

# Minutes of the Veneta City Council

## April 8, 2013

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

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

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### 1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:10 p.m.

### 2. PUBLIC COMMENT

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

Mr. Wymore reported that he has been working on getting their property hooked up to the City sewer line. The trench from the house to the street has been dug and filled with gravel but his contractor left town and has just returned. He is asking for a 30-day extension to complete the sewer hookup.

City Administrator Ric Ingham said the City will support the Wymore's with completing the hook up as they are currently underway with the connection. He suggested Mr. Wymore call Kyle Schauer, Public Works Director, and set an appointment to review the file.

### 3. CONSENT AGENDA

**MOTION:** Thomas Cotter made a motion to approve the consent agenda as presented. Thomas Laing 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 March 11, 2013, Minutes for March 25, 2013 Work Session, Minutes for March 25, 2013, Accounts Payable through April 2, 2013, Public Works Activity Report for March, 2013; 1<sup>st</sup> Quarter Code Enforcement Report, and 1<sup>st</sup> Quarter Council Directive Status Report.

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

- (1) Veneta Community Pool Donation and Fee Waiver Policy and Donation Request from Kids Akademy Christian Pre-school & Kindergarten, Inc.

Ingham said the Council had requested the pool donation policy, more specifically, at what level donations were being made.

City Recorder Chris Workman provided a memo that addressed the proposed Pool Donation and Fee Waiver Policy. On May 10, 2010 it was the consensus of the Council to set \$300 aside from the Parks and Recreation Fund for donation of family and individual swim passes. The Council directed staff to process requests under \$50 and forward requests over \$50 to the Council to be decided.

Ingham said Kids Akademy is making a request for family pool passes; however, staff wasn't sure if they were requesting a family day pass or a family season pass.

In response to a question from Thomas Cotter, Ingham said once the pool is open, staff is busy with the daily operations so providing specific dates for accepting donation requests and fee waivers is one less thing the pool staff has to deal with.

In response to a question from Victoria Hedenstrom, Ingham said it's up to Council whether or not to accept donation requests within a specific timeline; however, staff would like to stay away from requests trickling in and being included on agendas throughout the entire pool season.

Victoria Hedenstrom suggested the time frame for accepting requests be posted at the pool. She also felt that accommodations could be made for request made before or after April and May.

In response to a question from Mayor Larson, Workman said because pool season overlaps fiscal years, staff would track donations and waivers as lost revenue and not as expenditures.

In response to questions from Mayor Larson, Ingham said the Council needs to address two issues: (1) revisiting the overall policy that staff expanded on and (2) dealing with the number of requests from specific groups. Ingham said we would hope prizes for the "If I Were Mayor" contest would be included but it's at Council's discretion. He said discretionary funds could also be used to actually purchase passes, then it would not be considered loss of funds.

After a thorough discussion about creating a donation request form, passes for daily, weekly or season entry, if fees will be based on out-of-City or in-City rates and revising the policy to conform to the City's fiscal year, it was the consensus of the Council to (1) cap donations at \$500 per year based on in-City rates, (2) modify the language to say, "requests are encouraged to be made in April or May," and (3) once \$250 has been donated staff will provide Council with an update.

**MOTION:** Thomas Cotter made a motion to approve the Community Pool Donation Fee Waiver Policy as written, including the new verbiage as discussed and replacing all previous policy relating to pool-related donations and waivers. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

(2) National Library Week Proclamation

Mayor Larson read the National Library Week Proclamation and she encouraged all residents to visit the Fern Ridge Library during April 14<sup>th</sup> to 20<sup>th</sup>. She also provided the history of the Fern Ridge Library.

b. Councilor/Committee Liaison Reports

Tom Laing reported that he was not able to attend the Mid Lane Cares meeting.

Brittany Boothe provided an update from the April 3<sup>rd</sup> Park Board meeting which included a recap of the March 30<sup>th</sup> Easter Egg Hunt. She said 332 kids attended this year's event compared to 600 last year. It was a great success and the feedback was very positive because it seemed as though the kids had a better time and there were more eggs to go around. The 2014 Easter Egg Hunt will be April 20<sup>th</sup>. Dennis Paronto will continue as vice chair of the Park Board and Craig Soderberg was elected chair. The Park Board is working through the final stages of the Earth Day event with Veneta Elementary to be held on Friday, April 12<sup>th</sup> from 12:00 p.m. to 2:00 p.m. at Veneta Elementary.

