

# Minutes of the Veneta City Council

## June 8 2015

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom, Calvin Kenney, and Robbie McCoy

Absent: Thomas Laing

Others: Ric Ingham, City Administrator; Shauna Hartz; Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Kim Kaufman, Mid Lane Cares; and Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the City Council to order at 7 p.m. and immediately recessed the City Council.

### 2. CALL TO ORDER THE URBAN RENEWAL AGENCY BUDGET COMMITTEE

a. Approval of May 14, 2015 Urban Renewal Agency Budget Committee Meeting Minutes

**MOTION: Tim Brooker made a motion to approve the May 14, 2015 Urban Renewal Agency Budget minutes. Calvin Kenney seconded motion which passed with a vote of 6-0.**

Committee Chair, Thomas Cotter, adjourned the Urban Renewal Agency Budget Committee.

### 3. CALL TO ORDER THE CITY OF VENETA BUDGET COMMITTEE

a. Approval of May 14, 2015 Budget Committee Meeting Minutes

**MOTION: Tim Brooker made a motion to approve the May 14, 2015 Budget Committee minutes. Calvin Kenney seconded motion which passed with a vote of 6-0.**

Committee Chair, Thomas Cotter, adjourned the City of Veneta Budget Committee.

Mayor Larson reconvened the Veneta City Council.

### 4. IF I WERE MAYOR CONTEST WINNERS

Mayor Larson said the winners of the 2015 Oregon Mayor's Association if "I were Mayor" Contest were 4<sup>th</sup> grade student Mackenzie Corbett and 10<sup>th</sup> grade student Riley Craig. Both students received a certificate. Additionally, Mackenzie received a \$25 gift card to Dari Queen and Riley received a \$50 VISA card. Mayor Larson said both entries will be entered in the statewide contest.

Calvin Kenney took pictures of the winners with Mayor Larson.

### 5. USES OF STATE SHARED REVENUE

a. PUBLIC HEARING – Uses of State Shared Revenue

1) Mayor Larson opened the Public Hearing at 7:09 p.m.

2) Staff Report

Hartz said in order to continue collecting state highway, cigarette and liquor taxes, the City is required to hold two public hearings to allow for public comment. The first was held on May 14<sup>th</sup> by the Budget Committee and the second is today. She said funds from the highway taxes are restricted to street uses. The liquor and cigarette taxes have no restrictions and will be put into the General fund and Parks and Recreation fund. Hartz asked if there were any questions.

3) Public Comment  
None

- 4) Questions from Council  
None
- 5) Mayor Larson closed the Public Hearing at 7:10 p.m.
- 6) Council Deliberation  
None

**6. APPROVED BUDGET FOR FISCAL YEAR 2015-16**

**a. PUBLIC HEARING – Approved Budget for Fiscal Year 2015-16**

- 1) Mayor Larson opened the Public Hearing at 7:11 p.m.
- 2) Staff Report  
Hartz said according to budget law, the City is required to adopt a new operating budget before June 30, 2015. She said the budget was approved by the Budget Committee on May 14<sup>th</sup> and noticed in the Fern Ridge Review on May 27, 2015.
- 3) Public Comment  
None
- 4) Questions from Committee  
None
- 5) Mayor Larson closed the Public Hearing at 7:12 p.m.
- 6) Committee Deliberation  
None

**7. PUBLIC COMMENT**

None

**8. CONSENT AGENDA**

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

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

The consent agenda as approved included minutes for March 9, 2015 Joint Meeting of the City Council and Planning Commission, minutes for April 27, 2015 Work Session, minutes for April 27 2015, minutes for May 11, 2015 Work Session, minutes for May 11, 2015, minutes for May 21, 2015, Accounts Payable - Checks for Approval – Paid through May 19, 2015, To be Paid – Payable through June 2, 2015, and the Public Works Activity Report for May, 2015.

**9. COUNCIL BUSINESS AND REPORTS**

**a. Business**

- (1) Appointment to Fill Park Board Vacancies (Position 6)  
Mayor Larson appointed Jody Kenney to position 6 on the Veneta Park Board.
- (2) Request from Mid Lane Cares to provide Liability Insurance for the Community Garden Project  
Ingham said Mid Lane Cares is requesting the City provide liability insurance for the Community Garden Project. He said Mr. Kaufman approached the City last year about Mid Lane Cares starting a garden to provide fresh vegetables for the Tuesday and Thursday lunches at the Service Center. He said staff assisted with finding the location and the City will contribute the water. Mr. Kaufman came back this year with the idea of a community garden rather than a specific garden for Mid

Lane Cares. Ingham said as with any use of City property, the City requires liability insurance. Mr. Kaufman said it would cost Mid Lane over \$500 to provide liability insurance for the garden. Ingham said from a risk management standpoint, staff suggested rather than providing liability insurance to Mid Lane, the City could reimburse them for the cost to provide their own insurance.

