

# Minutes of the Veneta City Council

## July 22, 2013

Present: Sandra Larson, Thomas Cotter, and Victoria Hedenstrom

Absent: Brittany Boothe and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Chris Workman, City Recorder/Human Resources and Risk Management Administrator; Darci Henneman, Assistant City Recorder; Wayne Hunter, and Michelle Ossowski

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### 1. CALL TO ORDER

Mayor Larson called the City Council to order at 7:05 p.m.

### 2. PUBLIC COMMENT

#### **Wayne Hunter, 25087 Cheney Dr., Veneta, OR**

Mr. Hunter provided a copy of the original 1913 platting of Veneta along with photos of Veneta's founding fathers. He had three copies made, one for City Hall, one for Fern Ridge Library and one for the Applegate Pioneer Museum. He said he would really appreciate it if the Council would consider framing the document and displaying it at City Hall.

In response to a question from Mayor Larson, Mr. Hunter said the planning document was circulated in 1914 and he added the photographs at the top of the narrative. Mr. Hunter said he would check back with the Council at the next meeting to see what will be decided.

Mayor Larson said she is interested in finding more of Veneta's historical records.

Mr. Hunter said many residents know very little about Veneta.

### 3. CONSENT AGENDA

**MOTION: Thomas Cotter made a motion to approve the consent agenda as presented.  
Victoria Hedenstrom seconded the motion.**

**Vote: Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye.**

The consent agenda as approved included Minutes for June 24, 2013 Work Session, Minutes for June 24, 2013, Accounts Paid through July 9, 2013, Accounts Payable through July 16, 2013, Civic Calendar for August, 2013, Council Directive Status Report, Annual Liquor License Renewals, Public Works Activity Report for June, 2013, Code Enforcement Second Quarter Report, Temporary Liquor License for St. Catherine's Church.

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

#### (1) Community Center Rental fee Waiver Request from Veneta Senior Meals Program

Ingham said all fee waiver requests come before the Council for approval. He said the Lane Council of Governments (LCOG) meals on wheels and dining hall programs will be without a home for about a month. He said the school district will be occupying the east wing of the Garcia building by August 1, 2013 for remodeling to accommodate the special education students. The partners had not planned to vacate that building until the Service Center was completed. Waiving the fee will allow them to use of the community center to provide these services. Staff felt this is an appropriate waiver.

In response to a question from Mayor Larson, Ingham said Superintendent Friedrich notified the City a couple of months ago that the School District would need the buildings. Ingham said he gave staff instructions to not book any rentals during that time period. He said Ann made arrangements for the repeat renters (Gleaners, Emergence, etc.) to use a room at St. Catherine's Catholic Church across the street from the community center.

**MOTION: Thomas Cotter made a motion to approve waiving the community center rental fee for the Senior Meals Program from July 31, 2013 to October 1, 2013. Victoria Hedenstrom seconded the motion which passed with a vote of 3-0.**

b. Councilor/Committee Liaison Reports

Mayor Larson said she visited the Zumwalt Campground on Friday night. She said she was amazed at what a wonderful undertaking the campground is and said that Mindy does a wonderful job of putting things together. She said many of the campers agreed and couldn't say enough nice things about Mindy. Mayor Larson said she also sat in on the July session of the Veneta Municipal Court. She said Judge Leiman said it was his first court session that included attorneys.

5. STAFF REPORTS

- a. City Recorder/HR & RM Administrator.....Chris Workman  
(1) Animal Control Program/Approval of Greenhill Animal Control Contract

Workman said the proposed contract for animal shelter and adoption services with Greenhill Humane Society, previously the City contracted with Lane County Animal Services but they closed their doors a year ago. The City went to Greenhill to contract for those services. There's been a shift in how we pay for animal shelter and adoption services. Previously we paid a large annual fee but now we pay a small annual fee plus \$20 per animal per day. Staff feels this is a good contract and we should see some savings in the budget as well. Workman referred to page 51, section 3.1 3.1.4 which should read "City and Contractor . . ." rather than "City and County". Workman said Greenhill's director has already signed the contract and staff is requesting the Council direct the City Administrator to sign the contract. Workman said the initial contract is for three years with an option to renew three additional one-year periods.

Mayor said it was interesting to see how complicated the contract is.

Workman said the fee structure is different but staff would like to look at this as a partnership. If a resident finds a lost dog and brings it to the City, staff will make every effort to locate the owner before the animal is transported to Greenhill. He said once a dog is impounded and taken to Greenhill, if unlicensed, Greenhill would require the owner to pay the licensing and impound fees before releasing the dog to its owner.