Victoria Hedenstrom did not attend the Fern Ridge Chamber of Commerce meeting because she traveled to the East Coast with the Elmira High School Advance Placement (AP) History class. She said the trip provided wonderful opportunities to learn about our nation's history. She said they had a very full agenda planned which included visiting the holocaust museum, walking through a

marriage rights protest, visiting the Capital Building and the Senate Chambers. They were not able to visit the White House. She said there was a lot of security, many kids came down with the flu and they saw snow in Gettysburg.

Mayor Larson said the School District will decide soon what to do with the Noti Elementary building. She said she visited the middle school for the "If I Were Mayor" contest. She said Stacy Cornelius made the contest an assignment for the high school leadership class. Mayor Larson said she and Ingham attended the League of Oregon Cities' legislative meeting in Cottage Grove. She said most of the materials are available on the League of Oregon Cities' website.

**5. STAFF REPORTS**

a. City Recorder/HR & RM Administrator.....Chris Workman

**(1) Amendment to the Municipal Court Judge Agreement**

Workman said Teresa Warrick, Court Clerk, said Judge Leiman does a great job and is well respected by our contract Deputies and code enforcement officers. He said staff feels this increase is very much warranted. Staff is recommending the Council approve the equivalent of a 4% merit increase and a 2% cost of living adjustment (COLA) beginning May 1, 2013 by way of a contract amendment.

In response to a question from Brittany Boothe, Ingham said the Portland Consumer Price Index (CPI) came in at 2.3% and City staff accepted a 2% COLA.

In response to a question from Mayor Larson, Workman said the contract amendment is for 6% above the current compensation amount.

In response to a question from Brittany Boothe, Workman said the proposed increase was based on information received from the Court Clerk who outreached to five nearby communities. He said since the time he wrote his report he has received more information from cities our size but further away. He said it was difficult to find an average because many communities include variables such as travel time. He said staff wanted to make sure the City wasn't over paying or being overly generous but the proposed compensation does not fall outside of the normal range of compensation for a municipal judge.

In response to a question from Victoria Hedenstrom, Workman said Judge Leiman holds municipal court the third Thursday of every month and generally works about three hours per month.

Ingham said Judge Leiman may spend an hour or two responding to inquiries from time to time as well. He said staff felt it was important that Judge Leiman know we appreciate his experience and knowledge as a municipal judge.

Mayor Larson said the increase conveys that we value his work and we would like him to continue as our municipal judge.

Ingham said he has established a reputation with the repeat offenders in our community now as well.

**MOTION: Thomas Cotter made a motion to approve Amendment No. 1 to the Municipal Judge Agreement. Thomas Laing seconded the motion which passed with a vote of 5-0.**

b. Community Development Director .....Kay Bork

(1) Veneta Downtown Farmers' Market (VDFM) Contract Renewal

Bork said staff is asking for authorization to allow City Administrator Ingham to enter into contract with Marie Pickett to manage the Veneta Downtown Farmers' Market (VDFM) for the seventh year. This year the VDFM has added a new event, "Fourth Friday." The VDFM partnered with the City, Oregon Country Fair (OCF), Fern Ridge Chamber of Commerce (FRCC), and Our Daily Bread (ODB) for events that will feature music, culinary demonstrations, youth activities, and additional artisan vendors. The goal is to attract 35 vendors for the event held the last Friday of the month during the Market season. Bork also provided the 2013 VDFM work plan.

In response to a question from Mayor Larson, Ms. Pickett said the contract still allows her to retain any vendor fees, waive fees, or work with vendors on a sliding fee scale. The VDFM formed a Board of Directors as the first step to become a more independent Market. She said the Board will decide how to distribute the additional vendor fees collected from the Fourth Friday events with the goal of increasing Market activity and eventually becoming independent of the City.

In response to a question from Brittany Boothe, Ingham said when the Market was first formed, it was the intent that eventually the Market would transition from a City-subsidized function to a non-subsidized, independent event with its own board.

Ms. Pickett said the Board will focus on the Market becoming a sustainable nonprofit over the upcoming season. She said a successful Market is completely supported by vendor fees.

In response to a question from Victoria Hedenstrom, Ms. Pickett said everyone involved is very optimistic that the collaboration of the City, OCF, FRCC, and ODB will bring in the 35 vendors needed to make the Fourth Friday events successful.

