

Minutes of the Veneta City Council

January 12, 2015

Present: Sandra Larson, Thomas Cotter, Tim Brooker, Victoria Hedenstrom (arrived late), and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder, Municipal Court Judge, Alan Leiman; Sgt. Billy Halvorson; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 2:05 p.m.

2. PUBLIC COMMENT

None

3. SWEARING-IN OF NEWLY ELECTED COUNCIL MEMBERS

Judge Alan Leiman gave the oath of office to Tim Brooker and Thomas Cotter as City Councilor's for the City of Veneta.

4. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent as presented. Thomas Laing seconded motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye. Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included Minutes for December 8, 2014 Work Session with Lane County, Accounts Payable - Checks for Approval – Paid through December 29, 2014, to be paid – Payable through January 6, 2015, and the Code Enforcement Significant Activities Report - Fourth Quarter, 2014.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Election of Council President

MOTION: Tim Brooker made a motion to nominate Thomas Cotter as Council President. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

(2) Appointment to fill a Partial Park Board Vacancy (Position No. 7 expires March 31, 2016)

In response to a question from Thomas Cotter, Ingham said committee appointments have always been made by Mayor Larson, after consensus of the Council and are not included on the consent agenda.

Mayor Larson appointed Robert McCarthy to position number 7 on the Veneta Park Board. She said position 7 is a partial position and expires March 31, 2016.

b. Councilor/Committee Liaison Reports

Thomas Laing said Mid Lane Cares met on Thursday, January 8th. He said Catherine Amber, Executive Director, stepped down from that position and Pat Coy will be the new Executive Director. He said Dennis Paronto was elected Board Chair. He said the one-year building construction warranty walkthrough took place at the Service Center and things are running smoothly.

Thomas Cotter said he attended the most recent LCOG Board meeting where Commissioner Faye Stewart was nominated Board Chair and a gentleman from EWEB was nominated as the second Board Chair. He said it was a very interesting meeting.

Mayor Larson said she did not attend the Fern Ridge School Board meeting because she attended the state of the County address. She said the School Board detailed report will be summarized in the monthly report published in the Fern Ridge Review.

6. STAFF REPORTS

- a. Management Analyst.....Katie Babits
 - (1) Approval of Website Development Agreement with aha Consulting

Ingham said after the packets were delivered, legal counsel reviewed the packet and had a couple of minor changes on pages 3 and 4.

Babits said the ongoing maintenance of the City's current website is split among the operating funds and departments within the funds. She said the FY 14-15 budget includes \$10,806 for the City's website services and internet. Annual internet costs are about \$3600 which leaves \$7200 for website maintenance. She said projected website expenses paid to LCOG through March 31, 2015 will be approximately \$5400, leaving about \$1800 for website expenses through June 30, 2015. She said to host the City's website through the end of this fiscal year, aHa Consulting will charge an initial startup fee of \$2000 plus \$300 prorated for three months beginning April 1, 2015. After the initial startup fees, the annual fee of \$1200 will be due on July 1st for website hosting and support services if we have problems with the website. She said in order to terminate the contract with LCOG, the Council needs to approve the budget and contract with aHa Consulting. She said updating the website will allow for more flexibility because staff will be uploading a lot of what we currently pay LCOG to do. However, this will increase staff time slightly but we won't be paying LCOG or aHa Consulting to provide that service.

In response to a question from Victoria Hedenstrom, Babits said she will be the primary staff person responsible for uploading and maintaining the website.

In response to a question from Victoria Hedenstrom, Ingham said currently we send minutes to LCOG for posting but only after they are approved.

In response to a question from Victoria Hedenstrom, Babits said it was decided the base package would suffice so we're not looking at adding other options onto the contract. She said we could add items to be migrated but that would increase the contract amount. She said aHa Consulting won't do a complete migration of everything on the City's current website because there's so much outdated or duplicate information. She felt 50 items should cover the majority of the migration and anything over that staff will post.

In response to a question from Thomas Cotter, Babits said one of the corrections was on page three; No. 12 termination/Section "6.11" should be Section "15" and the second correction was on page four; ORS 36."310" should be ORS 36."645".

