

Minutes of the Veneta City Council

April 27, 2015

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom, Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Carrie Connelly, Legal Counsel; Darci Henneman, City Recorder; Dennis Paronto, Steve Reister, and Joan Mariner, Fern Ridge Review

1. Mayor Larson called the meeting to order at 7:02 p.m.

2. PUBLIC COMMENT

Dennis Paronto, 25138 Legacy Ct., Veneta, OR

Mr. Paronto said the Fern Ridge Kiwanis is a big part of our community which originated from the Florence Kiwanis. He said the 29 members celebrated their 25th anniversary last Saturday. The Fern Ridge Kiwanis has done many things for our community; they built a house for Habitat for Humanity, hold barbeque and garage sale fundraisers for community members in need of assistance with medical expenses. They also sponsor the holiday food drive, deliver food boxes, host the Thanksgiving Feast, co-sponsor the annual Easter Egg Hunt, and sponsor the Elmira High School Key Club. Mr. Paronto said the Kiwanis are committed to helping in any way they can. He said all members are important and vital because they have become the fabric that makes the Kiwanis.

Steve Reister, 88197 Eastwood Ct., Veneta, OR

Mr. Reister wanted to provide the Council with an update on the crime watch committee. He said over the last few months they've achieved some progress in changing the conversation and the way the community policing in Veneta takes place. He said his only position is to urge the Council to accept the City Administrator's recommendation to maintain 4 deputies and bring Sgt. Halvorson to half time. The only other option is to reduce to 3 deputies and simply put, that's not acceptable. He said we need to move forward, even if that means staying where we are, we don't want to go backwards. He said he strongly opposes reducing our deputies patrol time.

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda 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 Accounts Payable - To be Paid – Payable through April 21, 2015, Civic Calendar for May, 2015, Recommended Approval of Annual OLCC Liquor License Renewals.

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report for February and March, 2015

Sgt. Halvorson reviewed the February and March activity reports. He said there is some fluctuation in property crimes and public order. He said the City is working on mapping out the reports so we can track trends. He said there were two key arrests of burglary suspects, which involved cases in Veneta, outside City limits, and the Eugene Police Dept. which may have an effect on the reduction of property crimes in the City. Sgt. Halvorson asked the Council if they had any questions.

In response to questions from Victoria Hedenstrom, Sgt. Halvorson said he felt the Community Crime Watch program has encouraged residents to reach out and report crimes. He said

hopefully that trend will continue. Sgt. Halvorson said we have a core of regular homeless people in our community and there hasn't been many issues coming to light or reported to him. He said it's not like it was a year ago.

In response to a question from Thomas Laing, Sgt. Halvorson said the Saturday meetings at the library are doing excellent. He said he is committed to spend two hours every last Saturday of the month at the Fern Ridge Library. He said many times it turns into a roundtable discussion. He said residents consistently come in and ask questions about a variety of topics and it's not the same residents. He said the longest lag time he's had is about 15 minutes. He said he would like to see more people come in and get the word out that there is an opportunity to ask questions and get information.

Mayor Larson said the Saturday meetings at the Library with Sgt. Halvorson is a wonderful idea and serves our City well.

Sgt. Halvorson said the community awareness has done a great job spurring more neighborhood activities. He said currently they have three neighborhood captains and groups are assembling and talking to their neighbors to encourage them to join the group. He said Sgt. Carver will meet with them soon.

- (2) Recognition of Service to the Veneta Park Board for Dennis Paronto, Penny Lacky, Elmira Louie, and Chelsea Coffman

Mayor Larson recognized Chelsea Coffman and Penny Lacky for their service to the City of Veneta as Veneta Park Board members. Ms. Coffman and Ms. Lacky were not in attendance at tonight's meeting.

Craig Soderberg, Park Board Chair, presented Dennis Paronto and Elmira Louie with their certificates of appreciation.

Mayor Larson said Elmira Louie is an outstanding young woman and has done so much for her community.

- (3) Appointment to Fill Park Board Vacancies (Positions 5 and 8)
Mayor Larson appointed Carol Petty to position 5 and Josie Hedenstrom to position 8 on the Veneta Park Board.

- (4) Kiwanis Proclamation
Mayor Larson read the Kiwanis Proclamation and declared April as Kiwanis Month.