In response to a question from Mayor Larson, Workman said the City will be charged the per diem fee of \$20 per animal up to 10 days for any dog or cat that is housed at Greenhill. He said after 72 hours, the animal will enter into the adoption process.

In response to a question from Thomas Cotter, Workman said if an owner is located they will be responsible for paying any impound or overnight fees.

In response to a question from Victoria Hedenstrom, Workman said Teresa does a good job of working with repeat offenders and continues to issue dog at large citations at the municipal level. He said in most cases a dog at large citation is issued when a dog is picked

up.

In response to a question from Mayor Larson, Workman said we can temporarily take an animal in but because Greenhill has a large number of animal foster homes, it's not likely it would be full and unable to accept animals from us.

In response to a question from Victoria Hedenstrom, Workman said Greenhill isn't required by the contract to network with other agencies to find homes for animals.

Ingham said if Greenhill is unable to take animals from us then it's likely it can't take animals from Eugene and Lane County. He said that facility works pretty hard to take in animals and adopt them out.

In response to a question from Mayor Larson, Workman said the black kitten that was at City Hall a few weeks ago found a very good home.

Ingham said when the City contracted with Lane County for basically the same services the annual contract ran from \$7000 to \$10,000. This year we budgeted \$9000 and Greenhill has a different approach so if things play out we shall continue to see our costs lower.

Workman said the contract base fee is \$600 per year. If we continue with the average number of 20 animals per year, the City will likely see an annual contract total of \$1800 to \$2000.

**MOTION: Thomas Cotter made a motion to approve the Animal Shelter and Adoption Services Contract with Greenhill Humane Society and authorize the City Administrator to sign the contract. Victoria Hedenstrom seconded the motion which passed with a vote of 3-0.**

(2) Request for Funding to Purchase a Sound System

Workman said the situation of not having our own Public Address (PA) system comes up every time we have a ground breaking, dedication, etc. Staff felt with the two upcoming dedication ceremonies of the Fern Ridge Service Center and the water pipeline this would be an appropriate time to purchase a PA system. Workman has done quite a bit of research and for \$1000 we can get a system that will meet the City's needs and include other features that can meet future needs. He said the system can be used for indoor and outdoor events. Staff is requesting that Council approve this expense be pulled from the Council Discretionary fund. Staff felt this would be an appropriate use of funds.

In response to questions from Victoria Hedenstrom, Workman said many of the systems available are all inclusive, dual speakers with stands, a mixer, or a bass unit. He said he's talking with an audio shop this week and has determined that we don't need professional quality unit but we want something that will hold up. He said it may get lent out at times. Workman said there will be an input to plug a lap top, iphone, etc.

In response to a question from Thomas Cotter, Ingham said the amplifier and mixing board is all one unit and the speakers will attach to the side for transportation. Ingham said we can get something really nice but we need to get something that's durable and can handle the winter weather for events like the tree lighting.

Tom Cotter said he doesn't mind increasing the amount if Workman can't find a system that meets our needs at the \$1000 price point.

In response to a question from Victoria Hedenstrom, Ingham said we would definitely have a policy for loaning out the system but because we're self-insured if it was damaged we would be responsible for repair or replacement. He said in the past we've borrowed PA systems from Lane Electric and the fire department so the system would only be loaned to other public entities within the immediate Fern Ridge area and be checked out to an adult. He said those eligibility requirement could always be expanded in the future.

After a brief discussion, it was the consensus of the Council to authorize an amount not to exceed \$1600 but to try to keep the cost as close to \$1000 as possible.

**MOTION: Victoria Hedenstrom made a motion to grant staff permission to spend up to \$1600 on a PA system and accessories from the Council Discretionary Account. Thomas Cotter seconded the motion which passed with a vote of 3-0.**

In response to a question from Victoria Hedenstrom, Ingham said up and until eight or nine years ago, the City didn't have the funds to make purchases like this and he felt the City does well financially because of that. He said unless there's an overwhelming need to purchase an item, we don't do it.

b. City Administrator.....Ric Ingham

(1) City Administrator Evaluation

Ric said this is an annual process to give feedback to him. He is the only employee under contract and in order for it not to expire the Council would need to complete the review of his contract to renew for another year. The evaluation form and process is included in the packet. He will provide at least a week out from the next meeting his evaluation will be done in executive session. He said it's very informal but if the council has anything to say, this is the opportunity to do so.