Thomas Cotter and Tim Brooker agreed it was a good idea and they would like to see a community garden take hold in our community.

Mayor Larson said she's sure there are many possibilities and she said it's important that the garden would not just be for the Service Center but for the entire community.

Mr. Kaufman said any excess produce will be donated to the food boxes and to the Service Center kitchen. He said the culinary program at West Lane Technical Learning Center has been assisting with the Tuesday and Thursday lunches at the Service Center and they would like to grow some of their own vegetables and herbs for their culinary class.

In response to a question from Victoria Hedenstrom, Mr. Kaufman said they're working on getting grant funds to erect a fence around the garden including a locking gate.

**MOTION: Thomas Cotter made a motion to reimburse Mid Lane Cares, from the Council Discretionary Fund, for the cost of liability insurance (NTE \$510) for the community garden. Tim Brooker seconded motion which passed with a vote of 4-0.**

b. Councilor/Committee Liaison Reports

Thomas Cotter said the Wineries without Walls (WwW) project was discussed at the last Chamber Board meeting. He said Jason Gard provided a profit and loss statement and the board will meeting tomorrow to decide on the design of the banner for the WwW tasting room. He said the Board and the operator of WwW felt they could draw more people in from the highway if a WwW banner was installed on the building. He said the current banner displays the Chamber office as a visitor's center but they want to advertise wine and local micro brews tasting on the weekends. He said the next Chamber luncheon is Wednesday, June 10<sup>th</sup>.

In response to a question from Mayor Larson, Ingham said the new banner will replace the current sign. He said we don't know what the banner will cost and the City could contribute funds from the Rural Tourism Marketing Program (RTMP) but if the banner is \$4000 to \$6000, the Council needs to decide if they want to commit that much. He said the WwW operator may also contribute funds.

Tim Brooker said he attended the Lane Area Commission on Transportation (LACT) orientation on May 26<sup>th</sup> which was about 90 minutes long. He said he found it very informative because it answered many of his questions. He said he has not had an opportunity to review the meeting materials for this Wednesday's meeting.

Victoria Hedenstrom provided the Council with a Park Board update. She said the Earth Day event at Veneta Elementary was a huge success and had 14 booths and entertained 400 school age and preschool age kids. She said it was decided that Movie Night will be put on hold for many reasons; the Bolton Fields may be too large of a venue and the Park Board member that spearheaded the event has moved on. The Park Board talked about having a booth at the Harvest Festival, and assisting the pool staff with the summer pool events. She said with Jody Kenney joining the Park Board, there is only one vacancy on the Board. She said the Fall Tree planting event will be in October and the pine needle baskets would be a great youth event for the Harvest Festival or the Fall Tree Planting.

Mayor Larson said the Veneta Crime Watch group met at the library and the meeting was well attended and very productive. She said on Saturday, June 6<sup>th</sup> the Veneta Founder's plaque was dedicated and is on display at Applegate Pioneer Museum. She said the event was well attended and many

descendants of the Hunter family also attended. She thanked Ric, Kyle, Kip and Andy for all of their help. Mayor Larson said the Benefit by the Glass event was yesterday which went well. She said there were many local school graduation ceremonies last week. She said West Lane Technical Learning Center graduated 12 students and Elmira High School graduated 106 students. She said over the last four years local students have received over 1.5 million dollars in grants and scholarships. She said there will be a groundbreaking ceremony at 12:30 p.m. at Veneta Elementary tomorrow for their new building additions. She said Fern Ridge Middle School (FRMS) students will be released from school early for the cardboard boat races at the Community Pool and the 8<sup>th</sup> grade graduation ceremony is also tomorrow.

## 10. STAFF REPORTS

a. Finance Director.....Shauna Hartz

(1) Adoption of Budget and State Revenue Eligibility for Fiscal Year 2015-16

i. Agenda Item Summary for Resolution Nos. 1173, 1174, 1175

Hartz said her agenda item summary includes all three resolutions. She said Resolution No. 1173 adopts the approved budget for FY 2015-16. Hartz said in order to receive state shared revenue, the City must approve Resolution No. 1174 certifying that we provide four or more municipal services; and Resolution No. 1175 declaring the City's election to receive state shared revenue. She said there is a minor change to Resolution No. 1173 which she reviewed with the Council. She asked the Council if there were any questions.

ii. **RESOLUTION No. 1173** – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2015-2016; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 1173, a resolution adopting the operating budget for fiscal year 2015-2016; specifying appropriations; imposing taxes, and categorizing taxes imposed and including the changes previously mentioned. Tim Brooker seconded motion which passed with a vote of 4-0.

iii. **RESOLUTION No. 1174** – A RESOLUTION CERTIFYING THAT THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 1174, a resolution certifying that the City provides four or more municipal services. Victoria Hedenstrom seconded motion which passed with a vote of 4-0.