- (5) Donation Request from Elmira Booster Club – Country Classic Car Show
Mayor Larson reviewed the request for sponsorship of the car show or the golf tournament. She said they included the car show donation request form.

Ingham said last year the Council approved \$200 to this group and used RTMP promotional dollars because these events draw people from outside our community.

In response to a question from Victoria Hedenstrom, Hartz said that fund has \$5510 to carry us through this fiscal year. If it's not spent, it rolls over into the next year.

Ingham said last year the City's donation went to purchase banners for each group so he felt it is appropriate to decrease the amounts to \$200 for each event.

MOTION: Thomas Cotter made a motion to approve sponsoring the Elmira Booster Club – Country Class Car Show in the amount of \$200 from the Rural Tourism Marketing Program Fund. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(6) Donation Request from Fern Ridge Kiwanis – Motorcycle Show & Shine

MOTION: Thomas Cotter made a motion to approve sponsoring the Kiwanis Club of Fern Ridge Motorcycle Show and Shine event in the amount of \$200 from the Rural Tourism Marketing Program Fund. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

(7) Request from Fern Ridge Middle School to Waive Pool Rental Fee

Mayor Larson said this item relates to the Proposed Veneta Community Pool Donation and Fee Waiver Policy agenda item and consideration of this request was postponed until later in the meeting.

(8) May 1, 2015 - "If I were Mayor" contest Deadline to Submit Entry to City

Ingham wanted to remind Mayor Larson that the deadline for submitting entries at the state level is May 15, 2015. He asked Mayor Larson if she would like to set up a review process?

Mayor Larson asked for volunteers. Thomas Cotter and Thomas Laing volunteered to review the entries if we receive more than just the one.

b. Councilor/Committee Liaison Reports

Mayor Larson said the Fern Ridge School District Board meeting is tomorrow to announce an exciting new development about the bonds. She said the contractor has determined that it would cost very little to build a new building at Elmira Elementary rather than trying to incorporate a section of the old building. She doesn't understand why there is any controversy about this but there is and this topic will be discussed at tomorrow night's Board meeting. She said Earth Day was wonderful. She attended the LCOG board meeting and the primary topic was a presentation from the RAIN, regional acceleration innovation network, one point they made that it appears Salem, Corvallis and Eugene are intending to reach out to surrounding cities. She said the City of Eugene has donated a building for the RAIN offices. She said at the Mayors' Roundtable it was discussed that the cities of Creswell and Coburg are vying for the Oregon State Police headquarters to relocate to their cities. She said the City of Springfield and LCOG want to keep them in Springfield. She said LCOG owns the current building and if they relocate, LCOG may not be able to sell the building. She said the City of Lowell recently hired a City Manager but the new Mayor said the City Administrator is moving on. She said the City of Oakridge is dealing with the air quality. She said the City of Creswell will have two competing measures on the ballot regarding water rates. Mayor Christine Lundberg of Springfield said Lane Metro will now become the Eugene/Springfield Metro Committee. Mayor Larson said Mayor Lundberg is approaching smaller cities to see if they're interested in becoming members of that Committee. She said there is a cost and many Mayors at the roundtable asked "what would joining do for our cities". Mayor Larson said ART Inc., offered to purchase the Central School buildings for no money down and deferred payments for possibly five years to give them the time and security to apply for grants. She said staff from the Oregon Community Foundation attended the meeting on behalf of ART, Inc. She said the 90 by 30 organization proclaimed April at child abuse prevention month. She said the goal is to reduce child abuse by 90% by 2030. She said she had lunch with two presenters from Australia and went to the Earth Day event at Veneta Elementary.

5. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Financial Report on Fund Balances through March 31, 2015

Hartz reviewed the year to date fund balance report from July through March, we're about 75% through the year. She said personnel services are down from what we might expect partly because of the vacant management analyst position and the change in personnel; Ross Macauley was hired and Chris Meddings left. She said the law enforcement fund is showing an ending fund balance of \$724,000 because we've only paid for two quarters of that contract. She said the water and sewer debts have projects started that will significantly spend down the fund balances between now and June 30th.

In response to questions from Mayor Larson, Hartz said the auditors suggested the water and sewer SDC fund should be split into two funds. Hartz said she will be presenting a transfer resolution at a future meeting to take care of the capital outlay expenditures as well as any other adjustments needed. She said the earned interest from the LGIP is allocated to all funds with a positive balance.