**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. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.**

c. Public Works Director.....Kyle Schauer

(1) Intergovernmental Agreement (IGA) for Chip Seal Project on Kenneth Nielson Rd. with Lane County

Schauer said this repair project is related to the pipeline. He said the original agreement with Lane County included repairs to the road after the pipeline was laid but when the section of pipeline was installed it was discovered that the road surface was not asphalt but chip seal consisting of several layers of oil and rock, with no road base to support it. Lane County has agreed to provide a new layer of chip seal as part of their regular maintenance but only if the City pays for the prep work and a new Intergovernmental Agreement (IGA) is signed reflecting this change. Lane County estimates the project costs at \$67,000 plus a 10% administration fee for overseeing the project. Schauer said when it's all said and done, the City is only spending about \$700 more than the original contract amount because the original contract called for asphalt not chip seal and asphalt is more expensive. He said the City's contractor will do the prep work but the County will schedule some time in late summer to do its work.

In response to a question from Victoria Hedenstrom, Schauer said the original contract stated the City's contractor would be required to repair the roadway; however, because Lane County had plans to chip seal all of Nielson Rd. anyway, it agreed to include this section of roadway in that overall project. He said Lane County has been a good partner to work with.

**MOTION: Thomas Cotter made a motion to give staff approval to enter into an agreement with Lane County to complete the work on Kenneth Nielson Rd. Thomas Laing seconded the motion which passed with a vote of 5-0.**

(2) Status of Pipeline Construction Report (slideshow)

The construction slideshow was provided at the Work Session.

Ingham said most of our focus now is at the public works yard. He said EWEB has finalized their RFP and the bid process closes in late May. He said hopefully they will have selected their contractor in June or early July.

d. City Administrator.....Ric Ingham

(1) Status of Pipeline Budget

Shauna Hartz, Finance Director, provided a budget sheet which Ingham reviewed with the Council and asked if Council members had any questions.

In response to a question from Brittany Boothe, Ingham said the legal expense increase was due mostly to the Landwatch lawsuit but it could have been much worse.

(2) Questions from Councilors

Ingham asked how the Council would like to proceed with reviewing the applications submitted for the "If I were Mayor" contest.

In response to a question from Mayor Larson, all Council members volunteered to serve on the review committee. Victoria Hedenstrom said she cannot be on the high school committee because her daughter would be submitting an entry but she could review middle and grade school applications.

Ingham said the month of May is very busy for staff. He said the Budget Committee is meeting on Thursday, May 2<sup>nd</sup> and on May 16<sup>th</sup>. He suggested the review committee meet on Friday, May 3<sup>rd</sup> or Monday, May 6<sup>th</sup>.

Mayor Larson volunteered to sort and organize the applications and meet on May 6<sup>th</sup> to review the application before they are due in Salem on Friday, May 10<sup>th</sup>. She said she is not sure how many applications will be submitted from the middle school but she said Stacy Cornelius is making it an assignment for the high school leadership class.

Brittany Boothe suggested meeting at 5:30 on May 6<sup>th</sup> and she volunteered to work with Mayor Larson between now and the April 22<sup>nd</sup> Council meeting to prepare the review criteria.

It was the consensus of the Council to invite the community in future years after the review committee had refined the review process.

6. OTHER

Hartz said the requested budget is just about done and she and Ingham will review the contents of the proposed budget documents scheduled to be delivered to the Council on April 25<sup>th</sup> or if possible at the April 22<sup>nd</sup> Council meeting.

Schauer said George Schrader was hired to fill the Utility Worker I position about two weeks ago; however, since that time Mr. Schrader submitted his resignation because he got an offer for a substantially better job. He said staff has offered the position to the first runner up in the hopes he will accept the position and begin work by the end of April.

Mayor Larson said Mr. Schrader did a great job on the City Hall grounds, W. Broadway, and the Park N

Ride.

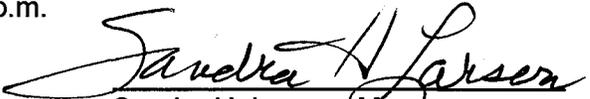
Lisa Garbett, Associate Planner, said she continues working on the site plan for Plough Monday Brewery.

Ingham said the City will likely spend about \$10,000 to bring the Plough Monday lot up to City standards. Staff is also working on preparing a lease agreement for the April 22<sup>nd</sup> Council meeting.

In response to a question from Victoria Hedenstrom, Ingham said Urban Renewal funds could be used for this expense but we really don't have a specific project to connect it to.

**7. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 8:32 p.m.

  
Sandra H. Larson, Mayor

ATTEST:

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