iv. **RESOLUTION No. 1175** – A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES

**MOTION:** Thomas Cotter made a motion to approve Resolution No. 1175, a resolution declaring the City's election to receive state shared revenue. Victoria Hedenstrom seconded motion which passed with a vote of 4-0.

b. Public Works Director.....Kyle Schauer

(1) Award of Contract for East Bolton Road Sanitary Sewer Project

Schauer said the City received three bids for construction of the E. Bolton Rd. Sanitary Sewer Project. He said the lowest responsive bid came from H & J Construction, Inc. which was lower than the City Engineer's estimate. He said the City Engineer recommended the contract be awarded to H & J Construction, Inc. for a not to exceed amount of \$235,000 which includes a 20% contingency.

**MOTION:** Thomas Cotter made a motion to authorize City staff to enter into contract with H & J Construction, Inc. to construct the East Bolton Road Sanitary Sewer project for an amount not to exceed \$235,000. Tim Brooker seconded the motion which passed with a vote of 4-0.

In response to a question from Tim Brooker, Schauer said he's not sure how long it will take to complete this project but H & J specializes in pipe laying so they are familiar with this type of construction.

Ingham said soon staff will notify E. Bolton residents of the project timeline.

c. City Administrator.....Ric Ingham

(1) Prohibition Smoking in City Parks

i. Agenda Item Summary

Ingham said staff is requesting the Council adopt Ordinance No. 520 for first and second reading by title only tonight with an effective date of July 8, 2015.

ii. Public Comment  
None

iii. **Ordinance No. 520** - AN ORDINANCE AMENDING VENETA MUNICIPAL CODE CHAPTER 12.10 PROHIBITING SMOKING WITHIN CITY PARKS

**MOTION:** Thomas Cotter made a motion to approve Ordinance No. 520 for first reading by title only. Tim Brooker seconded motion which passed with a vote of 4-0.

Ordinance No. 520 was read into the record for first reading by title only.

**MOTION:** Thomas Cotter made a motion to approve Ordinance No. 520 for second reading by title only and final enactment on July 8, 2015. Tim Brooker seconded motion which passed with a vote of 4-0.

Ordinance No. 520 was read into the record for second reading by title only for final enactment of July 8, 2015.

After a brief discussion, it was brought to staff's attention that the title read into the record was incorrect.

**MOTION:** Thomas Cotter withdrew his motions approving Ordinance No. 520 for first and second reading.

**MOTION:** Thomas Cotter made a motion to approve Ordinance No. 520 for first reading by title only. Victoria Hedenstrom seconded motion which passed with a vote of 4-0.

The correct title of Ordinance No. 520 was read into the record for first reading by title only.

**MOTION:** Thomas Cotter made a motion to approve Ordinance No. 520 for second reading by title only and final enactment on July 8, 2015. Tim Brooker seconded motion which passed with a vote of 4-0.

The correct title of Ordinance No. 520 was read into the record for second reading by title only for final enactment of July 8, 2015.

(2) Questions from Councilors

Tim Brooker said he would like to address fireworks and suggested a flyer be included in the upcoming utility bills to encourage fireworks be lit in the street and not in yards.

Victoria Hedenstrom would like to discuss, at a later time, wood burning stoves in Veneta.

**6. OTHER**

Ingham said representatives from the Army Corps of Engineers and the Oregon Dept. of Fish and Wildlife will be attending the Wednesday Chamber meeting to discuss how long Fern Ridge Reservoir will be at full pool. He encouraged elected officials to attend if possible.

In response to a question from Victoria Hedenstrom, Ingham said he will try to take thorough notes from the meeting that he will forward to her.

Ingham said he would like to informally discuss, with a couple of Councilors, Lane County's desire for the City to use the County's reservation system to purchase Zumwalt Campground tickets during the Oregon Country Fair. He said after the meeting, staff will bring information back to the full Council.

Thomas Cotter and Tim Brooker volunteered to discuss the issue.

Ingham said the League of Oregon Cities annual conference is in September and hotel reservations can be made starting July 1<sup>st</sup>. He asked the Council to let him know by then if they would like to attend.

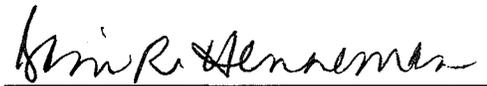
Hartz said she is very pleased with the new City auditors and their process. She provided a letter from the auditor and two questionnaires for Councilors to complete independent of staff. She asked that the questionnaires be completed and mailed directly to Accuity, LLC by the end of the month. Hartz said the auditors were here for two and a half days.

**7. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 8:13 p.m.

  
Sandra H. Larson, Mayor

ATTEST:

  
Darci Henneman, City Recorder  
Minutes prepared by DHenneman)