In response to a question from Mayor Larson, Ingham said he would like to have his self-evaluation form completed and the final evaluation process will be held in executive session at the August 12, 2013 Council meeting.

In response to a question from Victoria Hedenstrom, Ingham said he would email the blank evaluation form to the Council.

Mayor Larson said a few years ago she and Thomas Cotter were appointed by Mayor Hobart as the compensation committee. She would like to do that again this year. She said since Victoria Hedenstrom is new to the Council she suggested Thomas Cotter and she again sit on the compensation committee to discuss Ingham's evaluation and bring their recommendations to the Council.

In response to a question from Victoria Hedenstrom, Ingham said prior to coming to the City of Veneta, he was the Community and Economic Development Manager for a Council of Governments in Central Oregon. He said he came to the City of Veneta with very strong economic development experience but limited City management experience.

Thomas Cotter said Ingham spoke well and was well qualified for the City Administrator position.

Ingham said the Council knew they had a solid staff with Hartz and Sheryl Hackett.

Ingham said he has told people he has the best small city management job in the state.

Mayor Larson said we're pretty lucky to have him.

(2) Questions from Councilors

In response to a question from Thomas Cotter, Ingham said the Jeans Rd. filtration plant was abandoned and decommissioned in order to ready the building for Plough Monday to lease the space for their brewery. He said the valves connected to our water system had to be disconnected.

In response to a question from Thomas Cotter, Hartz said Citycounty Insurance Services (CIS) provides the City's general liability insurance coverage. She said she calculates how much to charge each fund by where the assets are held. She said for the other premium she uses a percentage of the total materials and services.

Ingham said the water and sewer funds hold most of the City's assets.

In response to questions from Mayor Larson, Ingham said Plough Monday has been working on their improvements and repairs on their facility since late June. He said the public works crew has been prepping the building and the site plan was completed about three weeks ago. He said the City will be providing some minor landscaping. Ingham said he's not sure when the facility will be up and running but he will check in with Mr. Vidoni.

In response to a question from Thomas Cotter, Ric said dues paid are for memberships to organizations that the City belongs to - Lane Council of Governments (LCOG) and League of Oregon Cities (LOC).

In response to a question from Victoria Hedenstrom, Ingham said at one point he thought about pursuing credentials from the International City Manager's Association (ICMA) but he backed off because it's a very time consuming process. He said the City would have to become a member of ICMA and pay the annual dues of \$600 to \$700 per year. He said for a smaller city it may not provide enough of a benefit to warrant the annual membership fees. He said just attending the annual conference in Boston would be \$1000 to \$2000. He said the organization offers great resources and information for larger cities.

In response to a question from Mayor Larson, Ingham said the City has yet to take action on the reward offered for the graffiti and tire slashing that occurred a few months ago. He said Sgt. Osborne indicated two of his deputies felt strongly about certain suspects but the other two deputies didn't think the suspects committed the crimes. He said once school got out for the summer we felt we lost the opportunity to offer a reward. He said if it's the consensus of the Council that the level of vandalism was enough, staff could pursue offering a reward.

Mayor Larson said we should have a general response or some kind of reward program in place and determine what would trigger the reward.

Victoria Hedenstrom said our community needs to know the City is behind them.

Ingham said we can have an aggressive program and it's worth the research to see what we can come up with. He said no matter what, we will always have a small level of damage or vandalism.

In response to a question from Thomas Cotter, Ingham said Sgt. Osborne thought the tire slashing and the heavy tagging was committed by the same individuals but the mailbox vandalism was a random incident. Ingham said for the last two years we've seen a pattern of vandalism in late spring just before school gets out and then it seems to quiet down. He said it's unfortunate much of Sgt. Osborne's time and resources go to the Oregon Country

Fair. Plus we only have him a third of a time during the summer because he monitors the Marine Patrol and also is Creswell's sergeant.

In response to a question from Victoria Hedenstrom, Ingham said even if we took him full time, LCSO would have to find someone to oversee the part-time programs, a third here, third in Creswell and a third on marine patrol, and they really don't want to break that up. For a long time we wanted to split a Sergeant 50/50.

In response to a question from Mayor Larson, Ingham said regarding the illegal logging on Bolton Hill Rd., the City attorney and Municipal Court judge provided a settlement offer to the property owner. He said the property owner originally received fines in excess of \$9000. But he (the property owner) agreed to construct a barrier, remove the slash piles, and make a contribution to the tree mitigation fund, which will reduce his fines to \$4500. Ingham said the problem started when the property owner said he would remove only Douglas fir trees 18 dbh or smaller. After Kip and Kyle inspected the site and saw decked logs much larger than that, staff requested Judge Leiman to issue a stop work order which was served on the property owner by Lane County Sheriff's Office.