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

(1) Adoption of Residential Buildable Lands Inventory & Housing Needs Analysis

i. Agenda Item Summary

Bork said tonight the Council is being asked to adopt the Residential Buildable Lands Inventory (BLI) and Housing Needs Analysis (HNA) (2013-2033) by resolution. This document is part of the City's Comprehensive Plan update project. She said the BLI will be used to update the Housing policies of the Comp Plan. She said the Council adopted the Economic Opportunity Analysis (EOA) at the last Council meeting and the Planning Commission is currently reviewing the proposed Comp Plan amendments which will implement the EOA and Residential BLI. She said the Planning Commission will hold a public hearing in July or August for adoption and recommendation of the Comp Plan amendments to the City Council. She said the Residential BLI determined that we have a surplus of 156 acres of buildable land within City limits which will accommodate growth for the next 20 years. She said other findings are included in the report in more detail.

Mayor Larson said the demographic information is interesting. She said it should be very useful in so many decisions we make regarding parks and public safety. She said we really should consider ourselves a very family friendly City. She said the report is very clear and comprehensive.

Bork said please let her know if anyone would like more details about demographics. She said a summary of the demographics is posted on the City's website which will be updated every year.

In response to a question from Thomas Laing, Bork said low density is zoned Single Family Residential and Rural/Residential and medium density allows more housing choices like town homes.

ii. **Resolution No. 1170 – A RESOLUTION ADOPTING THE CITY OF VENETA'S RESIDENTIAL BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1170 as presented. Thomas Laing seconded motion which passed with a vote of 5-0.

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

(1) Proposed Veneta Community Pool Donation and Fee Waiver Policy

i. Agenda Item Summary

Schauer reviewed his agenda item summary with the Council. He said this is the pool's fifth season and we have not increased rates since the pool opened. A rate study based on pool rates from nearby municipal pools was conducted and the result of that comparison indicated our rates were on the low side. He said staff recommends a proposed rate increase of .50 cents for all users. He said staff is not increasing the cost of group lessons. He said staff has seen a large increase for personal lessons and recommends a \$2 increase per lesson. He said the increase of personnel, fuel, and other expenses are the reason for the recommended user rate increases.

In response to a question from Thomas Cotter, Schauer said the cost of propane is one cost that has gone up along with all other fuels. He said propane is used to heat the pool and last year costs decreased because of the way we were using our solar panels.

In response to a question from Thomas Laing, Schauer said for each 50 people we need an additional lifeguard. He said the lifeguard to swimmers ratio for private rentals is required.

In response to a question from Mayor Larson, Schauer said staff is trying to market the pool for private parties. He said last year we had a lot of empty time slots for private rentals and we would be more than happy to try to fill those spots. He said we've had very positive comments on how we rent the pool out.

In response to a question from Thomas Cotter, Schauer said he isn't sure if Junction City uses propane to heat their pool but their pool is much smaller.

Mayor Larson said we're right in the middle - not the lowest but not the highest.

ii. **Resolution No. 1171 – A RESOLUTION ESTABLISHING SWIMMING POOL USER FEES AND REPEALING RESOLUTION NO. 1023**

MOTION: Thomas Cotter made a motion to approve Resolution No. 1171 as presented. Tim Brooker seconded motion which passed with a vote of 5-0.

(2) Authorization of City Engineer's Wastewater Outfall Mixing Zone Study

Schauer said the City's national pollution discharge elimination permit is up for renewal in 2017. He said as part of the existing permit, a requirement was included that we would have to perform a new mixing study. He said the last mixing study was done in 1999-2000. The study reviews how our discharged water effects the Long Tom River and how the water dilutes with the conditions of the river as it exists. He said we don't expect any issues because our wastewater effluent is in good shape. Next year we will review the Wastewater Master Plan (WWMP) and anything coming from the study will be addressed in the updated WWMP.

In response to a question from Mayor Larson, Schauer said the study could take about five to six months to complete. He said if the Council approves it tonight, low level testing and a bank study will be done to determine how deep the river is and how steep the bank is.

In response to a question from Thomas Cotter, Schauer said Civil West will survey the area and get a 3D cross section of the river to see how the flow from the Wastewater Treatment Plant (WWTP) mixes with the river to determine whether or not we're effecting the biology of the river.

