amendments require public hearings before the Planning Commission and the City Council.

In response to a question from Mayor Larson, Kay said the Planning Commission recommended the Council move forward with the option of two one-year extensions. Kay said once the current three year extension expires, the code would not have any language to address land use extensions.

In response to a question from Thomas Cotter, Kay said the Planning Commission agreed it would be best to approve two one-year extensions rather than one two-year extension to provide for the application to be reviewed on a yearly basis. The Planning Commission also felt one two-year extension is too long of a window in case changes occur. Kay said staff also included the "single family resident" definition and amended residential design standards to change the "panhandle lots" definition to "flag lots." Kay said no public comment was received other than that from Mr. Vloedman.

4. Proponents
None

5. Opponents
None

6. Mayor Larson closed the public hearing at 7:24 p.m.

7. Questions from the City Council

In response to a question from Thomas Cotter, Kay said the panhandle lot/flag lot change was made to be consistent with the definition.

In response to a question from Victoria Hedenstrom, Kay said the definition for single family dwelling is added to the definitions page. Kay provided definition pages for Ordinance 493 and 494.

8. Deliberation and Decision

MOTION: Thomas Cotter made a motion to adopt Ordinance 508 for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance 508 was read into the record for first reading by title only.

Victoria Hedenstrom asked if she could abstain from voting because she still had questions about Ordinance 508.

Thomas Cotter said she can vote no but can only abstain from voting if she had a conflict of interest or a personal interest in a matter being vote on.

In response to a question from Victoria Hedenstrom, Mayor Larson said the Planning Commission made a recommendation to the City Council to approve the ordinance amendments.

Ric suggested if Victoria Hedenstrom had more questions to please feel free to meet with Kay.

5. CONSENT AGENDA

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

Vote: Thomas Cotter, aye; Thomas Laing, aye; Sandra Larson, aye; Victoria Hedenstrom aye; and Brittany Boothe, aye.

The consent agenda as approved included Minutes for February 11, 2013, minutes for February 11, 2013 Work Session, Accounts Paid through February 26, 2013, Accounts Payable through March 5, 2013, the Public Works Activity Report for February, 2013, and the civic calendar for March, 2013.

6. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Requests for awards for "If I were Mayor" contest

Mayor Larson said the "If I were Mayor" contest is sponsored by the Oregon Mayor's Association which she would like the City to participate in. The contest is set up for three age groups. Elementary students are required to make a poster with the "If I were Mayor" theme, middle school students will write an essay, and high school students will submit a video. Mayor Larson suggested the City award a prize to one student from each group who will then advance to the statewide level to compete for a laptop to be awarded. Mayor Larson requested Council members authorize a one day family pool pass and a \$25 pizza gift certificate to each age group winner.

Victoria Hedenstrom said she is concerned about the tight timeline and she felt there's not enough time before the contest ends on May 10th.

Mayor Larson said she plans to visit each school quickly and see if she can drum up some business, specifically the high school and middle school leadership classes.

In response to a question from Thomas Cotter, Mayor Larson said the contestants could attend a City Council meeting and the Council would be the judges.

Thomas Laing suggested presenting the winners at a City Council meeting with a certificate.

Victoria Hedenstrom suggested presenting the high school contest winner with a \$25 gift certificate to BiMart rather than for pizza.

Ric suggested a \$50 gift certificate to BiMart for the high school winner.

MOTION: Thomas Cotter made a motion to join the contest for elementary, junior high and senior high school students and award a \$50 gift certificate and a family pool pass to the senior high school winner and award a \$25 gift certificate for pizza and a family pool pass to each elementary and middle school winner. Thomas Laing seconded which passed with a vote of 5-0.

(2) Requests from Veneta Elementary Parent Action League for Students (PALS)

i. Waive the Community Pool rental fee for a Fifth Grade Graduation Party

Rebecca Lorenz spoke to the Council on behalf of the PALS to request the Council waive the two hour pool rental fee for the 2013 5th grade promotion party. She said PALS will pay for the lifeguards and the students will walk to and from the school to the pool.

Kyle said the pool will not be open to the public on that day.

Rebecca said Stacy said the party will be good pre-season training for the lifeguards.

MOTION: Thomas Laing made a motion to waive the pool rental fee for the Fifth grade swim party on June 12, 2013. Thomas Cotter seconded the motion which passed with a vote of 5-0.

ii. Donate the use of the Community Pool as a prize for the Veneta Elementary School Auction

Rebecca Lorenz said the PALS raises money for school field trips, outdoor school, assemblies, supplies, and P.E., music and art programs through their annual auction. She said Veneta Elementary will hold the annual auction on April 27th. She said PALS would like to provide a pool party for all students that raise \$50 individually.

In response to a question from Thomas Cotter, Kyle said the pool rental fee for two hours is \$150 which includes lifeguards. He said Sundays are the only time available for private rentals and the school would like to rent the pool on June 23rd or June 30th.