Victoria Hedenstrom said she drove by the logging done by Mr. Demers on Longwood and said she doesn't feel that's it's that bad.

Ingham said Mr. Demers moved the equipment to the property at Jeans Rd. and Hwy 126. He said Mr. Demers is working with the affected property owners to try and sell them a buffer behind each of the respective properties. He said Mr. Demers' original plan with the property owners was not allowed pursuant to City code.

## 6. OTHER

Hartz provided new detailed budget pages to the Council. She explained that she is still working on the document she will submit for the award which will be posted on the City's website. She said a public review copy will be available at City Hall and copies will be provided to the Council upon request.

In response to a question from Mayor Larson, Hartz said this portion of the document she provided replaces the detail sheets.

Mayor Larson thanked Hartz for a job well done.

Ingham reminded Council members if they plan on attending the League of Oregon conference held in Portland to please get your registration in to Darci as soon as possible. He said after July 31<sup>st</sup>, registration costs increase by \$30 per person. He said Darci will follow up with Brittany Boothe and Thomas Laing.

Ingham said had Sgt. Osborne been able to attend tonight's meeting he would have provided a public safety update. Ingham said this year's Oregon Country Fair (OCF) and the Zumwalt Campground were very quiet. There were no major issues that our deputies had to be first responders to other than a couple of auto accidents at the access the City grants to OCF on Territorial Rd. He said we may need to look at reworking that access so we don't lose our access permit from ODOT.

Victoria Hedenstrom said she attended the Fair which was a lot of fun and very impressed with how beautiful the grounds were and the level of talent offered.

Ingham said OCF paid for all Lane Transit District (LTD) bus service during the Fair which many Fair goers took advantage of.

Ingham said there will be an August 12, 2013 Council meeting but he is not sure if there will be a second meeting in August which traditionally is cancelled. Staff will continue to work through completing the Service Center and the water pipeline project in order to not have that second meeting in August.

In response to questions from Victoria Hedenstrom, Ingham said the City engineer, the contractor, Pacific Excavation, the subcontractor, Knife River, and City staff, came up with a plan to fix the paving on Perkins Rd. He said that proposal has gone to Lane County for review prior to its Wednesday, July 24<sup>th</sup> inside meeting to address the problem. Ingham said this was a City project, so the City will accept some responsibility, but felt Lane County should also accept some responsibility but we need to determine how hard we want to push on that. He said it's really all about timing. If we delay the fix, we delay the project completion which delays our funding, which delays locking in on the lower interest rate which increases October 1. He said the proposed fix will be a change order of about \$55,000. He said the City is accepting partial responsibility because we agreed to return the road surface to its general condition. Ingham said the contractor isn't responsible because both the City Engineer and Lane County's representative were on site and gave the green light to continue. He said only the road surface above the pipe was compacted but not the sides of the pipe so the outer edge of the paving was soft and it failed. He said the project has \$1,000,000 contingency but to date less than \$125,000 to \$150,000 has been spent. Staff felt we would be very blessed if we can get through this very large project with only spending \$200,000 of the \$1,000,000 contingency. He said this isn't how we'd want to close out the project but because we've spent so little of the contingency, we feel upbeat about the overall project. He said the project would still come under budget from the original contractor's contract amount even with the extra contingency being spent. He said it's unfortunate that those households on Perkins Rd. are the most effected but will not benefit from the water pipeline. He said the least we can do is get that road back to its original condition.

Mayor temporarily adjourned the council meeting at 8:25 p.m.

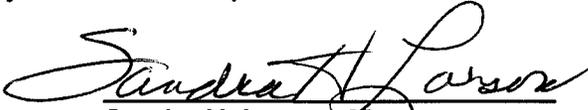
**7. EXECUTIVE SESSION**

ORS 192.660(2)b(g) Trade or Commerce Negotiations and ORS 192.660(2)b(j) Public Investment Negotiations

After making no decisions, Mayor Larson closed the Executive Session at 9:20 p.m. and reopened the Council meeting.

**8. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 9:20 p.m.

  
Sandra H. Larson, Mayor

ATTEST:

  
Darci Henneman, Assistant City Recorder  
(Minutes prepared by DHenneman)