In response to a question from Thomas Laing, Schauer said he's not sure what effect if any it has on wildlife. He said the study will also measure oxygen levels and determine how healthy the river is. He said we'd like to start soon to take advantage of the low river level making more of the river bank accessible. He said Civil West will also take the real time data from the Army Corp of Engineers and determine the flow per second. He said the estimate is \$28,000 but he recommends the Council approve the contract for up to \$30,000 to include a contingency.

MOTION: Thomas Cotter made a motion to authorize staff to enter into an agreement with Civil West Engineering Services, Inc., to complete an Outfall Mixing Zone Study for an amount not to exceed \$30,000. Tim Brooker seconded motion which passed with a vote of 5-0.

(3) Proposed Veneta Community Pool Donation and Fee Waiver Policy

Schauer said in April 2013, the Council approved setting an annual pool donation cap at \$500 for donations of family swim passes for area auctions and also a partial pool rental fee waiver for areas schools to use for school parties. The City waives about \$200 for each pool rental request we receive. At that price, the City is only able to waive two requests per year and limits the number of donations we can grant. Currently four area schools have expressed interest in receiving the rental fee waiver. Based on that, staff is recommending the Council adopt a new policy that will allow each school to be granted one fee waiver per pool season and each school would cover the cost to staff the pool. Currently the waived fees are considered lost revenue and not as an expenditure which staff will continue to do. Staff is also recommending the waivers be granted administratively and not come before the Council.

In response to a question from Mayor Larson, Ingham said the new policy would include Crow School District.

In response to a question from Thomas Cotter, Schauer said this is separate from the scholarship fund the City provides for swimming lessons.

Thomas Cotter said he would like the waiver policy to reach as many kids as we can and he felt one waiver per school is not enough. He doesn't want to see kids get denied because two other classes beat them to it.

Schauer said Veneta Elementary brings the entire 5th grade class and Fern Ridge Middle School does the cardboard boat races. He said it's difficult for pool staff to monitor younger kids and the rentals seem to be better suited for older students.

In response to a question from Thomas Laing, Ingham said the City requires each school to cover staffing costs of about \$90 for six pool employees; one person in the office, four lifeguards on deck and one rotating.

Ingham said Veneta Elementary has been bringing the 5th grade class for years and the middle school students look forward to the boat races. He said staffing can be tricky because these events all take place the week before the pool opens; while school is still in session. He said we're better equipped to handle one request per school.

In response to a question from Victoria Hedenstrom, Ingham said the School Superintendent could sign the authorization to take the City out of the equation and allow the requests to be interchangeable among the schools.

Mayor Larson said if in the future we see more request, we could always amend the policy.

Ingham said any school can rent the pool under our rental policy.

MOTION: Thomas Cotter made a motion that the City Council approve the policy regarding donation and fee waivers for the Veneta Community Pool as presented. Thomas Laing seconded motion which passed with a vote of 5-0.

d. City Administrator.....Ric Ingham

(1) Modifications to Lane County Law Enforcement Intergovernmental Agreement (IGA)
Ingham reviewed the proposal and contract amounts and asked if the Council had any questions.

Mayor Larson said if we move forward with the increased patrols, it will give us a year to figure out where the funds will come from. She doesn't think we should consider 3.0 FTE deputies and should try to find a way to fund 4.0 FTE deputies.

Ingham said 54% of property taxes coming in goes directly into the law enforcement fund. The contract amount increases have been slightly more than what we've see out of the consumer pricing index.

In response to a question from Tim Brooker, Ingham said we could cover the increased costs in several ways. He said currently the City still meets its targeted ending fund balance but after the adoption of the 15-16 fiscal year budget, staff will evaluate where additional funds could be redirected to maintain an ending fund balance above the targeted minimum fund balance through FY 19-20. He said funding sources could come from state revenue, cell tower revenue, cell phone fees, etc.

Tim Brooker said he doesn't see any new funding sources coming in but it's important to find the funding for this increase. He sees no reason why we can't move forward and direct staff to provide some funding options.

MOTION: Thomas Cotter made a motion that the City pursue an Intergovernmental Agreement (IGA) with the Lane County Sheriff's Office for the 2015-16 fiscal year that reflects funding a sergeant at .5 FTE and deputy patrols at a 4.0 FTE staffing level. Tim Brooker seconded motion which passed with a vote of 5-0.