In response to a question from Brittany Boothe, Kyle said the end of June is the early season so this request shouldn't interfere with other potential rental requests. He said the school has not established a time.

Brittany Boothe suggested at some point the Council should have a discussion about setting an annual cap on pool donation requests.

Ric said many gifts result in new users of the pool; he doesn't feel that this request would be considered as lost revenue.

MOTION: Thomas Cotter made a motion to donate the Community Pool for a two hour pool party to Veneta Elementary students on June 23rd or 30th. Brittany seconded the motion which passed with a vote of 5-0.

b. Councilor/Committee Liaison Reports

Thomas Cotter said funding for Statewide Transportation Improvement Projects (STIP) was discussed at the last Lane Area Commission on Transportation (LACT) meeting of which it was later pointed out that things changed. Originally the Highway 126 improvement project was on the top of the first tier for funding and currently the project dropped to the bottom of the tier. Listing the projects alphabetically moved Veneta's project further down the list but did not change its level of priority.

Mayor Larson said ODOT is sponsoring spot improvements to Highway 126.

Victoria Hedenstrom said she plans to attend tomorrow's Chamber meeting.

Brittany Boothe said she attended the March 6th Park Board meeting. She said the Park Board is focused on event planning, more specifically, the Easter Egg Hunt at Veneta Elementary on March 30th which is open to the public and Earth Day on April 12th also at Veneta Elementary.

In response to a question from Mayor Larson, Brittany Boothe said the Earth Day committee hasn't heard whether or not Elmira Elementary students will be attending the event.

Mayor Larson said Home Source presented an application to become a charter school in the Fern Ridge School District. She said the application requires specific criteria be met and they are working through the process however, she's not sure where Home Source will be located. Applegate Regional Theater (ART) Inc. will be leasing four classrooms and the gymnasium at Central Elementary. Art Inc. is very excited.

Thomas Laing said the Eugene Moose Lodge is negotiating to sell its Eugene property.

In response to a question from Thomas Laing, Ric said staff asked for a meeting between ART, Inc. and the local Moose lodge representative. They declined until they could look into the current funding situation.

Mayor Larson said School Superintendent Dennis Friedrich said finances are looking up. She said if the governor's budget passes the legislature there will be no reductions. Mayor Larson said Veneta Elementary won the battle of the books contest for a second year in a row. She said the state championship contest will be held in Salem on April 13th.

7. STAFF REPORTS

- a. City Recorder/HR & RM Administrator.....Chris Workman
(1) Resolution 1114 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VENETA ADOPTING PERSONNEL RULES AND POLICIES FOR THE CITY OF VENETA AND REPEALING RESOLUTION 1073.

Chris said in 1988 the Council adopted the personnel system by resolution with the adoption of Ordinance 283 to include that the resolution be reviewed at least once a year. The current Employee Handbook was adopted in 2011 by Resolution 1073 and since that time staff has identified a few clerical errors as well as several changes and additions to policy that should be included in the handbook. Chris provided a summary of all the changes as well as the complete handbook. He said when the packets were made the six page summary did not get updated; Chris provided the updates in an email and as a handout at tonight's meeting. He said the Employee Handbook is used on a daily basis and includes all policies that have to do with personnel at city hall.

In response to a question from Mayor Larson, Chris said all City staff has read and agreed to the changes. Chris said management has been working through the updates for the last year or so and has referenced City County Insurance Services (CCIS) and other cities to rework the

changes and review the policies. He said once it was completed all employees had several weeks to go through it and notice their concerns.

MOTION: Thomas Cotter made a motion to approve Resolution 1114. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

Chris provided an update on email addresses and business cards. He said regarding email address, staff spoke with LCOG and will be switching to a Microsoft exchange. He said a representative at LCOG is working on the logistics and email addresses for Council that can be accessed from any source. He said once a draft standardized email address is approved, staff will order business cards. He said if Council members would like business cards before that, staff can print cards at City Hall. Chris will provide a business card order sheet for Council to fill out.

In response to a question from Brittany Boothe, Chris said Council members should have their email address in a month or two.

In response to a question from Victoria Hedenstrom, Chris said staff can print temporary business cards for Council for very little cost.

8. JOINT MEETING OF THE VENETA CITY COUNCIL AND THE LOCAL PUBLIC CONTRACT REVIEW BOARD

a. Finance Director.....Shauna Hartz

- (1) **Resolution 1115 - A RESOLUTION OF THE CITY COUNCIL REPEALING RESOLUTION NO. 721 AND A JOINT RESOLUTION OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD REPEALING SECTION 8 AND EXHIBIT B OF RESOLUTION NO. 893.**

Mayor Larson temporarily adjourned the Veneta City Council meeting and opened the Joint meeting of the Veneta City Council and the Local Public Contract Review Board at 8:16 p.m.