In response to a question from Victoria Hedenstrom, Ingham said the City's current website should be available until March 31st and the new website should come online April 1st. He said there may be a slight overlap.

Mayor Larson suggested paragraph 2. Compensation should include the word "annually".

MOTION: Thomas Cotter made a motion to approve the agreement, including the changes noted, with aHa Consulting as written and authorize the City Administrator to sign the agreement. Thomas Laing seconded the motion which passed with a vote of 5-0.

Thomas Cotter thanked Babits for a job well done.

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

(1) East Bolton Rd. Sewer Improvement Project

Bork said staff is requesting the Council review revised elements of a potential Local Improvement District (LID) project for East Bolton Rd. Sewer Improvements. She said after the Council reviewed the three funding options in December, it directed staff to enlist the City Engineer to prepare the Engineer's Report. She said today, staff is providing the Council with the information that will be sent to the engineer in order to prepare the Engineer's Report. Bork reviewed the three elements of staff's recommendation to proceed with a modified LID project. The first element is to revise the project boundary by removing the nine properties that are already connected to City sewer; the six lots in Ernest Acres and three lots on at the west end of the project boundary. The second element is to use the cost per lot assessment calculated for the 2009 LID. This modification will require the City to fund a portion of the project. (Approximately \$136,100 which is the difference of \$350,000 and \$213,900).

In response to a question from Thomas Cotter, Bork said by removing the nine properties from the East Bolton sewer project boundary, there is still not enough properties to remonstrate. She said a minimum of 13 properties is required to remonstrate.

In response to a question from Thomas Cotter, Bork said a requirement that the assessments be paid prior to sale of the property can be included in the agreements.

In response to a question from Thomas Cotter, Hartz said if a property is sold we would be required to give the new owners a year to hook up.

Ingham said staff is working to narrow the whole process down but there will be many opportunities for discussion. He said staff just wants to make sure we're going in the right direction. He said the Council will review the Engineer's Report in February and in the mean time staff will meet with residents and work through the details. He said then the eight steps of the LID process will start and the ordinance language can be updated throughout that process.

Bork said the third element is to use the same deferment process for the East Bolton LID that was used for the Bolton Hill residents. Portions are written into code and would not change.

Hartz said the residents could apply for installment payments for their assessment and also apply for a deferral on undeveloped lots.

In response to a question from Mayor Larson, Hartz said residents have the option to defer payment of the assessment for 10 years or make installments payments. She said if they choose to defer the assessment it's for all potential hook ups and not one lot at a time.

In response to a question from Victoria Hedenstrom, Ingham said once development opportunities are identified and assessed, that is the amount they will pay. He said if a property owner decides to develop four lots but he was assessed for six, he would still be required to pay for six hook ups.

In response to a question from Thomas Laing, Bork said the engineer calculated the number of potential lots for the larger parcels. She said the shadow plat configuration could be included in the Engineer's Report.

In response to a question from Victoria Hedenstrom, Hartz said a resident can request an extension after the 10 years but more than likely the City would require them to make installment payments (which would include 10 years of accrued interest) on the assessment.

In response to a question from Thomas Laing, Ingham said the existing home on lot 3400 would be required to pay for the assessment and the remaining six connections could be deferred.

In response to a question from Mayor Larson, Hartz said residents can avoid a lien being placed on the property if they pay for the assessment immediately. She said liens are placed if assessments are deferred or installment payments are approved.

Bork said the assessment per service is about \$3500 which is the same amount projected in the 2009 East Bolton LID.

Ingham said residents will pay to connect and also pay SDCs. He said the SDCs are charged for all new connections but are completely separate from assessment costs.

In response to a question from Joan Mariner, Ingham said he and Schauer have talked about using Street funds to expand the asphalt and improve the roadbed but the actual upgrade to City standards will likely happen years from now. He said we'd like to see some of the infill projects completed before the City does major street improvements, i.e. sidewalks, stormwater, etc.

In response to a question from Thomas Cotter, Bork said generally, infill partitions won't require full sidewalks and usually street frontage is the only area that would call for a sidewalk but we wouldn't require that here because there's no place to build the sidewalk.