Ingham said staff will bring this agenda item back to the Council by the end of this fiscal year and by February, Lane County will have some projections but we will start the discussions before that time.

(2) Authorization of Judge Leiman to sign the Law Enforcement Data System Agreement
Ingham said staff is requesting the Council to authorize Judge Leiman to sign the LEADS agreement which allows him and the City's Court Clerk to access driver's license for Municipal Court proceedings. He said the City's previous Municipal Court Judge signed the agreement but our current Judge doesn't feel he had the authority to sign it (and legal counsel agreed) without Council approval. He said there is nothing in our charter that would allow a contract employee to sign a contract on behalf of the City.

MOTION: Thomas Cotter made a motion to authorize Judge Alan Leiman to sign the Law Enforcement Data System Agreement (LEADS) on behalf of the City. Tim Brooker seconded motion which passed with a vote of 5-0.

- (3) Request to Adopt Ordinance Restricting Electronic Cigarettes and Tobacco Retail Licensing
Ingham said in the earlier work session Dr. Luedtke and Karen Gaffney provided the presentation on enacting an ordinance to make it illegal to sell or distribute E-cigarettes to minors. He said legal counsel assisted Cottage Grove with ordinance language to prohibit the sale of E-cigarettes to minors and beefed up the clean air act so people couldn't smoke within 10 ft. of public buildings. He said staff is looking for Council direction on what topics to include in an ordinance.

Victoria Hedenstrom said it is a good idea to have some type of licensing in effect later but for now we should get it on the books to prohibit the sale to minors.

Thomas Cotter is concerned that we don't have the enforcement capabilities.

Ingham said if that's the direction the Council wants Veneta to take, then Lane County would assist us with that language. He said he's not sure staff can get an ordinance together by the May 11th meeting but he will contact Christy Inskip, Coordinator of the Lane County Public Health's Tobacco Prevention & Education Program to get the entire power point presentation.

Mayor Larson applaud the County's efforts.

(4) Questions

In response to a question from Victoria Hedenstrom, Ingham said three dog citations will come before Judge Leiman on May 21st. He said the dog owner pled not guilty and has retained an attorney for the trial set for that date.

Victoria Hedenstrom said other ordinance language is very specific for an animal attack verses human attack. She said the initial attack wasn't to the woman but she felt that's where things get muddy. She said she doesn't think we're so off the mark as far as what other cities are doing.

Ingham said staff is planning a May 11th work session to discuss the current dangerous animal code and asked the Council what they would like see because our animal control ordinance covers a lot of material.

Victoria Hedenstrom said she would like to get more information about what a vicious dog is.

Tim Brooker said he's troubled by envisioning what or how the ordinance will be written. It's hard to change an ordinance around something that may or may not happen. We're talking about a particular breed of dog. How do we write an ordinance and what do we do to safe guard that? He felt an unprovoked attack should be a law enforcement and municipal court issue and not the City's.

There was a thorough discussion on questions the Councilors had, quarantine for rabies only at home verses someplace else, requiring specific fencing, language addressing dangerous dogs, etc.

Mayor Larson said the Council made a commitment to residents to look into it. She said we should have a work session on this subject.

6. OTHER

Ingham said Hartz will be delivering the budget document soon. He said the second meeting in May is on the 25th which is Memorial Day. He said normally we would cancel that meeting but depending on a few matters, we may try to reschedule that meeting to follow the second Budget committee meeting on May 21st. He said in order for Schauer to get the contract awarded for the 5th St. improvements, we may need to have a second May meeting.

Tim Brooker said the Lane ACT orientation is taking place on May 21st so he may not be attending the second Budget and City Council meetings.

Ingham reminded the Council to return their bios in order to include the information on the City's new website.

Ingham thanked Bork and Schauer for their help with the Earth Day event at Veneta Elementary. He said the next Council meeting is Monday, May 11th.

Schauer reminded the Council that this Saturday, May 2nd, is the citywide clean-up from 8:00 a.m. to 4:00 p.m. at the City's Public Works yard on Bolton Hill Rd. He said containers will be available for shredding.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:05 p.m.


Sandra H. Larson, Mayor

ATTEST:


Darci Henneman, City Recorder
(Minutes prepared by DHenneman)