Shauna said the City uses two sets of rules for making purchases; the first set (aka informal) applies to day to day purchases for office supplies, etc., to make sure that money is being appropriately spent and supervisors know what's going on. The second set of rules is governed by the State of Oregon "public contracting rules". The City has its own rules but they are closely related to the state public contracting rules. The City passed Resolution 721 adopting the informal purchasing policies and procedures in 1997. They are now outdated and updated informal purchasing policies and procedures are now incorporated into the employee handbook. The intent of Resolution 893 was to create the City's formal rules (aka Veneta's Public Contracting rules). Section 8 and Exhibit B contain informal policies and procedures mixed with guidance on formal rules. Having them combined causes unnecessary confusion when updates are needed. Shauna requested the Council approve Resolution 1115, which repeals Resolution 721 and Section 8 and Exhibit B of Resolution 893.

MOTION: Thomas Cotter made a motion to approve Resolution 1115. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

Mayor Larson adjourned the Joint meeting of the Veneta City Council and the Local Public Review Board and returned to the Veneta City Council meeting at 8:22 p.m.

10. STAFF REPORTS (CONT.)

c. Community Development Director.....Kay Bork

- (1) Request Funds for Fern Ridge Service Center Landscape Design and Fern Ridge Service Center Update

Kay said staff is requesting the Council authorize funds from the Street fund to develop a landscape plan for the Fern Ridge Service Center (FRSC). She said the plan, plants, soils, etc., were removed at part of the process to get the project on budget. Mid Lane could likely fundraise for the plants and get many things donated but funds are not available for the landscape plan. She said David Dougherty of Dougherty Landscape Architects (DLA) provided the landscaping for the W. Broadway improvements and the Park N Ride. She said he provided a very reasonable estimate for the landscape plans at the Service Center and he also volunteered to plant plants.

In response to a question from Mayor Larson, Kay said the landscaping plans will also include choosing the plants for the stormwater swale. She said DLA also worked on the downtown master plan and visioning.

Mayor Larson felt DLA would save the City a lot of time and funds in the future.

MOTION: Thomas Laing made a motion to authorize the City Administrator to use the Street Fund, Professional Services account to contract with DLA to complete landscaping plan as submitted for Fern Ridge Service Center. Thomas Cotter seconded the motion.

In response to a question from Brittany Boothe, Kay said an example of what would be paid out of the Street fund would be street scape design.

Ric said there have been limited funds drawn out of the Street fund.

In response to a question from Victoria Hedenstrom, Ric said resurfacing of Huston Rd. did come from the Street fund and was not covered in the pipeline project costs.

Kyle said the resurfacing of a portion of Hunter Rd. replaced the resurfacing project of Eighth St. which was postponed.

Ric said we could have waited to see the project's progress and see if there's money left in the construction contingency which may be July or August. He said the other option was to look at some of the fund categories that have funded streets or open space improvements; the four corners area, etc. where the landscaping is paid from the Street fund and there is a direct connection for what we use those funds for. He said staff looked at four or five categories and felt materials and services in the Street fund are the most appropriate.

In response to a question from Brittany Boothe, Ric said some of the W. Broadway landscape plan might be utilized but the important aspect is the stormwater drainage and the bio-swale that require a new plan.

In response to a question from Victoria Hedenstrom, Ric said the Council has chosen to keep the stormwater fees low and because of that the Stormwater fund is the smallest City fund.

Shauna said a contingency category was adopted within each operating fund. She said there is a \$75,000 contingency in the Street fund, which could be used to fund the landscaping plan. However, a resolution is needed to transfer the appropriation from contingency to the materials and services category.

MOTION: Vote of 5-0.

Kay said Essex Construction is on schedule after the delay in the excavation work. She said the building will be framed soon. She said there were extra fiber optic grant funds available so

fiber will be brought to the site. Only two change orders have been submitted to date - one was for the overage for excavation costs and a cost savings because the water vapor barrier was deleted. She said the school district is moving forward with plans to move the special needs kids into the old Garcia Center building which means the senior meals program will likely be using the community center in the interim. Kay said staff has submitted several grant applications for fixtures and furnishings for the Service Center and \$4,000 has been awarded for the warming oven for the senior meals program.

In response to a question from Mayor Larson, Ric said he sent an email to Dennis Friedrich, School Superintendent about the oven at Central Elementary but he has not heard back from him.