In response to a question from Mayor Larson, Ingham said the full street assessment study will be provided at the first Council meeting in February, which identifies all streets that need to be brought to City standards. He said the travel surface on East Bolton Rd. will be addressed but not sidewalks, storm drainage, etc.

Schauer said the main sewer line down East Bolton Rd. will require a four ft. trench down the middle of the road. He said once that's installed, a lot of the existing issues with the roadway will be addressed. He said the road base will be better and will be close to City standards. He said some Street funds could be used to put down a pavement treatment which will make East Bolton Rd. look similar to Hunter Rd. He said that should last several years. Schauer said it doesn't make sense to pay for a complete street project, (stormwater, sidewalks, etc.) and then allow development to cut into the new road and sidewalks. He said doing that takes years off the life of the road itself.

Ingham said residents would likely appreciate if we wait to do all road improvements so they don't get hit with a sidewalk assessment as well. He said Bolton Hill residents got hit with sidewalk assessments from Lane County and the City's sewer assessment at the same time.

Hartz said the assessment deferral agreement includes a condition that allows a maximum of two renewal periods or 20 years total, but residents will be required to complete an application that can be approved or denied.

In response to a question from Victoria Hedenstrom, Hartz said the contract can be modified.

Bork said staff is proposing to outreach to property owners hopefully before the February 9th Council meeting. She said if there is Council consensus on the three revisions, staff will start outreaching to property owners and if the Council desires to start the process at that meeting, a motion must be passed in order for the engineer to complete the Engineer's Report.

After a brief discussion, it was the consensus of the Council to direct staff to move forward with the three revisions outlined at tonight's meeting.

c. City Administrator.....Ric Ingham
(1) Questions from Councilors

Ingham said Mayor Larson and Council president Cotter met last week with concerned citizens regarding the City's public safety issues. He said the Veneta crime watchers group attended the meeting and talked about how they can support neighborhood watch programs. He said staff will get information about that meeting in the next newsletter. Ingham reviewed what that meeting was about and the issues discussed. He said staff and Councilors are happy to be active with that group and want to continue to work on our public safety issues.

Thomas Cotter said Mayor Larson handled the meeting very well. He said almost every item and point of view brought up had already been brought up and discussed at past meetings. He said adding another deputy to Veneta was brought up but he's not sure what that would accomplish because of the deputy shortfall Lane County is facing. He said years ago we reached out to Junction City to look into a combined police department and the costs were enormous. He suggested if there's a way to concentrate and gather funds for our own police department, maybe that's where we should go.

Mayor Larson said another deputy would be great but we likely would not see an increase in convictions because Lane County doesn't have the prosecutors it needs. She said most of the crime happening are petty crimes driven by drug addiction and unfortunately, we don't have enough mental health drug treatment facilities.

Thomas Laing said Lane County Board Chair Pat Farr said that they may not have the additional funding to provide for more deputies.

In response to a question from Victoria Hedenstrom, Ingham said by July 1st Lane County should have all of the resources in place to fill the five Parole and Probation (P & P) vacancies. He said having a full time P & P officer to assist deputies and track activities definitely makes a difference in the amount of negative activity in Veneta.

7. OTHER

Ingham provided a letter of from Mayor Lundberg of the City of Springfield, asking if Mayor Larson would be willing to sign it. He said the letter is addressed to Oregon Senators and House Representatives in support of responsible solutions to fix the Trust Fund and direct more funding to local needs. He provided the Council with a copy and asked Councilors to read the letter and provide input whether or not Mayor Larson should sign the letter on behalf of the City. He said if the Council suggests Mayor Larson sign the letter, it would be listed on the January 26th agenda.

Ingham said the January 26th agenda will be full and Babits will also take new photos of all Council

members in conjunction with the Mayor's state of the City address.

Mayor Larson thanked Sgt. Halvorson for stopping by the homeless center last week.

8. ADJOURN

Mayor Larson adjourned the Veneta City Council at 3:25 p.m.


Sandra Larson, Mayor

ATTEST:


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