In response to a question from Thomas Laing, Ric said the fiber optic infrastructure has been laid but we still need a company to take on the business plan of lighting the fiber. He said LCOG is soliciting for a vendor who will then work with each critical facility (library, fire district) and it will be between the vendor and the entity to make arrangements. It is staff's desire that the Service Center partners will work with the fiber provider to pay for lighting the line.

d. City Administrator.....Ric Ingham

(1) Approved 2013 Legislative Priorities

Ric said we're in the middle of the legislative session and often times house bills and senate bills are working their way through a conference committee or on the floor. Staff is often called upon to provide testimony or to contact our legislators directly. In the past the City Council has given Ric authority to represent the City Council on those legislative issues based on earlier discussions. Ric is asking the Council if it would like to continue to provide Ric with that authority.

After a brief discussion it was the consensus of the Council to authorize Ric to act on behalf of the City Council with regard to legislative issues.

(2) Questions from Councilors

None

11. OTHER

Ric said as part of the activities happening in Salem, the League of Oregon Cities host regional meetings around the state to provide elected officials and staff with progress on several key bills. A meeting will be in Cottage Grove on April 4th at 5:00. He said if you would like to understand more about what the League does on the City's behalf this is a good opportunity to get updated. Ric said more information is provided in the monthly League publication.

In response to questions from Mayor Larson, Ric said he will be attending the meeting and if you like to attend, please let him know by March 28th or 30th.

Ric said the Chamber luncheon is on Wednesday, March 13th at Our Daily Bread at noon. The intended roundtable is to talk about the feedback they received from their members. Staff indicated they would assist with facilitating that meeting and he encouraged Council members to attend the meeting.

Thomas Laing cannot attend the meeting.

Ric said Council members will be receiving material from the Oregon State Ethics Commission. All elected officials are required to complete the Statement of Economic Interest. Please look for this and mail it back. If you have any questions, please contact Ric, Chris, or Darci.

Ric said annually he meets with select members of City staff who represent all City staff as a compensation committee. They bring a list of proposed compensation changes for the new fiscal year. He said the outcome of this compensation discussion is that staff agreed to accept a 2% cost of living allowance (COLA). He said the handbook allows for a full COLA set by the consumer price index as set by the Portland CPUI which came in at 2.3% but staff took a wage concession in accepting a 2% increase. Also one floating holiday was dropped.

In response to a question from Thomas Laing, Ric said all employees are salary but some employees are eligible for overtime. Ric said City staff also went to a high deductible insurance plan which in the long term will save the City quite a bit of money.

Mayor Larson felt it was important that this information was provided to the Council.

Ric said staff has been looking into doing major updates to the City's website. Currently LCOG maintains the City's website but will be seeking a significant modification for that service. With the conversion, staff will do the updates in-house. He said one piece of that is that we don't really have a good logo and staff would like to engage the Council to see how much feedback they want to have in creating a new logo.

Mayor Larson suggested forming a committee. She asked Chris to talk about the company he found on the internet.

Chris said the logo design company he found on the internet is called 99design.com. He said the company serves as a match maker between designers and businesses that need a logo. He said as a customer, we would provide information about what we want, i.e., colors, symbols, water, mountains. He said after a few designs have been provided we can submit our comments then other designers submit designs and after seven days you have several options to review. He said the larger the purse (\$300, \$400, \$500) the more designs we would receive. He said the logo that's chosen if one is chosen, would get the purse.

In response to a question from Thomas Laing, Ric said if there was a designer in the City that wanted to participate with the solicitation, they could certainly do so.

Chris said the benefit of going through the website is they are trained professionals who submit designs to multiple companies every day.

Thomas Laing said living here is different than just providing information to a designer.

Mayor Larson said there may be several people in our community that may also be a part of what Chris is talking about.

Ric said if the Council felt we were moving in the right direction, we could publish a news brief in the Fern Ridge Review that the City is soliciting for logo designs and how to participate.

In response to a question from Victoria Hedenstrom, Chris said the website is called 99design.com. He said they do any type of graphic design work.

Thomas Cotter and Brittany Boothe volunteered to sit on the committee.

Brittany Boothe said it sounds like an innovative low cost way to generate ideas and we could certainly publicize. She said by using this site we likely get a usable standard of quality.

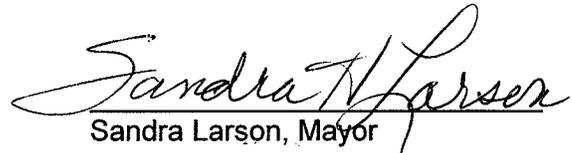
Ric said if there is a majority and a quorum, staff would notice the meeting as a work session. He said the logo design needs to be decided on before the website can be updated. Ric said staff would like to do this sooner than later. He suggested Monday, March 18th at 4:00 p.m.

Ric said staff would put out a notice for the March 18th work session.

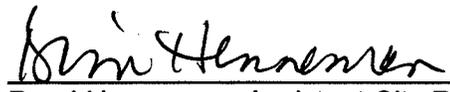
Chris said he will provide more information about the website in the Councilor's mailboxes at City Hall.

12. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:16 p.m.


Sandra Larson, Mayor

ATTEST:


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